

## **NORTHBROOK/GLENVIEW SCHOOL DISTRICT #30- eLEARNING 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. Since all students in Northbrook/Glenview School District #30 are issued a district managed iPad, this enables our teachers to take educational experiences beyond the walls of the classroom and comply with the statutory requirements.

Due to the recent state legislation and our current technology infrastructure, Northbrook/Glenview School District #30 can meet the statutory stipulations to use e-learning days in a manner that permits students to use digital tools to access learning opportunities from remote locations. The approval of eLearning and the eLearning Verification Form allows Northbrook/Glenview School District #30 to move forward with the overarching plan for distance learning experiences for emergency days.

**Teaching & Learning and Curricular Connections:** Student learning activities will be tied to the existing curriculum of Northbrook/Glenview School District #30 schools. Learning objectives align to the content and skills students must master to be successful in each course. Teachers will collaborate on their course and grade level teams to develop activities in line with the expected curriculum. Suggested activities will include but not be limited to formative assessment, student collaboration, and/or activities that provide an extension of learning. It is the expectation that the e-Learning activities will be approximately the length of a class period on a shortened day.

**Student & Staff Access and Connectivity:** Student learning will be implemented utilizing the district approved Learning Management System, Schoology or See-Saw, and can be completed on any device, including the district issued iPad. Learning experiences may be non-digital in nature if that makes educational sense for the unit and/or grade level. Teachers will be available to interact with their students digitally during contract time on the e-Learning Day, and students may also have the opportunity to engage with their peers via digital tools.

Northbrook/Glenview School District 30's Learning Dashboard enables all students to have access to curriculum and digital tools outside the confines of Northbrook/Glenview schools. In addition, faculty required to interact with students during the contractual hours all have district-issued devices to support student learning on these days.

**Student Attendance:** Student attendance and monitoring will take place through *PowerSchool* along with the Learning Management Systems of Schoology and See-Saw, and will be based on work or learning activities executed on these days.

**Transition Plan:** For extended closures for which utilization of our eLearning plan is implemented, a Remote Learning Planning Day for staff may be utilized prior to the return of in-person (students and staff return to school buildings) instruction.

**IEP and EL Students:** Students will be afforded all reasonable accommodations and modifications outlined in their IEP, 504, and/or support plan(s). Teachers and Teacher Assistants will be available during the hours of instruction to provide additional assistance to students. Students with other needs will have minutes made up over the remainder of the school year.

**Notice to Bargaining Units:** Discussions with the Northbrook/Glenview School District #30 Association began in the early winter of 2020. Then formal conversations with all staff continued in the months of late January and early February 2020. Formal conversations continued with the Northbrook/Glenview School District #30 Association with the plan to provide formal notice to bargaining members at the end of February/beginning of March.

**Staff Training:** Job-embedded professional development for faculty on technology use occurs throughout the year for all staff in Northbrook/Glenview School District #30 schools. Similarly, all staff understand how to use Schoology or See-Saw, depending on the grade level, for student work and collaboration. Instructional coordinators and specialists and technology integration specialists will be available to support staff in implementation of eLearning and on eLearning days. For extended closures that continue beyond one week, *Global Lesson Plans* will be employed for all students to allow for staff development and planning time as needed.

## **NORTHBROOK/GLENVIEW DISTANCE LEARNING PLAN 2019-2020**

**Introduction:** Public Act 101-0012 of the 101st Illinois General Assembly permits local school districts to establish an eLearning plan to address student learning in a remote environment. Northbrook/Glenview School District #30 will utilize eLearning as a part of the plan to utilize Distance Learning on emergency days. Since all students in Northbrook/Glenview School District #30 are issued a district managed iPad, this enables our teachers to take educational experiences beyond the walls of the classroom and comply with the statutory requirements. Due to the recent state legislation and our current technology infrastructure, Northbrook/Glenview School District #30 can meet the statutory stipulations to use e-Learning days in a manner that permits students to use digital tools to access learning opportunities from remote locations.

### **Benefits of Distance Learning 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.
- It supports educators with families while maintaining the long-term fidelity of curriculum course/grade level classes scope and sequence, in that, educators will have a reasonable amount of time to post assignments and are not expected to be available at all times, yet they can still provide meaningful educational experiences.
- Preserves a firmer start date for summer school and summer programming.
- Ensures that 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.

### **Distance Learning Structures & Rationale:**

There are a number of different ways to implement e-Learning within any school district. The proposal for Northbrook/Glenview School District #30 seeks to offer a legitimate learning experience for all students that advances learning within each course/grade-level class. Students in Kindergarten will participate in distance learning, with information being pushed out to parents via See-Saw, and/or take-home work/books, and/or email, and the experiences will not require a device, unless adequate notice is given in preparation for the weather event. The e-Learning day(s) shall be made up on the day of the emergency day. This plan will maintain a more authentic end to the school year while ensuring that educational time is executed with fidelity.

