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## Arlington Heights School District 25 eLearning Plan

### Historical context

In 2015, the Illinois State Board of Education authorized an eLearning pilot to note the merits of using eLearning during emergency days [105 ILCS 5/10-20.56]. With information from the three districts that piloted eLearning, and guidelines regarding the length of the school day, ISBE granted all districts the ability to utilize eLearning days in place of emergency school closing days [Public Act 101-0012]. In May of 2020, an amendment to Senate Bill 1569 [Public Act 101-0643] updated School Code sections regarding eLearning days [105 ILCS 5/10-10.05, 105 ILCS 5/10-20.56, and 105 ILCS 5/10-30].

### Required Steps to Enact District 25 (D25) eLearning Plan:

- June 29, 2020 - Electronic notice to bargaining units, Arlington Teachers Association and Service Employees International Union, Local #73 (SEIU), as well as all other staff members not in a collective bargaining unit.
- July 30, 2020 - Notice of D25 Board of Education public hearing regarding the D25 eLearning Plan posted and published in the newspaper. Post eLearning Plan posted on the D25 website for parents or guardians of all students enrolled in the District.
- August 13, 2020 - D25 Board of Education public hearing regarding the D25 eLearning Plan.
- August 13, 2020 - D25 Board of Education approves the D25 eLearning Plan and its renewal for a term of three years.

### Rationale & Structures

An eLearning day option provides District 25 with an opportunity to engage students in remote learning activities that will continue to advance learning during building closures. The D25 eLearning plan will include plans for remote learning days, blended remote learning, up to five remote and blended remote learning planning days, and transitions between remote learning to on-site learning upon the State Superintendent of Education's declaration that remote learning or blended remote learning days are no longer deemed necessary. The eLearning plan includes online and non-technology based activities that will continue to advance student learning.

During remote learning days, instruction shall be conducted remotely. During blended remote learning days, the District will use a hybrid of in-person and remote instruction models. Remote and blended remote learning planning days will be used to develop, review, or amend the eLearning plan or to



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provide staff professional development focused on remote learning. Plans for transitions between remote and on-site learning will be based on guidance from the State Superintendent of Education

In the event of an emergency school closing, the District will still retain the ability to choose between implementing an eLearning day or making up the missed day at the end of the school year. In collaboration with the D25 Remote Learning Committee, composed of members of the D25 bargaining units and district administrators, we will periodically review and amend this eLearning plan to ensure it meets the needs of all of our students.

eLearning days shall be made up on the day of the emergency day and will consist of at least five clock hours of student engagement. As outlined 105 ILCS 5/10-19.05, exceptions to the five hours of student engagement are made to accommodate multiple, consecutive eLearning days; staff professional development; parent-teacher conferences; kindergarten and first-grade students; and students with disabilities. The clock hour requirements do not apply if the Governor of Illinois declares a disaster due to a public health emergency. In this case, the Illinois State Superintendent of Education may establish minimum clock hour requirements.

### **Communication**

Discussions with D25 bargaining units occurred in June 2020 and will continue as we implement and monitor the success of the eLearning plan. The eLearning plan, including remote and blended remote learning day plans, will be posted on the D25 website for students, staff, and families. The general expectations and responsibilities of the eLearning plan will be communicated to teachers, staff, students, and families at least thirty days before utilizing an eLearning day. Students and parents/guardians will be notified per D25 communication protocols of the District's intent to use an eLearning day in place of an emergency school closing day, including notification to use eLearning days for an extended time.

### **Teaching & Learning and Curricular Connections**

Student learning activities will be tied to the existing curriculum of D25 schools and aligned to the Illinois Learning Standards. Learning objectives will align with the content and skills students must master to be successful learners. The Department of Student Learning and teachers will collaborate to develop activities aligned with the standards. Suggested activities will align with a student's current instructional program (e.g., reading, math, science, social studies, health, PE, art). Learning activities will be varied, balanced, and meet the hourly requirements of an eLearning plan. Many of the eLearning activities may be accomplished independently, but others will require some assistance from a parent, caregiver, or sibling. If none are available to assist a student, the student will not be held accountable for that activity. Where appropriate, eLearning plans will be differentiated to meet the unique needs of students who are eligible for special education, English learners, students experiencing homelessness under the Education for Homeless Children Act, or vulnerable student populations.



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### **Student & Staff Access and Connectivity**

Students in K-5 will have a device (iPad, Chromebook) to use at home. eLearning activities will be accessible through the following platforms: Seesaw (elementary) and Schoology (middle school). Teachers will be equipped to provide instruction, interact with whole-class and small-group arrangements, and assess student mastery of standards. Daily instructional interaction between teacher and students will occur for core subjects, and consistent interaction between staff and students will occur for specials and support services. Teachers will check email periodically throughout the day to answer any questions and assist students. Although all eLearning activities will not be technology-dependent, any D25 family that does not have internet access in their home may contact the D25 Technology department (tech25@sd25.org) to request access as possible. Staff required to interact with students during the contractual hours will have district-issued devices to support student learning on these days. Non-electronic materials will be made available to staff and students who are prevented from accessing the required technology.

### **Student Attendance**

Student attendance will be recorded and monitored using the PowerSchool Student Information System along with Seesaw, Google Classroom, or Schoology virtual learning platforms. Monitoring will address the extent to which student participation is within the students' control as to the time, pace, and means of learning. Attendance will be based on student assignment or activity completion.

