

# **eLearning Days**

## **Resolution to Adopt eLearning Program in Lieu of the District's Scheduled Emergency Days**

### **Abstract:**

An eLearning day supports learning through technologies as a way of sustaining educational experiences for students that might otherwise be disrupted by unexpected events (i.e. snow days or unforeseen emergencies). This memo contains a historical context for implementing eLearning days in District 125; the benefits of utilizing them; the general structure for implementation; general education expectations; expectations for special education/related services expectations; and communication procedures.

### **Historical context:**

Four years ago the State of Illinois allowed three districts to pilot eLearning days as a trial for potential expansion throughout the state. Then, in November 2018 the Illinois State Board of Education (ISBE) issued a letter with new guidelines regarding the school day. The outcome of the letter allowed districts to begin using eLearning because the districts were able to define learning and the school day unilaterally.

While this was being challenged by the IFT and IEA, over the summer of 2019 legislation was passed to continue to support district approved proposed eLearning days that outline protocols and procedures that reflect the demands of a 5 hour school day. Moving forward, districts will be able to utilize eLearning for the purposes of emergency days.

This proposal outlines Stevenson High School District 125 plans to maintain the option to make up inclement weather/emergency days at the end of the year, and/or implement an eLearning day to make up the attendance day.

### **Benefits of eLearning for Emergency Days:**

- Allows for the end of the school year to be predictable and constant regardless of the number of emergency days.
- As structured, it allows educators to advance learning more effectively given the ability to plan within the normal school year.
- As structured, it supports educators with families while maintaining the long-term fidelity of course/class scope and sequence.
- Preserves a firm start date for summer school and summer programming.
- Ensures end-of-the-year activities like graduation and commencements are maintained.
- Prevents undesired intersections with religious holidays.

- Promotes flexible learning and operations in the digital age.
- Promotes learning beyond the school walls.

### **eLearning Structures & Rationale as Aligned to State Expectations and Requirements:**

There are a number of different ways to implement eLearning within any school district. The proposal for Stevenson High School seeks to offer a legitimate learning experience for all students that advances learning within each class/course.

The eLearning day shall be made up on the day of the emergency day by making use of the Internet, our learning management system Canvas, telephones, texts, chat rooms, or other similar electronic communications for instruction and interaction between teachers and students so that all learning needs are met. This plan will maintain a true end to the school year while ensuring that educational time is compensated with fidelity.

The procedure for making up school after an emergency day will be to alert parents, students, and educators the emergency day is commencing and that assignments will be posted by no later than 9:00 a.m. This will allow parents, students, and educators to make eLearning plans that advance their classes/courses. This will also ensure that required clock hours of instruction or school work is met by each student participating in an eLearning Day. Through our 1:1 initiative and other supports, District 125 will ensure access from home or other appropriate remote facilities that all students participating in the program will access to any materials (electronic or non-electronic) that might be needed to support learning. Likewise, as described below, District 125 will ensure that learning opportunities are designed for students with special needs, and that all students' learning is monitored and verified.

It is important to note that attendance on the make up day will be counted in Infinite Campus as an assignment, and that students will have up to 2 days to complete the requisite work. This allows educators and families the flexibility to demonstrate the learning on their timeline with little disruption to the general or special education programming. Student attendance on the eLearning day will count as a regularly sanctioned attendance day for all students who demonstrate teacher identified course expectations for learning. In these ways, District 125 is dedicated to making sure student participation in an eLearning day is within the student's control as to the time, pace, and means of learning.

Communications of eLearning days will provide effective and timely notice to students and their parents or guardians of the particular days for eLearning, including clarity and at the start of the 2019-20 school year where protocols and general expectations and responsibilities of the eLearning program will be communicated to teachers, staff, students, and parents at least 30 days prior to utilization of an eLearning day.. Likewise, staff and students will be provided adequate train for eLearning days' participation. In making use of eLearning days during the 2018-19 school

year, collective bargaining negotiations have been determined, and reviews of the program as implemented have been confronted through revisions.

This proposal ensures all teachers and staff who may be involved in the provision of eLearning have access to any and all hardware and software that may be required for the program, and once approved will seek verification from the Regional Office of Education for the school district to ensure access for all students for implementation for a period of at least 3 years or at the discretion of revisions made to state requirements.

