

**Date:** March 11, 2020

**To:** Dr. Kevin Jauch, Regional Superintendent of Schools

**From:** John Kosirog, Superintendent Niles D71, Ken Kaufhold, Director of Technology

**RE:** Niles D71 e-Learning Plan

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This memo contains the e-Learning plan for Niles D71 and provides a historical context for e-Learning days. It also includes statutory e-Learning requirements including the e-Learning day implementation process, expectations for general education lessons, expectations for special education and related services, expectations for other special services, and expectations for non-certified and other office staff.

### **Required Steps to Enact D71 e-Learning Plan**

- March 6, 2020 – Administration meets regarding e-Learning and the required elements of an e-Learning application.
- March 9 & 10 - Meetings with the Niles Council of Teachers and Support Staff to discuss the e-Learning plan and state requirements.
- March 10-12 - Meetings with all staff to discuss e-Learning including an implementation overview, guidelines, and available supports.
- March 10, 2020 - Niles D71 School Board approves the District e-Learning plan and motion to utilize e-Learning for emergency days.

### **Historical Context**

In light of the possibility of extended school closings and with the capacity to administer a e-Learning day, we believe Niles D71 should develop and implement a state approved e-Learning plan. The District will maintain the option to make up inclement weather/emergency days at the end of the year.

Recent information from ISBE and the North Cook Intermediate Service Center (NCISC) requires districts to approve an e-Learning plan per the statute set forth in Public Act 101-0012 of the 101st Illinois General Assembly. In order to move forward with an e-Learning plan for emergency days, Niles D71 Board must approve e-Learning days and submit the plan to the NCISC for final approval. Following approval from the NCISC, the D71 school board will need to formally adopt a resolution to utilize e-Learning for emergency days.

The adoption of an e-Learning plan permits Niles D71 to utilize e-Learning for three years. It is a necessary step to implement the formal plan for e-Learning on emergency days. We do not plan to utilize e-Learning days for any days other than emergency days.

Our e-Learning plan describes the manner in which administration will address the ISBE requirements, as presented in the e-Learning Program Verification Form (PVF).

### **Request**

We request the North Cook Intermediate Service Center approve our e-Learning Plan as presented.

### **Rationale**

The rationale for this request is that it will provide Niles D71 further flexibility in its learning environment, allowing impactful learning to continue, and eliminating the need to make-up emergency days at the end of the year.

### **Recommendation**

We recommend that the Board of Education approve the e-Learning Verification Form for a period of three school years to expire at the end of the 2021-2022 school year.

## **Niles ESD71 e-LEARNING PLAN 2019-2020**

### **Introduction**

*Public Act 101-0012* of the 101st Illinois General Assembly permits local school districts to establish an e-Learning plan to address student learning in a remote environment. Niles D71 will utilize e-Learning to provide meaningful education to students during emergency days. Since we are a 1:1 District, students already have considerable experience with digital learning. This plan allows our teachers to develop engaging and meaningful lessons that students can complete outside of school while complying with the statutory requirements.

Due to the recent state legislation and our current technology infrastructure, the District can meet the statutory requirements for e-Learning days. All students in grades K-2 have an Apple iPad. All students in grades 3-8 have a Chromebook device. These devices enable students to use digital tools to access research proven learning opportunities from remote locations. The approval of the motion to Adopt e-Learning for Emergency Days allows us to move forward with e-Learning days.

### **Teaching, Learning, and Curricular Connections**

Student learning activities will be tied to the existing curriculum of Niles D71. Learning objectives align with the content and skills students must master to be successful in each subject. Teachers will collaborate with their grade-level and subject level teams to develop activities aligned with the District's established curriculum. Suggested activities include completion of publisher produced online reading and math lessons, reading age appropriate stories through digital book collections, continued novel studies, and writing activities including journaling. It is the expectation that the e-Learning activities will be approximately the length of a class period and/or a regular elementary block of academic instruction.

