

Proviso Area for Exceptional Children #803
E-Learning Program
Expectations and Responsibilities
2025-2028

Public Act 101-0012 of the 101st Illinois General Assembly allows local school districts to establish plans to utilize e-learning days in lieu of emergency days. E-learning is approved by the state of Illinois as a way for students to have educational experiences and instructions when the school has an emergency closure. The following plan outlines the considerations, structures and procedures for the use of e-learning days at Proviso Area for Exceptional Children (PAEC) SEJA #803.

Purpose and Benefits:

- To allow students the opportunity for e-learning (engaged learning) while students are not physically present at school during scheduled emergency days
- To ensure the safety of students and staff on days of inclement weather or health advisory closing
- Maintains the school calendar by not adding emergency days at the end of the school year to be made up
- Avoids unexpected interruptions in learning and services provided to students
- Promotes school and family collaboration on generalization and maintenance of skills to the home environment
- Promotes flexible learning in the digital age and learning beyond school walls

Considerations for Determining When to Use E-learning:

It is the intention of PAEC that e-learning may be used for some, but not all, emergency days. The decision whether to utilize an e-learning Day in lieu of an emergency day will be made by the PAEC leadership. The following considerations will be used to guide the determination of whether to use an e-learning day or an emergency day in the event of a school closure:

- Use of e-learning will be considered when the emergency days that have been built into the calendar have already been used
- Use of e-learning will be considered when the decision to close school and subsequently use an e-learning day can be made during the previous school day, giving staff and student/families notice and opportunity to distribute needed technology and materials for e-learning,
- Use of e-learning will be considered during period of prolonged school closure and in collaboration with member districts
- The determination of the use of an e-learning day in lieu of an emergency day for satellite classrooms will be made in alignment with the determination of the host school building.

Plan:

- **Preparation**
 - ***Technology Access***
 - Certified staff have been issued school-provided laptops and/or Chromebooks
 - All students will be provided with technology devices (Chromebooks, i-Pads, and/or laptops)
 - Determinations will be based on age and accessibility needs of the student
 - WiFi hotspots are available for use at home if needed
 - In emergency situations when advance notice is given, all students will have the option to take home their device for use during the school closure. If advance notice is not provided, pick up times will be provided to pick up devices
 - All students will be given a non-tech option for e-learning upon request
 - ***Technology Support***
 - Online support is provided by the classroom teachers and administrators through email, Google Classroom, or other communication tools.
 - Tech support will also be made available from our IT help desk.
 - ***Learning Platforms***
 - Access to electronic learning management systems is provided, such as Google Classroom
- **Communication**
 - E-learning day procedures and expectations will be posted on the cooperative website
 - Email alerts and phone calls will be sent to students and parent/guardians with e-learning day protocols and expectations
 - The school community will be notified through phone calls, emails, website/social media announcements when an e-learning day will be used.
 - Emergency Closing Center will be alerted of any e-learning Days
- **Training**
 - All staff will be trained on use of electronic platforms including but not limited to, Google Meets, Zoom, and online curriculum resources
 - Continuous training and support will be provided through the school year through professional development and coaching.
 - Students will practice using electronic platforms throughout the year by completing assignments, homework, tests, and quizzes.
 - Students will be instructed on how to access support from educational staff.
 - Parent resources will be provided on the cooperative website and through written communication provided throughout the school year on how to access digital learning platforms.
- **E-learning Assignments and Structure**
 - PAEC will offer an e-learning structure that will provide appropriate learning experiences and opportunities that will advance learning for each individual child.