### **Expectations for Teaching Faculty**

**Purpose:** To define the expectations of an eLearning day for general education teachers so that they can adequately plan and implement lesson plans within the Stevenson High School framework.

**Definition:** If the eLearning option is exercised, the day shall be made up on the date of the emergency day through the use of the Internet, a learning management system (Canvas), telephones, texts, chat rooms, or other similar means of electronic communication for instructional purposes..

**Communication:** It is expected that educators are notified of the emergency day per the usual District 125 communication protocols. Educators will post their learning experiences by no later than 9:00 a.m. on the emergency day, and they will base their attendance on the successful completion of this experience within the next 5 days. For example, if Monday, January 6, 2020 is used to make up an emergency day, then the educators will post their assignments by 9:00 a.m., and attendance will be completed by midnight on Monday, January 13, 2020 (2 days after the original date of posting). Please see attachments of prepared communications to teachers, students, and parents.

**Technological Support:** Stevenson is dedicated to insure that students have access to technologies that support and enhance learning. All Stevenson students have access to iPad technologies, and all courses at Stevenson have a presence on Canvas--Stevenson's learning management system. Canvas supports instructional tools that allow for a variety of different, robust learning experiences during an eLearning day--including the capability of assessment, video lectures, discussion forums, etc. Likewise, in the Internet, telephones, texts, chat rooms, or other similar means of electronic communications might be used to support an eLearning experience.

The following is a general listing of learning experience expectations for students:

- Learning target(s) and experience are posted by 9:00 a.m. on the eLearning day. Assignments should be meaningfully connected to course curriculum, take no more than 20-25 minutes to complete, and should be reviewed by the teacher to ensure expectations of learning are met.
- Teachers will respond in a timely manner during the normal work hours on the actual emergency day.

- Students shall have 2 school days to complete the learning experience (see above example for clarification).
- Attendance shall be tied directly to successful completion/demonstration of the learning experience.
- Every class shall have a reasonable plan posted.
- Assignments should demonstrate authentic learning directly connected to the curriculum.
- Students will need to demonstrate and provide evidence that learning occurred.

### Special Educator Expectations

#### General IEP Procedures:

All students in Special Education will participate in E-Learning. Students with IEPs have E-Learning plans that match their learning goals as determined and designed by the student's IEP team. Students who have IEPs receive related services minutes per month as designated by their IEPs. Any related service minutes missed as a result of an E-Learning day will be made up within the specified month.

#### District Responsibilities:

Adlai E Stevenson High School will ensure the provision of FAPE for all special education students during E-Learning Experiences. This will include documenting the E-learning expectations on the IEP and the provision of procedures to ensure compensatory minutes for all related services or supports.

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

Similar to general education, the E-Learning experiences will be accessible through postings on the Canvas learning system. However, because the E-Learning lessons are based on student IEP Goals, special education teachers will establish posted E-Learning lessons at the start of the year and review the process with all special education students. This will include utilizing the E-Learning experience as a platform for teaching strategies supporting student independence, self advocacy, and executive functioning.

#### Special Education E-Learning Procedures:

- IEP teams will collaborate to develop an E-Learning plan for each student with an IEP on their caseload.
- Any changes to the E-Learning Plan will be communicated with parents at the IEP meeting.
  - Teachers will respond in a timely manner during the normal work hours on the actual emergency day.

- Students shall have 2 school days to complete the learning experience (see above example for clarification).
- All special education teachers will incorporate into their plans a formative assessment process for an immediate review the E-Learning lesson and utilizing the formative data to enrich the independent learning initiated by the students.
- Attendance shall be tied directly to successful completion/demonstration of the learning experience.

Related Service Responsibilities:

- Case Managers and related service staff will review allotted minutes for related service supports at IEP meetings.
- Make-up days for compensatory related services will be established for addressing the lost minutes included on the IEPs if necessary.
- Related service staff will document that compensatory related service minutes provided in the comments section of the IEP including the time and date of the provided services.
- Any changes to the E-Learning Plan will be communicated with parents at the IEP meeting.
- Related Service Providers will respond in a timely manner during the normal work hours on the actual emergency day.

## Appendix: Sample Communication Messages

**To: Faculty and Staff**  
**From: Troy Gobble, Principal**

Good morning everyone,

Due to the forecast for dangerous weather conditions on xxx, Stevenson will use an E-Learning Day option to ensure the safety of students, faculty and staff.

The campus will remain closed on (day, month/date).