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

All District students are issued a 1:1 computing device. All Niles D71 staff have district issued laptop and/or iPad devices that they can take home. Staff will utilize Google Classroom and/or Hapara Workspace to provide students detailed information regarding assignments and learning activity resources. These activities can be completed on any device including home and district provided computers. Learning experiences may also be non-digital in nature if the activities are meaningful and aligned to the District curriculum. There will be printed packets of lessons available for students without access to an electronic device and/or the internet. Teachers will be available to interact with their students digitally during contract time on the e-Learning Days. Students may also collaborate with their peers on e-Learning assignments through online learning platforms such as Google Classroom.

### **Student Attendance**

Monitoring of student progress during the e-Learning Day will be made through the learning management systems of Google Classroom. Student attendance will be determined by the student's completion of the learning activities performed on these days.

### **504, IEP and EL Students**

Students will be afforded all reasonable accommodations and modifications outlined in their IEP and Section 504 plans. Special education teachers and EL teachers will be available during the hours of instruction to provide additional assistance to students. Related service providers will also utilize e-learning to create opportunities for the delivery of their services.

### **Notice to Bargaining Unit**

Given the possibility of a prolonged school closure, discussion of potential e-Learning Days began in March 2020. This e-Learning plan was reviewed by the Niles Council of Teachers and Support Staff.

### **Staff Training**

Continual professional learning regarding 21st century learning experiences, digital platforms, etc. occurs throughout the year for all staff in the District. Our staff has been trained in researched based digital learning activities that meet the International Society for Technology in Education (ISTE) standards. Technology staff, instructional coaches, content area facilitators, and school administrators will be available to support staff in the implementation of e-Learning and on e-Learning days.

### **Benefits of e-Learning for Emergency Days**

- Allows for uninterrupted learning enabling students to continue meaningful instruction consistent with state standards
- Allows for a consistent end of the school year, avoiding rescheduling of events
- Ensures the required clock hours of instruction for each student
- Promotes research based 21st century learning approaches and ISTE standards
- Promotes continued learning beyond the school building

### **e-Learning Structures & Rationale**

If the school is using an e-Learning day, the District will communicate this information to parents, students, and staff members. District 71 will also provide directions for finding the learning activities. The District will make every attempt to provide staff the necessary planning time to collaborate on e-Learning activities. This will allow parents, students, and educators to make e-Learning plans that advance curricular objectives and subject level instruction. E-Learning days also provide for a higher degree of continuity because students can continue learning even if the school building is closed.

Attendance on the e-Learning day will be determined by the completion of e-Learning day assignments. Students will have up to 5 days to complete their e-Learning assignments. The additional time allows students the flexibility to demonstrate the learning at their individual pacing, especially important to special education programming. Student attendance on the e-Learning day will count as a regular attendance day for all students demonstrating assignment completion.

Communication will play a critical role in implementing the e-Learning plan on emergency days.

The district will develop a communication plan to introduce families to e-Learning and e-Learning related logistics. We developed A Frequently Asked Questions (FAQ) document based on the feedback from teachers, parents, and other stakeholders. Administrators and teachers will have support in implementing this plan prior to the implementation of e-Learning Days. Families can have access to the e-Learning lessons, supports, and FAQs well in advance of any weather events or other emergencies.

### **District Responsibilities**

- If the e-Learning Day option is exercised, it is the District's responsibility to make sure the students and parents can access the e-Learning activities/assignments and understand the expectations prior to the actual e-Learning day.
- Provide special training for parents and students. They will likely need special training days outside of the actual work day to learn about the e-Learning days.
- It is also the District's responsibility to ensure that students have the relevant assistive technology available when a e-Learning day is implemented.

**Please see the proposed e-Learning structures for General Education, Special Education/Related Services personnel, and classified personnel:**

### **CERTIFIED STAFF EXPECTATIONS**

#### **Purpose**

To define the expectations of an e-Learning day for general education teachers so that they can adequately plan and implement e-Learning activities within the District 71 framework.

#### **Definition**

If the e-Learning option is exercised, the school day shall be considered made-up on the date of the emergency event.