The procedure for making up school after an emergency day will be to alert parents, students, and staff that an emergency day (e-Learning) is commencing and that assignments and/or activities will be posted by no later than 9:00 a.m. each day. This will allow parents, students, and educators to make Distance Learning plans that advance their courses/grade-level classes. It will also allow for the process of developing and implementing lessons for the day to be collaborative, via educator devices, so that students at various grade levels within schools have a higher degree of continuity.

It is important to note that attendance on the make-up day will be counted in PowerSchool as an assignment, and that students will have up to 5 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 education and/or special education programming. Student attendance on the e-Learning day will count as a regular attendance day for all students.

Communication will be a critical piece in implementing e-Learning on emergency days. To begin with, the district will implement a communication plan that introduces families to the concept of e-Learning (Distance Learning experiences) on emergency days, and provides some structure to what this experience will look like for their children at different levels. Administrators will have support in implementing this plan prior to any potential weather events. Finally, families can have access to supports and FAQs (a Frequently Asked Questions page will be developed and shared) well in advance of any weather events/emergencies.

Please see the proposed Distance Learning structures for General Education, Special Education/Related Services personnel, and classified personnel.

## **GENERAL EDUCATOR EXPECTATIONS**

### **Purpose:**

To define the expectations and structure of an E-Learning Plan for general education teachers so that they can adequately plan and implement lesson plans within the Northbrook/Glenview School District #30 Framework.

### **Definition:**

If the E-Learning plan is utilized, the day shall be made up on the date of the emergency/closing dates of school.

### **Communication:**

Multiple modes of communication will be exercised. Teaching staff will be notified of the emergency days per usual Northbrook/Glenview #30 communication protocols. Educators will post their learning experiences for students no later than 8:30 a.m. on the emergency event, and they will base their attendance on the successful completion of this experience within the next 5 days. Educators will have the discretion to enter a "P" to indicate evidence of learning for attendance purposes. For example, if Friday, March 13, 2020 is used to make up an emergency day, then the teaching staff will post their assignments by 8:30 a.m., and attendance will be completed/logged by midnight on Friday, March 20, 2020 (5 school days after the original date of posting)

### **Learning Experience Expectations:**

- Learning target(s) and experiences are posted by 8:30 a.m. on the e-Learning day.
- Teachers will respond in a timely manner during the normal work hours on the actual e-Learning day.
- Students shall have 5 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. This will be entered on the sixth school day following the weather event (district office will send a reminder to complete this via PowerSchool and Google)
- Expectations by level of instruction shall be:
  - Maple Middle School - every class shall have a reasonable plan posted.
  - Wescott and Willowbrook Elementary Schools - 2 Core learning experiences shall be developed; and each special should post an experience for the students to select and participate. Elementary students will complete an experience in 2 Core subjects, and 1 special of their choice.
- Must be authentic learning directly connected to the curriculum.
- Must have the ability to demonstrate or provide evidence that learning occurred.
- A product is not required for evidence of learning to occur, nor for attendance purposes.

## **SPECIAL EDUCATOR EXPECTATIONS**

### **General IEP Procedures:**

1. The IEP team shall determine whether and what level of e-Learning supports will provide an individual student Free Appropriate Public Education (FAPE).
2. The IEP team shall discuss these plans at the annual review each year. The provision of special education and related services on e-Learning days can be pre-established in the IEP.
3. The Department of Student Services is working to create a form that will be added to PowerSchool and ultimately to students' IEPs defining the discussion surrounding plans for individual students along with the actual plans.

### **District Responsibilities:**

1. 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 modules and understand the expectations on a date prior to the actual e-Learning day.
2. 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.
3. It is also the District's responsibility to ensure that students have the relevant assistive technology available when an e-Learning day is implemented.

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

1. 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.
2. 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, including telephone contact, synchronous classrooms, instant messenger, Google docs, or through contracted providers.
3. Our plan is to ask for individuals to be available on e-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.

## **CLASSIFIED STAFF EXPECTATIONS**

**Purpose:** To define the expectations of an e-Learning day for classified personnel so that they can adequately plan and make proper use of their work time and professional development within the Northbrook/Glenview School District #30 framework.

**Definition:** If the e-Learning option is exercised, the day shall be made up on the date of the emergency event, and it will count as a day of work for classified personnel. There are many different and essential roles that classified personnel serve within the school district, 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 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. The supervisor's expectations will be the most important piece in defining the workday for classified 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 e-Learning day. The four general work plans for e-Learning days are as follows:

1. Employees who are required to be on site due to maintenance 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 assistants) 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 pushed out via Curriculum & Instruction.
3. Employees that will not have a clear work role on the e-Learning day will be required to participate in 2-3 professional development modules that will be pushed out to them from Curriculum & Instruction. They will have some choice in the professional development modules, and they will be aligned to improving skills related to their positions. This will ensure that the days are meaningful for the employees while not being overly burdensome.
4. Employees that can effectively work from home on their traditional tasks will have the option to utilize this on an e-Learning day, and it will be pending supervisor approval.