



Community High School District 128
E-learning Plan
2019-20 School Year

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. Community High School District 128 proposes the use of e-learning days on designated school emergency days during the 2019-20 school year. The district piloted an e-learning day in February, 2019 that was deemed successful by over 90% of respondents to staff and community surveys. Using feedback from staff, students, and the community, D128 will address e-learning program requirements as defined in Public Act 101 as described below:

Student Attendance and Access

All students are issued a D128 Chromebook and Google Suite access including email for home use. The District ensures that all students have internet access at home through the registration process and district-issued hotspots as needed. In the event of a disruption to these services on an e-learning day, non-electronic materials will be provided as needed upon return to school with additional time for completion. Students will receive e-learning expectations from teachers via district email and will complete a Google form to verify at least 5 clock hours attendance.

Monitoring and Verification of Student Electronic Participation

E-learning days will be announced as soon as the decision is made and no later than 7:00 am on the e-learning day. All communication to students will be through district email. Students will receive an email providing the attendance form no later than 9:00 am. Teachers will develop e-learning activities that align to the course curriculum, enhance or extend learning, and require approximately 35-40 minutes of course-related student learning. Teachers will email the e-learning day expectations no later than 9:00 am on the e-learning day. All D128 staff will monitor and respond to student email inquiries between 10:00 am and 3:00 pm.

Student Control of Time, Pace, and Means of Learning

Students are expected to complete the attendance verification form by 4:00 pm on the e-learning day. If circumstances prevent this, individuals will discuss the matter with school officials upon the return to school. Students may complete class activities during the teacher contact window (10:00 am-3:00 pm) to receive teacher support or at a time of their choosing when support may not be available. Teachers will determine evidence of completion of students' learning activities as appropriate to the expectations.

Meeting the Needs of All Students

Students with special needs will receive their directions for confirming attendance, access instructional activities, and complete their e-learning activities similarly to their peers in all of their classes. Any student requiring a modified format for completing attendance procedures or completion of e-learning activities will be arranged with their case manager and communicated to their teachers. All students in District 128 have access to a 1:1 Chromebook, and students with assistive technology needs as

determined by their IEP or 504 Accommodation Plan also have access to any other necessary equipment to engage in e-learning activities. IEP and 504 Accommodation Plan teams will ensure that student plans take into consideration and devise individualized accommodation plans and specific assistive technology needs for e-learning instructional days, including access to special services staff members (teachers/case managers, paraprofessionals, and related service providers) as appropriate to meet the student's special education needs for that day within a designated window (10:00 am-3:00 pm). Related service providers will determine with the student whether service delivery can be provided in a way that meets the students individualized needs via an e-learning platform or whether service delivery will be provided in a compensatory manner when students return to a regular school day. Tutorial staff and case managers will work with students and their teachers upon return from an e-learning day to ensure that students who require additional instructional support or accommodations to complete educational tasks are not penalized due to the adverse effects of their disability on their learning and engagement in an e-learning platform.

E-Learning Days Training

Teachers and support staff will be trained on District 128 e-learning practices and procedures in before-school meetings during their regularly-scheduled 8-hour day. Students and parents will receive a district email including all e-learning day practices and procedures following approval of the plan by the Board of Education and the Regional Office of Education. Families will receive updates on e-learning protocols via email and the weekly newsletter. Protocols will also be posted on the school and district websites. Teachers will review their expectations with students in class. These communications will occur in October and/or November at least 30 days prior to utilizing an e-learning day.

Collective Bargaining Negotiations and Notice

Information regarding the e-learning day pilot in February, 2019 and the 2019-20 E-Learning Day Plan have been shared with representatives of the D128 Teachers' Union. All teachers and ESP members (not represented by a bargaining unit) received email notification of the e-learning day public hearing at the August 26, 2019 D128 Board of Education meeting 10 days prior to the hearing. An e-learning committee will develop and review e-learning practices and procedures.

Review and Continuous Improvement

An e-learning committee will develop to further develop, review, and revise e-learning practices and procedures. The committee will continue to seek feedback from staff, students, and community.

Communication of E-Learnings Protocol, Expectations and Responsibilities at Least 30 Days Prior to Utilizing an E-Learning Day

Once approved by the D128 Board of Education and the Regional Office of Education, the protocol will be reviewed with staff via electronic communication as well as in-person, before school meetings. Families will receive e-learning protocols via email and the weekly newsletter. Protocols will also be posted on the school and district websites. Teachers will review their expectations with students in class. These communications will occur in October and/or November of 2019 and at least 30 days prior to utilizing an e-learning day.