#### **Communication-**

- It is expected that educators are notified of the emergency day per the usual District 71 communication protocols.
- Educators will plan and revise appropriate e-Learning activities at the beginning of the school year. These activities will be organized by grade level teams and posted on the District e-Learning web page by September 1st of each year. Teachers may modify these activities, and updated lessons shall be posted by 8:00 a.m. on the emergency event date. Student attendance will be determined by completion of the posted lessons. Students will have 5 days from the date of the e-Learning day to complete all assignments.

#### **Learning Experience Expectations:**

- Teachers will respond in a timely manner to student questions through email and Google Classroom during the normal work hours on the e-Learning day.
- To ensure and verify at least 5 clock hours of instruction or school work, as required under Section 10-19.05, for each student participating in an e-learning day, Niles D71 e-Learning schedule is as follows:

- 7:20 - 8:00 am - Planning and preparation
- 8:00 am - Learning modules posted and period of availability, student engagement, instruction, supervision and support as needed begins
- 8:30 am - 1:30 pm - 5-hour block of student engagement, instruction, supervision, monitoring and support as needed
- 1:30 p.m. - 2:00 p.m. - Duty Free
- 2:00 p.m. - 3:00 p.m. - Verification/assessment of student work/engagement; planning/prep
- Expectations by level of instruction shall be:
  - Subject Level Middle School Classes 6-8: Approximately 40 minute learning activities (80 minutes for ELA) aligned to subject level curriculum guides. Teachers should develop a choice menu of activities, one of which can be completed without a device.
  - Elementary K-5: Approximately 90 minutes of core ELA, 60 minutes of math, 30 minutes of science or social studies, and 30 minutes of writing activities aligned with district curriculum guides; two 30 minute specials activities such as art and music; and 30 minutes of physical education. Teachers should develop a choice menu of activities, at least one of which can be completed without a device.
- Learning activities should include a way for students to demonstrate or provide evidence of learning. Students are not required to have a completed “product” for each activity. For example, parents may confirm reading minutes and online platforms may record engaged learning time.
- Students shall have 5 school days to complete the learning experience. Attendance shall be tied directly to successful completion/demonstration of the learning experience. Student attendance will be entered on the **sixth school day** following the emergency event (district office will send a reminder to complete this via PowerSchool)

## **SPECIAL EDUCATOR EXPECTATIONS**

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

A teacher should create activities/assignments with the individual student in mind. These activities/assignments may include, but are not limited to, PDFs, podcasts, presentations, multimedia lessons, Google Docs, and any combination of the above.

Staff will be available on e-Learning days, via email, to answer student and parent questions regarding the assignments.

### **Related Service Responsibilities**

Occupational therapists, speech therapists, and other related services providers, as appropriate, should operate as consultants when the teachers are putting together the learning activities for students who receive special education services. Related service providers will also utilize e-learning to create opportunities for the delivery of their services, as appropriate based on

individualized student need.

## **NON-CERTIFIED EXPECTATIONS**

### **Purpose**

To define the expectations of a e-Learning day for non-certified personnel. These activities will align with the professional development and strategic planning objectives developed by the District.

### **Definition**

An e-Learning day will count as an attendance day for students. The day will count as a work day for all staff.

There are many different and essential roles that non-certified personnel serve within Niles D71, and depending on the role, the experience will be differentiated to better meet the needs of these employees.

### **Work Plan(s)**

There will be different expectations for non-certified employees depending on the nature and timing of their work. Supervisors will communicate the expectations to staff in a timely fashion. The four work plans for e-Learning days are as follows:

1. Employees who are required to be on site due to maintenance, technology, 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.
2. Non-certified staff such as classroom paraprofessionals may assist special education students after consultation with a special education teacher. They may also complete online professional development.
3. Employees that will not have a clear work role on the e-Learning day will be required to participate in appropriate online professional development activities. These activities will be related to the staff member's role in the building.
4. Office staff that can effectively work from home will be allowed to do so with supervisor approval.