

Berwyn North School District 98 E-Learning Plan

Background

Illinois statute has resulted in a change to the definition of an instructional day. For years, the definition of an instructional day, according to the Illinois State Board of Education, and codified in School Code, required a minimum of five hours of instruction. Recent legislative changes have provided local school districts with greater autonomy around the definition of an instructional day. According to Section 10-20.56 of the School Code [105 ILCS 5/10-20.56], school districts may, by adopted resolution, utilize “e-learning days” in lieu of emergency days. The number of e-learning days may not exceed the number of emergency days in the approved school calendar. The district’s e-learning program must be verified by the regional office of education or intermediate service center for the school district prior to implementation.

The School Code contains requirements that must be addressed as part of a district's eLearning plan. Below are each of these points as well as a description as to how Berwyn North will address them. The following appendices provide further information and evidence for eLearning Days.

Decision-Making - Use of E-Learning Days

The Superintendent or designee will evaluate the specific situation that may require the use of an emergency day and make the decision to use the emergency day with considerations for health and safety.

The announcement of an e-Learning day will be made as soon as possible but no later than 5:00 am on the morning of the emergency. The announcement will be made through the standard modes of communication used by the school district (district email, robocall, District website, Facebook, Instagram, and Twitter).

Communication: Announcing an Emergency Day

In the event of an Emergency Day, all efforts will be made to communicate with District 98 educators, support staff, and administrators with as much notice as possible. The decision will be formally communicated via District 98 staff email accounts with additional communication sent via phone and text. Please note that communication of the decision and any related instructions will likely be sent both by district and school leaders. Please ensure that your personal contact information remains up-to-date with the Human Resources Department.

Communication of the E-Learning Plan

Upon approval of the District’s e-learning plan, a communication plan will be enacted in order to build awareness of the model, expectations, and resources to support ongoing teaching and learning. To ensure convenience and accessibility, the plan will be posted and available year-round on the District 98 website. In addition, a frequently asked questions will be developed to supplement communication efforts. To increase awareness of the availability of the plan, a combination of email, phone, and text communications will be sent to families at the beginning of each school year and again in December. In addition, a summary of the e-Learning plan will be added to the student handbook.

PK-8th Grade - General Information

District 98 will ensure that all students have access to 5 clock hours of instruction as required by the Illinois school code for students participating in eLearning days. Instruction will be a combination of synchronous and asynchronous work that is designed and appropriate based on the age/grade level of the student. Teachers will utilize our current online platforms to deliver instruction, directions, and assignments (Seesaw, Google Classroom). These provide a secure learning network for teachers, students, and schools. It provides a safe way for us to connect, share content, access classrooms, participate in discussions, and receive important class information or announcements.

Educator Expectations:

- Classes will start on time with live instruction unless the school principal or designee has been notified of a necessary change.
- Learning assignments and student expectations are posted no later than 7:00 AM for all students on the e-Learning day. Links for classroom instruction need to be posted to the document provided by your building administrator by 10:00 pm of the night prior to the day of e-Learning. If eLearning is announced the morning of the eLearning day, you will be given instructions as to when your link should be posted.
- Every class shall have a plan for the day posted and aligned to state standards with assignments that are connected and aligned to current areas of learning in the course curriculum.
- If a student cannot attend synchronous learning, an additional learning opportunity needs to be provided to allow the student to access 5 hours of learning. This could include a video of instruction, a Zearn lesson, a reading that shares the learning the student needs from the lesson, etc.
- Follow all attendance expectations as outlined by the school/district office
- Work with your school leadership team to address any attendance or technology concerns that a student or family may experience.

Student Expectations:

- Students are expected to join the synchronous learning sessions and complete the synchronous and asynchronous work during an emergency day. Pre-K is the exception. Pre-K teachers will communicate with families about the expectations for elearning.
- For all students in grades Pre-K - 8, instruction begins at 8:15 am.
- If a student cannot attend the synchronous learning window, they are to notify their classroom teacher who will provide an additional learning option to ensure that the student receives the 5 hours of learning required.
- Students are expected to use the links provided in order to complete the items that are assigned.
- Students should utilize platforms to ask questions and communicate with staff.
- It is expected that students keep interactions online positive and constructive.
- Each student should log into Google Meets with their camera and microphone on.
- Educators will monitor platforms and email and work to respond to student requests in a timely manner.

Pre-Kindergarten

Pre-K teachers will communicate with families as to how eLearning instruction will be provided as well as the eLearning daily schedule.

Kindergarten-5th Grades

Educators will lead synchronous learning via zoom for a minimum of 2.5 hours. The instruction will be focused on math, literacy and social emotional learning. Educators will incorporate science or social studies depending upon the current unit of study in either the synchronous or asynchronous learning time. If students have a special (arts or PE) during the synchronous learning block then students will attend the class via zoom. It is recommended that the PE/Arts teacher joins the zoom of the classroom teacher and the classroom teacher makes the new teacher a co-host. The state of Illinois requires that we provide a minimum of 5 hours of instruction per day when implementing eLearning. Below is the minimum number of eLearning minutes of instruction that will be provided. Each school will develop their own schedule that will be shared with families.

