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**MEMORANDUM**

**To:** North Cook Regional Office of Education; District 57 Board of Education

**From:** Dr. Elaine Aumiller, Superintendent

**Date:** March 13, 2020

**Re:** Documents for eLearning/Remote Learning Plan

**Abstract**

This memo contains the steps to enact an eLearning/Remote Learning Plan in Mount Prospect School District 57; a historical context for implementing eLearning/Remote Learning days in Mount Prospect; the eLearning/Remote Learning Plan for consideration; certified staff expectations (general, special education, related services); classified staff expectations.

**Required Elements**

The regional office of education or intermediate service center for the school district must timely verify that a proposal for an eLearning/Remote Learning program has met the requirements specified in this Section and that the proposal contains provisions designed to reasonably and practicably accomplish the following:

- (1) to ensure and verify at least five clock hours of instruction or school work, as required under Section 10-19.05, for each student participating in an eLearning/Remote Learning day;
- (2) to ensure access from home or other appropriate remote facility for all students participating, including computers, the Internet, and other forms of electronic communication that must be utilized in the proposed program;
- (2.5) to ensure that non-electronic materials are made available to students participating in the program who do not have access to the required technology or to participating teachers or students who are prevented from accessing the required technology;
- (3) to ensure appropriate learning opportunities for students with special needs;
- (4) to monitor and verify each student's electronic participation;
- (5) to address the extent to which student participation is within the student's control as to the time, pace, and means of learning;
- (6) to provide effective notice to students and their parents or guardians of the use of particular days for eLearning/Remote Learning;
- (7) to provide staff and students with adequate training for eLearning/Remote Learning days' participation;
- (8) to ensure an opportunity for any collective bargaining negotiations with representatives of the school district's employees that would be legally required, including all classifications of school district employees who are represented by collective bargaining agreements and who would be affected in the event of an eLearning/Remote Learning day;



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(9) to review and revise the program as implemented to address difficulties confronted;

**Modified Emergency Steps to Enact Emergency eLearning/Remote Learning Plan**

- Allows district Superintendent to adopt the plan without board approval,
- Removes school board requirement to hold public hearing,
- Allows districts to use eLearning/Remote Learning for the duration of the state emergency declaration,
- Removes September 1 plan approval deadline,
- Removes 30-day protocol notification requirement.

**Historical Context**

Four years ago, the State of Illinois allowed three districts to pilot eLearning/Remote Learning days as a trial for potential expansion throughout the state. In November 2018, the Illinois State Board of Education (ISBE) issued a letter with new guidelines regarding the school day. The guidelines were finalized in the summer of 2019, yet no rubric for approval was released at that time. District 57 chose not to move forward with a plan to have the option to implement eLearning/Remote Learning in the 2019-2020 school year. However, in light of recent events and a pending health crisis, Mount Prospect School District 57 will create an eLearning/Remote Learning Plan to support students during a potential school shutdown. The eLearning/Remote Learning Plan below outlines the manner in which administration will address the ISBE requirements, which are outlined above.

**Rationale**

At the urging of the State Superintendent, District 57 has developed a plan to provide learning opportunities to students during a potential extended emergency school closing. It will further codify the school year without adding emergency days to the end of the year.



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**DISTRICT 57 eLEARNING/REMOTE LEARNING PLAN  
2019-2020**

**Introduction**

Public Act 101-0012 of the 101st Illinois General Assembly permits local school districts to establish an eLearning/Remote Learning Plan to address student learning in a remote environment. Fifth through eighth grade students in District 57 are issued a district-managed device. PreK through fourth grade students will be provided paper-based learning activities.

Due to the recent State Superintendent proclamation, our current technology infrastructure, and teacher technology devices, District 57 can meet the statutory stipulations to use eLearning/Remote Learning days in a manner that permits students access to learning from remote locations. Other options will be available for any students and who do not have access to technology when off-campus.

**Teaching and Learning and Curricular Connections**

Student learning activities will be tied to the existing curriculum of District 57 schools which are aligned to the Illinois Learning Standards. Learning objectives align to the content and skills students must master to be successful learners. Teachers will collaborate on their course and grade level teams to develop rigorous activities in line with the standards. Suggested activities will align with a student's current instructional program (i.e., reading, math, science, social studies, health fine-arts, PE). Learning activities will be varied, balanced, and meet the hourly requirements of the eLearning/Remote Learning Plan.

**Student and Staff Access and Connectivity**

Student learning will be implemented with the district approved learning management system, Google Classroom. Work can be completed on any device, including the district-issued Chromebook. Teachers will be available to interact with their students digitally, and students may also have the opportunity to engage with their peers via digital tools. Students without device access or connectivity issues can request a district-issued Chromebook. Paper-based learning activities will be provided for all PreK through fourth grade students as well as students without access to technology. These learning activities will also be posted online for students and families.

**Student Attendance**

Student attendance and monitoring will be collected via a Google Form to all parents/guardians by 9:00 a.m. each eLearning/Remote Learning day. Teachers will track student engagement in learning tasks. Student attendance on the eLearning/Remote Learning day will count as a normal attendance day for all students.



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**IEP and 504**

Students will be afforded all reasonable accommodations and modifications outlined in their IEP and/or 504. Special education staff will be available during the hours of instruction to provide additional assistance to students. Special education teachers and related service support staff will be available during the hours of instruction to provide additional assistance to students. If the student does not have access to the related service over multiple days due to inclement weather, it may be necessary for the District to provide services at an alternate time upon return to school.