Teachers should share a lesson plan with their students by 9 a.m. on (day, month/date) through our learning management system, Canvas. Teachers will let students know what they must do to show evidence that they completed the lesson. Students will be required to turn in the evidence for **the E-learning by** (day, month/date).

**You will turn in one roster indicating which students participated in today's activities by** (day, month/date).

As a reminder:

### **Teacher responsibilities:**

- Share a lesson with your students by 9am on xxx. The lesson should be posted to your Canvas page or sent by group email from Infinite Campus.
- The lesson should require approximately 30 minutes of work from the student.
- The teacher will need to track student participation. The student's attendance will be measured by their participation in the lesson. Evidence of participation can be submitted through the LMS (example: participate in a discussion board), by completing a Google Form (example: complete a reflection of their work), turned in through email (example: video of the student explaining a concept) or by bringing a hard copy to class on (day, month/date).
- The lesson/task does not need to result in a grade.

### **Student responsibilities:**

- Check their Canvas portal for assignments from each class.
- Also, check their school email for assignments for each class.
- Students will need to complete the assigned lesson before the beginning of class on xxx.
- Students will need to turn in evidence of their work by the beginning of class on xxx.

Please stay warm and safe,

Troy

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Troy Gobble  
Principal  
Adlai E. Stevenson High School  
One Stevenson Drive  
Lincolnshire, IL, 60069  
847-415-4106

E-Learning Message for School Messenger for Parents/Guardians and Students:

Stevenson High School's campus will be closed on (day, month/date), due to the extreme cold weather. Students will participate in an E-learning day on (day, month/date). Details will be emailed to all parents and students, and also will be available on the school's website at [d125.org](http://d125.org). All after-school activities are canceled for (day, month/date).

E-Learning Message for Facebook - Website - Infinite Campus:

Stevenson High School's campus will be closed on (day, month/date), due to the extreme cold weather. To ensure the safety of our students, faculty and staff Stevenson will be taking advantage of a new state law (Public Act 100-0465) allowing school districts to use "E-learning" days that count as an official attendance day.

Teachers will share a lesson plan with their students by 9 a.m. on (day, month/date) through the learning management system Canvas or through email. Teachers will let students know what they must do to show evidence that they completed the lesson. Student attendance will be verified by their participation in the lesson and completion of assignments. Students must turn in evidence of their work by the beginning of class on (day, month/date). Students who experience technical problems must turn in evidence of their work by (day, month/date).

El mensaje anterior se encuentra también en el sitio web de Stevenson ([www.d125.org](http://www.d125.org)) en la sección de 'Comunicación con las Familias'. Usted puede utilizar la función de traducción del sitio web (situada en la esquina inferior derecha) para ver este documento en otro idioma

Находящееся выше сообщение помещено на вебсайте школы Stevenson ([www.d125.org](http://www.d125.org)) в разделе «Communication with Families» (связь с семьями). Вы можете воспользоваться функцией перевода этого вебсайта, расположенной в правом нижнем углу, чтобы прочитать этот документ на другом языке.

以上消息张贴在Stevenson网站 ([www.d125.org](http://www.d125.org)) 的“与家人沟通”板块。您可使用网站的翻译功能（位于右下角）浏览本文件的其他语言版。

위 메시지는 Stevenson 웹사이트([www.d125.org](http://www.d125.org))의 'Communication with Families'(가족과의 소통) 섹션에 게시되어 있습니다. (오른쪽 하단에 있는) 웹 사이트의 번역 기능을 사용하여 이 문서를 다른 언어로 볼 수 있습니다

ऊपर %दया गया स+देश Stevenson (.ट0व2सन) क5 वेबसाइट ([www.d125.org](http://www.d125.org)) पर 'Communication with Families' ('प8रवार9 के साथ बातचीत') खंड के अंतगBत पो.ट Dकया हु आ है। आप इस डॉक्यू म2ट को Dकसी अ+य भाषा म2 पढने के Qलए वेबसाइट के अनु वाद फंKशन (जो Dक नीचेदाएं कोने म2 %दया हु आ है) का Xयोग कर सकते हY।

### E-Learning Message for Twitter/Instagram:

Stevenson will use an “E-learning” day on (day, month/date)that allows students to remain home and safe while completing brief assignments that allows the day to count as an official attendance day. More details at: (LINK FOR WEBSITE ARTICLE)