### **IEP and EL Students**

Students will be afforded all reasonable accommodations and modifications outlined in their IEP, 504, and/or support plan(s). Teachers will be available during regular work hours to provide additional assistance to students. Related services will be replicated through remote learning, or plans will be developed so parents can implement related services at home under the guidance of the service provider.

### **Staff Training**

Staff received training on virtual learning platforms and the delivery of remote learning instruction beginning in March 2020. Training will be ongoing.

### **General Educator Expectations**

- Purpose  
To define the expectations of an eLearning day for general educator personnel so they may adequately plan and implement the learning activities.



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- **Definition**  
If the eLearning day option is exercised, the day shall be made up on the date of the emergency school closing (e.g., If school is closed on 4/10/21, the eLearning day will occur on 4/10/21), and it will count as a day of work for general educator personnel.
- **Communication**  
It is expected educators will be notified of the emergency day per the usual D25 communication protocols.

### Special Educator Expectations

- **Purpose**  
To define the expectations of an eLearning day for special educator personnel so they may adequately plan and make proper use of their work time and professional development.
- **Communication**  
It is expected that special educator personnel will be notified of the emergency day per the usual D25 communication protocols.
- **Definition**  
If the eLearning day option is exercised, the day shall be made on the date of the emergency school closing (e.g., If school is closed on 4/10/21, the eLearning day will occur on 4/10/21) and it will count as a day of work for special educator personnel.

### General IEP Procedures:

- Students receiving special education through an IEP will continue to receive these services during eLearning. The multidisciplinary team will continue to implement the IEP and maintain focus on service delivery methods during eLearning to meet the individual needs of students.

### District Responsibilities:

- If the eLearning day option is exercised, it is the District's responsibility to make sure students and parents can access the remote learning activities and expectations.
- It is also the District's responsibility to ensure students have the relevant assistive technology available when an eLearning day is implemented.

### Special Education Teacher/Student Services Staff Responsibilities:

- Individualized contact will be made with each student on each eLearning day.
- With the assistance of the multidisciplinary team, remote learning activities shall be created, appropriate for each student on a teacher's caseload. These learning plans may include but are not limited to videos, hands-on activities, sensory suggestions, and reading response activities.
- Teachers will also be supported by resources and suggested learning opportunities from the Department of Student Services.



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### Related Service Responsibilities:

- Related service providers will provide activities that may include worksheet pages that can be printed, links to specific online activities, pre-recorded videos, group or individual teleconferencing activities.
- Although the services may not be replicated through eLearning, there will be plans for the parents to implement some of the services at home under the guidance of a related service provider.
- If a student does not have access to the related service over multiple days due to school closure, it may be necessary for the District to provide services at an alternate time upon return to school.

### Teaching Assistant, Clerical Assistant & Registered Nurse (TCARN) Expectations

- Purpose  
To define the expectations of an eLearning day for TCARN personnel so they may adequately plan and make proper use of their work time and professional development.
- Communication  
It is expected that TCARN personnel will be notified of the emergency day per the usual D25 communication protocols.
- Definition  
If the eLearning day option is exercised, the day shall be made on the date of the emergency school closing (e.g., If school is closed on 4/10/21, the eLearning day will occur on 4/10/21), and it will count as a day of work for TCARN personnel.

There are many different and essential roles that TCARN personnel serve within D25, and depending on the role, the experience will be differentiated to meet the needs of these employees better.

Employees who require student presence, such as a teaching assistant, will either have clearly defined responsibilities during the workday or have a professional development opportunity that will be communicated electronically by their building administrator or designee.

Employees that will not have a clear work role on the eLearning day will be required to participate in professional development modules that will be communicated to them electronically. They will have some choice in professional development options aligned to improving skills related to their jobs to ensure the days are meaningful for the employees while not being overly burdensome.



### **Educational Support Personnel (ESP) Expectations**

- Purpose  
To define the expectations of an eLearning day for ESP personnel so they may adequately plan and make proper use of their work time.
- Communication  
It is expected ESP personnel will be notified of the emergency day per the usual D25 communication protocols.
- Definition  
If the eLearning day option is exercised, the day shall be made on the date of the emergency school closing (e.g., If school is closed on 4/10/21, the eLearning day will occur on 4/10/21), and it will count as a day of work for ESP personnel.

There are many different and essential roles that ESP personnel serve within AHSD25, and depending on the role, the experience will be differentiated to meet the needs of these employees better.

Employees that can effectively work from home on their traditional tasks will have the option to exercise this on an eLearning day, and it will only be pending supervisor approval.

### **Service Employees International Union, Local #73 (SEIU) Expectations**

- Purpose  
To define the expectations of an eLearning day for SEIU personnel so they may adequately plan and make proper use of their work time.
- Communication  
It is expected SEIU personnel will be notified of the emergency day per the usual D25 communication protocols.
- Definition  
If the eLearning day option is exercised, the day shall be made on the date of the emergency school closing (e.g., If school is closed on 3/10/21, the eLearning day will occur on 3/10/21), and it will count as a day of work for SEIU personnel.

There are many different and essential roles that SEIU personnel serve within D25, and depending on the role, the experience will be differentiated to meet the needs of these employees better.



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Employees who are required to be on-site due to maintenance, custodial, and potential snow removal will have timing and expectations communicated to them via normal channels before and on the date of the emergency event. Standard operating procedures will remain in place for this group of employees.