- Some learning experiences may happen electronically (synchronous and/or asynchronous), while others will learning experiences will utilize low-tech or no-tech materials and activities
- E-learning activities will be accessible through postings on Google Classroom or alternate communication (i.e. email or phone) as deemed appropriate by the IEP team.
- In addition to providing core academic support, school staff will utilize e-learning to include teaching strategies that support sensory needs, independence, self-advocacy, daily living skills and physical movement.
- Students who receive related services in their IEP will receive services through the use of video technology or consultation on tasks and activities that can be incorporated into the home.
- Individual approaches will be determined based on what is appropriate for each student and family including consideration for access to technology as part of e-learning in the home.
- **Staff Expectations and Responsibilities**
 - ***Special Education Teachers***
 - Teachers will create/update assignments as needed for each e-learning day.
 - Notify students, families, and IEP team of specific schedule and activities for the e-learning day within the first hour of the normal school day.
 - Collaborate with your IEP team to provide at least 5 clock hours of instruction and school work that can include a mix of synchronous and asynchronous virtual learning as well as low-tech or no-tech activities and materials.
 - Assignments should be aligned to course curriculum and to students' IEP goals
 - Individualized contact will be initiated with each student and/or parent on each e-learning day
 - Continue to collect information for all upcoming eligibility and annual review meetings
 - Participate via Google Meets or phone in meetings as needed, per immediate supervisor
 - ***Related Service Providers and Itinerant Teachers (OT, PT, COTA, PTA, SLP, SW, Counselors, BCBAs, HI, VI, O&M)***
 - Related service providers will collaborate with the IEP team to identify services that can be provided through an online platform during e-learning and resources that can be shared with parents to implement related services at home under the guidance of the related service provider.
 - Individualized contact will be initiated with each student on the days that the related service would have been provided.
 - Continue to collect information for all upcoming eligibility and annual review meetings.
 - Participate via Google Meets or phone in meetings as needed, per immediate supervisor.
 - ***Nurses and Nurse Assistants***
 - Nurses will be available from 9:00 am to 2:30 pm during e-learning days to respond to any health related emails/questions and/or concerns from staff, parents, and families

- Continue to collect information for all upcoming eligibility and annual review meetings
 - Participate via Google Meets or phone in meetings as needed, per immediate supervisor
- **School Psychologists**
 - Continue to collect information for all upcoming eligibility and annual review meetings
 - Participate via Google Meets or phone in meetings as needed, per immediate supervisor
- **Non-Certified Staff**
 - **Paraprofessionals, and 1-1s**
 - Paraprofessionals and 1-1s will work under the direction of the classroom teacher and may contribute to remote instruction through:
 - Creation of non-digital instructional materials
 - Creation of digital instructional materials
 - Participate as requested in synchronous learning activities
 - Collecting student data as directed by classroom teacher or related service staff
 - Participate in online training activities, as directed by classroom teacher and/or immediate supervisor
 - **Interpreters**
 - Collaborate with classroom teams to plan the schedule for the day to support student and/or groups they are assigned to
 - Participate in online training activities, as directed by classroom teacher and/or immediate supervisor
 - **Administration**
 - Administrative staff will be available by phone, email, and Google Meets to assist staff, students and families and to continue daily operations.
 - Administrators will check in with staff throughout the work day
 - Administrators will ensure that students are accounted for through teacher attendance reports and phone calls home
 - **Technology Department**
 - Technology department will be available to answer tech support calls and emails from staff and families
 - **Secretaries**
 - Complete data entry tasks/activities as assigned by immediate supervisor
 - Participate in online training activities as assigned by immediate supervisor
- **Staff Attendance**
 - Staff are expected to work from 8:30 am - 2:30 pm on e-learning days
Staff will be available for students from 9:00 am-1:00 pm
 - Staff will have a ½ lunch during their work day
 - Attendance will be taken for staff through Google Forms (link to the forms will be emailed on e-learning days)

- If staff do not participate in e-learning day assignments as assigned by their immediate supervisor, they will be required to take a sick day or personal day.
- **Student Expectations and Responsibilities**
 - Students will receive a 6 clock hours of instruction on e-learning days through a combination of synchronous and asynchronous activities/assignments and low-tech or no-tech activities/assignments.(for EC students, it will be 2.5 hours)
 - Students should complete assignments and submit them to teacher by the deadline set
 - Students should participate in synchronous activities through Google Meet and/or Zoom as assigned by teachers and/or related service providers
 - If a student has been given a no-tech activity/assignment, in lieu of online, the completed assignment must be turned into their teacher within 5 days after a return from an e-learning day.
- **Student Attendance**
 - All classwork will be posted to Google Classroom or emailed by 9:00 am on the e-learning day.
 - Completion and submission of assignments is a student's verification of attendance
 - Student hours for e-learning activities are 9:00 am-1:00 pm.
- **Evaluation of Plan**
 - Eisenhower Cooperative will review the e-learning plan each Spring and meet with stakeholders to make any revisions to the program/plan

Collaboration with Union:

In partnership with union representation, district administration and the PAEC Governing Board, we agree to utilize e-learning days in lieu of emergency days in the approved school calendar as set forth in the above e-learning plan.