**Notice to Bargaining Units**

Discussions with the MPEA have taken place throughout the development of the eLearning/Remote Learning Plan. Bargaining unit members assisted in plan development. Discussions will continue to take place as we implement and monitor the success of implementation.

**Staff Training**

Staff will be trained on attendance procedures, expected roles, and lesson development. Staff receive regular training on district-issued technology and currently use it to drive instruction. Building administrators, district administrators, and instructional technology coaches, and technology support staff will be available to train and support staff in the implementation of eLearning/Remote Learning days.



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**DISTRICT 57 CERTIFIED STAFF eLEARNING/REMOTE LEARNING  
EXPECTATIONS**

**Purpose**

To define the expectations of an eLearning/Remote Learning day for teachers so that they can adequately plan and implement lesson plans within the District 57 eLearning/Remote Learning Plan framework.

**Definition**

If the eLearning/Remote Learning option is exercised, the day shall be made up on the date of the emergency event (i.e., school is closed on March 10, 2020, an eLearning/Remote Learning day is scheduled for March 10, 2020).

**Communication**

It is expected that educators are notified of the emergency day via School Messenger and email. Every effort will be made to alert staff prior to 9:00 p.m. the evening before.

**GENERAL EDUCATOR EXPECTATIONS**

**Learning Experience Expectations**

- Learning target(s) and experiences are posted by 9:00 a.m. on the eLearning/Remote Learning day.
- Teachers will respond to students in a timely manner via Google Classroom, Google Docs, or Gmail.
- School attendance will be based on parental reporting.
- All D57: Students will be provided a learning menu to complete over the course of 1 week.
- The learning experience must have the ability to demonstrate or provide evidence that learning occurred and linked to the Common Core Standards/Illinois Learning Standards.



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**SPECIAL EDUCATOR EXPECTATIONS**

**General IEP Procedures**

1. The IEP team must determine whether and what level of eLearning/Remote Learning supports will provide an individual student Free Appropriate Public Education (FAPE).
2. The IEP team should discuss these plans at the annual review each year. The provision of special education and related services on eLearning/Remote Learning days should be pre-established in the IEP.\*

\*Because this is an emergency eLearning/Remote Learning Plan, current IEP documents will not reflect student needs and accommodations for eLearning/Remote Learning. This is something that may be added during IEP annual reviews moving forward.

**District Responsibilities**

1. If the eLearning/Remote Learning Day option is exercised, it is the District's responsibility to make sure the students and parents can access the eLearning/Remote Learning modules.
2. The District will provide special training for parents and students as needed.
3. It is the District's responsibility to ensure that students have the relevant tools available when an eLearning/Remote Learning day is implemented.

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

A teacher should create the modules with the individual student in mind. These modules may include PDFs, podcasts, presentations, multimedia, Google Docs, and any combination of the above.

1. If the student typically receives intensive support throughout the school day or one-on-one adult support, the same level of support should be available through direct and indirect special education services, such as Google Docs.
2. Our plan is to ask for individuals to be available on eLearning/Remote Learning days, via email, to answer student and parent questions regarding the modules.

**Related Service Responsibilities**

The occupational therapists, speech therapists, and other related services providers, should operate as consultants when the teachers are putting together the modules for students who receive related services. Although the services may not be replicated through an online platform, there should be plans for the parents to implement some of the services at home under the guidance of the related service provider. If the student does not have access to the related service over multiple days due to inclement weather, it may be necessary for the District to provide services at an alternate time upon return to school.



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**DISTRICT 57 CLASSIFIED STAFF eLEARNING/REMOTE LEARNING  
EXPECTATIONS**

**Purpose**

To define the expectations of an eLearning/Remote Learning day for classified personnel so that they can adequately plan and make proper use of their work time and professional development within the District 57 framework.

**Definition**

If the eLearning/Remote Learning option is exercised, the day shall be made up on the date of the emergency event (i.e., school is closed on March 10, 2020, eLearning/Remote Learning day is scheduled for March 10, 2020).

There are many different and essential roles that classified personnel serve within District 57, and depending on the role, the experience will be differentiated to better meet the needs of these employees.

**Communication**

It is expected that educators are notified of the emergency day via School Messenger and email. Every effort will be made to alert staff prior to 9:00 p.m. the evening before.

**CLASSIFIED EXPECTATIONS**

**Work Plan(s)**

There will be different expectations for classified employees depending on the nature and timing of their work. It is important that supervisors communicate the expectations on these days clearly to their employees. Supervisor expectations will be the most important piece in defining the workday for classified MPESPA employees. In general, employees will have four different plans for work on these days, and again, the supervisors will communicate and approve work plans on the actual eLearning/Remote Learning day. The four general work plans for eLearning/Remote Learning days are as follows:

1. Employees who are required to be on site due to maintenance, cleaning, technology support, 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. Employees who require student presence (such as classroom aides) will either have clearly defined responsibilities during the work day, as prescribed by the students' IEPs, or they will have a professional development opportunity that will be communicated by district administration.
3. Employees that will not have a clear work role on the eLearning/Remote Learning day will be required to participate in two to three professional development modules per day, which will be communicated by district administration. They will have some choice in the professional development modules (Infinitec and Safe Schools Training Modules) and



# Mount Prospect School District 57

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they will be aligned to improving skills related to their jobs. This will ensure that the days are meaningful for the employees while not being overly burdensome.