Minimum Number of eLearning Instructional Minutes

Grades K-2	# of Minutes of Synchronous Instruction	Grades 3 - 5	# of Minutes of Synchronous Instruction
Literacy	40 min	Literacy	45 min
Math	40 min	Math	45 min

SEL	25 min	SEL	25 min
Specials	20 min for each class (students have 2 classes)	Specials	20 min for each class (students have 2 classes)
Total Minutes of Synchronous Instruction	145 minutes	Total Minutes of Synchronous Instruction	155 minutes
Asynchronous Instruction	155 minutes	Asynchronous Instruction	145 minutes
<p>To ensure 5 hours of instruction, teachers will provide additional assignments for students to complete as a part of asynchronous instruction. These assignments can include work on online programs, online academic games, internet research, independent reading, journaling, watching the news, etc. Teachers will post these assignments in the Learning Platform (Google classroom/Seesaw).</p>			

Sample Schedule - Schedules may vary by school

Grades K - 2	Possible Times	Grades 3 - 5	Possible Times
Literacy	8:15 am - 8:55 am	Literacy	8:15 am - 9:00 am
Break	8:55 am - 9:05 am	Break	9:00 am - 9:10 am
Math	9:05 am - 9:45 am	Specials	9:10 am - 9:50 am
Break	9:45 am - 9:55 am	Math	9:50 am - 10:35 am
SEL	9:55 am - 10:20 am	Break	10:35 am - 10:45 am
Specials	10:20 am - 11:00 am	SEL	10:45 am - 11:10 am
Lunch	11:00 am - noon	Lunch	11:10 - 12:10
Asynchronous Learning	12:00 pm - 3:00 pm	Asynchronous Learning	12:10 pm - 3:00 pm

Middle School Minimum Minutes of Instruction

Grades 6 - 8	# of Minutes of Synchronous Instruction
Literacy	45 minutes
Math	45 minutes
Science	45 minutes
Social Studies	45 minutes

SEL	25 minutes
Specials	20 minutes per class (students have 2 classes)
The middle school synchronous instruction will end no later than 1:00 pm. However, students should participate in approximately 1 hour of asynchronous instruction.	

Educators will post activities in the grade appropriate learning management system (currently SeeSaw and Google Classroom) and students will submit work through the same systems. Educators will provide feedback on the work in a manner similar to their onsite classroom practices.

Serving Students with an IEP, 504 of Language Support Plan (Emergent Bilingual) during E-Learning Days

District 98 classrooms will execute the following plans to ensure full access inclusive of special education students and English learners with attention to meeting necessary mandates. The approach for supporting students during Elearning includes providing access to core grade level learning for all students as well as required support for students who have an IEP, require language support, or have a 504. Free Appropriate Public Education (FAPE) requires school districts to develop programming based on students' individual and unique needs; therefore, students will be provided with core and more during E-Learning Days. Please see the plan for various student groups below.

Students with IEPs and Emergent Bilingual Students

Students will be part of the ELearning classes. They will also have the opportunity to continue to receive support from their special education or emergent bilingual teacher based upon the requirements of their individual plans. A student will be invited to participate in these services and will join a remote meeting. Ideally the services are provided outside of the Elearning time. If this is not possible then IEP, 504 or language services take precedence. A child's case manager and/or Emergent Bilingual teacher will be the designated point person to communicate the schedule to parents or guardians. It is recommended the service providers maintain the same schedule in order to not disrupt the child's day.

DLP Students

DLP students will continue to have access to IEP and related services. Educators will lead synchronous learning to the largest extent possible via zoom so that students receive 2.5 hours including related services. If synchronous learning is not possible, teachers will provide individual instruction via zoom. Additional asynchronous activities will be provided to ensure that students in engage in a total of 5 hours of learning. The asynchronous learning will be focused on additional practice or extension activities. If Elearning needs to be extended beyond three days, a student schedule will be coordinated by the case-manager or teacher based on the student's individual needs.

Attendance - Family Information

Families should notify the school if their child is unable or will not be present in the online learning in the same manner that is used to report a traditional absence. Students accessing the instruction online will have an opportunity to complete an exit slip and/or have teachers take attendance which will allow us to electronically track their attendance.

Provision of Student Technology and Non-Electronic Materials

All students are provided access to learning with District issued 1:1 learning devices (K-8). The pre-kindergarten classes rely on learning packets and/or IPADs. The district issues hotspots to students when there is notice of a potential school closure and the District makes pick up of hotspots available at the District

office if travel is safe and there is an extended closure. There is a limited number of hotspots available for check out. If you do not have access to wifi at your place of learning for e-learning, please contact your school principal. Hard copies of class assignments will be available for pick up.