

CCSD59 E-Learning Plan

[ISBE e-Learning Program Verification Form](#) (to be submitted with e-Learning plan)

Historical context

In 2015, the Illinois State Board of Education authorized an e-learning pilot to note the merits of using e-Learning during emergency days [105 ILCS 5/10-20.56]. With information from the three districts that piloted e-Learning, and guidelines regarding the length of the school day, ISBE granted all districts the ability to utilize e-Learning 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 e-learning days [105 ILCS 5/10-10.05, 105 ILCS 5/10-20.56, and 105 ILCS 5/10-30].

Required Steps to Enact CCSD59 E-Learning Plan:

- June 2, 2023 - Electronic notice to bargaining units, District Education Association, CAMEO, as well as all other staff members not in a collective bargaining unit.
- June 2, 2023 Notice sent to parents or guardians of all students enrolled in the district
- June 2, 2023 - Notice of Board of Education public hearing regarding the E-Learning Plan posted and published in the newspaper.
- June 12th 2023 - Board of Education public hearing regarding the E-Learning Plan.
- July 10th 2023- Board of Education approves the E-Learning Plan for a term of three years.

Rationale & Structures

An e-learning day option provides CCSD59 with an opportunity to engage students in remote learning activities that will continue to advance learning during building closures. The e-learning plan will include plans for remote learning days including up to five remote learning days. The e-learning plan includes online and non-technology based activities that will continue to advance student learning.

In the event of an emergency school closing, CCSD59 will still retain the ability to choose between implementing an e-learning day or making up the missed day at the end of the school year. A Remote Learning Committee, composed of members of the bargaining units and district administrators, will periodically review and amend this e-learning plan to ensure it meets the needs of all of our students.

E-learning days shall be made up on the day of the emergency day and will consist of at least five clock hours of synchronous and asynchronous student engagement. As outlined 105 ILCS 5/10-19.05, exceptions to the five hours of student engagement are made to accommodate multiple, consecutive e-learning 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 bargaining units occurred in July 2020 and were reinstated in April 2023 in preparation for the renewal. We will continue as we implement and monitor the success of the e-learning plan. The e-learning plan, including remote and blended remote learning day plans, will be posted on the CCSD59 website for students, staff, and families. The general expectations and responsibilities of the e-learning plan will be communicated to teachers, staff, students, and families at least thirty days before utilizing an e-learning day. Students and parents/guardians will be notified through typical CCSD59 communication channels of the District's intent to use an e-learning day in place of an emergency school closing day, including notification to use e-learning days for an extended time.

Teaching & Learning and Curricular Connections

Student learning activities on e-learning days will be tied to the existing curriculum of CCSD59 schools and will be aligned to the Illinois Learning Standards. Learning targets will align with the content and skills students must master to be successful learners. The Instruction Department will support teacher planning for e-learning days and provide suggestions for learning activities aligned with the standards. Activities on e-learning days 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 e-learning plan. Many of the e-learning 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, e-learning 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.

Student & Staff Access and Connectivity

Students in K-8 have a device (Tablet, Chromebook) that is used at home and in school and goes home with students each day. E-learning activities will be accessible through the Seesaw and/or Google Classroom platforms. Teachers will be equipped to provide instruction, interact with whole-class and small-groups, and assess student mastery of learning targets. 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 not all e-learning activities will be technology-dependent, any CCSD59 family that does not have internet access in their home may contact the CCSD59 Information Technology Department to request a loaner hot spot so we can ensure that each household has internet access and can fully participate in e-learning. 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

Daily student attendance will be recorded and monitored using the Skyward Student Information System, along with Seesaw or Google Classroom 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 have received updated guidance on e-learning days in August of 2022 and will again in August of 2023. Ongoing support will be provided to ensure high quality remote instruction.

General Educator Expectations

- Purpose
To define the expectations of an e-learning day for general educator personnel so they may adequately plan and implement the learning activities.
- Definition
If the e-learning 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 8/21/23, the e-learning day will occur on 8/21/23), and it will count as a day of work for general educator personnel.
- Communication
It is expected that educators will be notified of the emergency day per the typical CCSD59 communication channels.

Special Educator Expectations

- Purpose

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

- **Communication**
It is expected that educators will be notified of the emergency day per the typical CCSD59 communication channels.
- **Definition**
If the e-learning day option is exercised, the day shall be made on the date of the emergency school closing (e.g., If school is closed on 8/21/23, the e-learning day will occur on 8/21/23) and it will count as a day of work for special educator personnel.

District Responsibilities:

- If the e-learning 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 e-learning day is implemented.

Special Education Teacher/Related Services Staff Responsibilities:

- Contact will be made with each student whose special education services are typically provided on the e-learning day. During extended periods of remote learning, schedules may be adjusted. Contact may be made in a number of ways, including but not limited to synchronous learning, video, posting on the classroom platform, phone, or email.
- Remote learning instruction and activities shall be created, appropriate for each student on a teacher's caseload. These learning plans will align with students' IEP goals and may include a variety of types of activities.
- Related service providers will provide instruction and activities that align with students' IEP goals and may include a variety of types of activities.

Educational Support Personnel (ESP) Expectations (*Teacher Assistants, Office Managers, Assistant Secretaries, LRC Assistants, Tech Assistants, and other school-based staff on the ESP contract*)

- **Purpose**
To define the expectations of an e-learning day for school-based ESP staff so they may adequately plan and make proper use of their work time and professional development.
- **Communication**
It is expected that educators will be notified of the emergency day per the typical CCSD59 communication channels.

- Definition

If the e-learning day option is exercised, the day shall be made on the date of the emergency school closing (e.g., If school is closed on 8/21/23, the e-learning day will occur on 8/21/23), and it will count as a day of work for ESP personnel.

There are many different and essential roles that ESP staff serve within CCSD59, and depending on the role, the experience will be differentiated to meet the needs of these employees better.

ESP staff whose role requires student presence, such as a teaching assistant, will have clearly defined responsibilities during the workday.

Any ESP staff whose role does not require student presence, such as the office manager, and can effectively work from home on their traditional tasks, will have the option to exercise this on an e-learning day, and it will only be pending supervisor approval.

Administrative Center Staff Expectations (12 Month ESP, Non-Negotiated, Administration)

- Purpose

To define the expectations of an e-learning day for Administrative Center staff so they may adequately plan and make proper use of their work time.

- Communication

It is expected that educators will be notified of the emergency day per the typical CCSD59 communication channels.

- Definition

If the e-learning day option is exercised, the day shall be made on the date of the emergency school closing (e.g., If school is closed on 8/21/23, the e-learning day will occur on 8/21/23), and it will count as a day of work for ESP personnel.

There are many different and essential roles that the Administrative Center staff serve within CCSD59, 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 e-learning day, and it will only be pending supervisor approval.

Custodial and Maintenance Employee Organization (CAMEO) Expectations

- Purpose

To define the expectations of an e-learning day for CAMEO staff so they may adequately plan and make proper use of their work time.

- Communication

It is expected that CAMEO staff will be notified of the emergency day per the typical communication channels.

- Definition

If the e-learning day option is exercised, the day shall be made on the date of the emergency school closing (e.g., If school is closed on 8/21/23, the e-learning day will occur on 8/21/23), and it will count as a day of work for SEIU personnel.

There are many different and essential roles that CAMEO personnel serve within CCSD59, and depending on the role, the experience will be differentiated to meet the needs of these employees better.

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.