Dolton School District 149

Remote/E-Learning Plan Agreement

Introduction:

Public Act 101-0012 of the 101st Illinois General Assembly allows local school districts to establish remote/ e-learning plans to address student learning. Dolton School District 149 can meet the statutory requirements in a manner that will allow students and families to access materials digital and non-digital tools to provide meaningful learning opportunities for all students.

Benefits of Remote/E-Learning for Emergency Days:

1. Ensures the safety of students and staff on days of inclement weather or health advisory closings.
2. Maintains the school calendar by not adding emergency days at the end of the school year to be made up.
3. Avoid as many unexpected interruptions in learning and services provided to students.
4. Promotes school and family collaboration on generalizing skills to the home environment.
5. Promotes flexible learning in utilizing digital, non-digital and academic learning packets as we shift learning from school to home.

Preparation:

- Resources have been made available to students both electronically and in paper form for students to take home.
- All license staff have access to electronic devices outside the school environment.
- Dolton School District 149 provides communication and instructionally based resources to all staff through the District website and Office 365.
- Dolton School District 149 will provide students (General, Special Education, and English Language Learners) at each grade level with academic learning packets in the event that electronic access is not available. These academic learning packets will be mailed to the student's home via USPS Postal mail. Additional, on-line resources will also be accessible for those students who have electronic devices.
- The Technology Department will make specific distant learning materials and activities available on our webpage at www.sd149.org.
- Within 48 hours of any enacted Remote/ E-Learning day, Administration will meet with the collective bargaining association representatives to identify strengths, areas for improvement, and make any revisions needed to the plan. These changes will be

documented and resubmitted to the ROE when Administration and Associations mutually agree to the changes.

Communication Procedure:

- Remote/E-learning procedures and expectations will be mailed home and posted on our District website on each school's page to families as soon as possible.
- A variety of communication procedures will be available such as emails, phone calls, website and phone blasts to ensure our school family is informed.
- The Emergency Closing Center will be alerted of any remote/e-learning days.
- Students will be provided with activities calibrated to their grade level **and/or developmentally age appropriate**, grade level activities through both paper-based materials or electronically at www.sd149.org.
- Assignments will address a blend of core academic and related supports based on their needs.
- The assignments will be expected to be completed and turned in within 5 school days upon return to a regular school schedule. Students may submit assignments to staff directly through screen shots, phone calls and email throughout the emergency closure to provide feedback and assistance. **Upon returning to a regular school schedule, required assignments may be completed at school with any necessary supports if the student was unable to access those supports while at home. Parents are encouraged to keep a file of their child's work.**
- Upon returning to school, Special Education related services will **resume through their regular service schedule during sessions with therapists.**

Staff Availability and Requirements:

- Teachers and related service providers will be available to respond to **organizational and administrative emails/communication between the hours of 9 am-3 pm and student/family communication/emails from 9 am-2 pm, with a break for duty free lunch and planning.**

- **Remote Learning/E-Learning begins Wednesday April 8, 2020 because we will use 5 Remote Learning Planning Days (March 31-April 7, 2020)**

- Staff attendance will be based on availability to answer questions, participate in meetings and professional development via phone or electronically, **during scheduled staff work hours. If an IEP/Eligibility meeting falls on an emergency day and cannot be rescheduled, these meetings may be scheduled from 9am, throughout the staff hours outlined below, with the last available conference scheduled at 1pm. These meetings will be conducted in a manner that will protect all staff members' private information at all times. The process for initiating these electronic meetings will be communicated to staff.**

- Conference calling with teachers and related service providers can be set up with families upon request from **9am to 2pm. These meetings will be conducted in a manner that will protect all staff members' private information at all times. The process for initiating these electronic meetings will be communicated to staff by program administration.**

- Staff will follow established procedures for reporting absences in Frontline/AESOP if they are unavailable on a Remote/E-Learning day. If you are unavailable, you will need to take a sick day. Please contact your building principal.

Student Attendance:

- Due to possible connectivity issues at home, student have up to 5 days after school resumes to submit Remote/E-learning assignments. **Upon returning to a regular school schedule, required assignments may be completed at school with any necessary supports if the student was unable to access those supports while at home.**
- The staff cannot require students to be available at a specific time to complete assignments.
- Students **may** be marked absent if they do not submit assignments within 5 days of returning to school. **Upon returning to a regular school schedule, required assignments may be completed at school with any necessary supports if the student was unable to access those supports while at home.**
- **All teachers must take student attendance and keep a log with each date.**

Paraprofessionals:

- Paraprofessionals: if you are to be paid for day, staff would need to do one of the following:
  - Participate in Electronic webinars through **Infintec** as identified by administration and provide documentation of completion.
  - Work with your teachers to provide student support through the Remote/E-Learning days. Please document though a written log.
  - All paraprofessionals and/or Guest Teachers that provide 1:1 services are to work with the classroom teachers to provide student support. Please document though a written log.
  - If you are sick, please place yourself in Frontline/AESOP and contact your building principal.

Building Principals:

- Building Principals will be available daily from 9:00 am- 3:00 pm and they will check with their staff weekly or as needed to assess how remote learning is working and report to Dr. Shelly Davis Jones, Superintendent regularly.

Remote/E-Learning Day Staff Hours:

Your schedule for the day should be as follows:

**9:00 am - 2:00 pm   Student/Family Support/Electronic/ Professional Development, Planning,
                Preparation and/or Administrative Communication etc.**
2:00pm – 3:00 pm   Prep and Lunch Period

Dr. Shelly Davis Jones   *Shari Gomez*
Superintendent   CTA President

cc: Board of Education
     Tomika Halsey. IEA NEA Uni Serv Director