Draft E-Learning Day Plan
Springfield Public Schools District 186
For Vote on July 5, 2022

105 ILCS 5/10-20.56 E-Learning Days permit student instruction to be received electronically while students are not physically present in lieu of the district's scheduled emergency days as required by 10-19 of the Illinois School Code.

Purpose: This plan will allow us to use E-Learning Days on inclement weather days so that we do not have to take an abundance of emergency days throughout the year. This will limit the number of days we have to complete at the end of the school year. Students and staff, using the devices provided by District 186, will learn and work at home through e-learning opportunities and provided lessons. Teachers will be available to support students throughout the day via electronic platforms.

Facts:
1. This plan lays out E-Learning asynchronous (work at your own pace) five (5) clock hours of learning instruction.
2. District 186 has the devices, internet sources (hotspots), and instructional programs to make this work. The focus of the first weeks of school is to distribute materials. We will then spend time teaching students about how to find their e-learning opportunities and how to log in for attendance.
3. This year's (22-23) calendar has no days between the last day of school and graduation. This makes it very difficult to take a number of severe weather days. In 21-22, we had to go five days past graduation.
4. This plan shall not exceed the minimum number of emergency days in the approved school calendar.
5. We will review and revise the program as implemented to address any difficulties confronted and report to the Board of Education any updates.
6. This E-Learning Plan shall be for a term of three (3) years once instituted.

Process:
1. This proposal was provided to the Springfield Education Association at bargaining on Tuesday, June 21, 2022. This plan was approved during the bargaining sessions and this plan reflects the language agreed upon.
2. The District met with SEIU Local 15 Leadership on August 25, 2021, with a previous plan and received approval. They assisted with the outline of employee group responsibilities as noted in the plan. Once this plan is approved, we will make sure these responsibilities are communicated.

3. The Board will hold a hearing at a regular board meeting on July 5, 2022, at 6pm for approval. The District will provide a short presentation. The District also previewed the plan and announced the hearing with NPR, WTAX, SJR, and Channel 20.
4. The Notice of Hearing was placed in the SJ-R paper on Tuesday, June 21, 2022, and was placed on our website accessible to all families. It was also shared publicly at the June 21, 2021 Board Meeting.
5. The plan was posted on the Electronic School Board on June 30, 2022.
6. The ROE will approve the plan before September 1, 2022.

Will E-Learning happen on all inclement weather days?
We will have a two tiered inclement weather day approach:

Severe Weather Day Level 1 - Level 1 will be a traditional "snow day" and it will be called if the weather system comes in too late or early in the morning to call for an E-Learning Day or if it is so severe that it is not feasible to run an E-Learning Day. An example would be a storm that causes severe loss of power that is widespread (major tornado or storm) and lengthy or snow so deep that people need to focus on their homes. These days will be made up at the end of the year using Emergency Days.

Severe Weather Day Level 2 - Level 2 will be an E-Learning Day. If the weather is predictable and we can notify staff and families in a timely manner, an E-Learning Day will be called. An example is a weather system that is inevitable and known ahead of time. Another might be extended days of sub-zero weather where people can move about but standing at the bus stop or walking to school would be dangerous. These days are attendance days and do not need to be made up at the end of the year.

Proposal:
The following proposal addresses each section of the E-Learning Days Law as follows:

Ensure/verify at least 5 clock hours of instruction or school work for each student
During E-Learning days, each student will have five (5) hours of instruction or school work to continue learning on days when the weather or outside conditions would prohibit them from attending school in person. For every level, E-Learning Day lesson plans will be posted on each teacher's electronic Canvas page. The following table shows the teaching and learning activities that will occur during this time period at each learning level: PreK/Elementary, Middle, and High Schools.

5 Hours of Instruction or School Work

*Please note - Teachers will work during their contractual day, and be available via Zoom (scheduled for at least 2 hours) or other methods to support student work, questions, and other needs. The following teaching and learning activities will occur, according to the described levels below.

PreK and Elementary Schools
- Students will participate in a combination of synchronous and asynchronous learning and work.
  - Synchronous time: Teachers are expected to have an option to Zoom with their students during the day for at least 2 hours to check-in with students on work and/or to do a social/emotional check-in.
  - Asynchronous time: See time expectations for teacher and student work time below. Assignments should be posted by 9:00am with an outline of the 5 clock hours of work.
    - Students with IEP's will follow their Individual Remote Learning Plan (IRLP).
      - Self-contained programs will individualize asynchronous time based on student need.
- **Attendance: Students check into each class via Canvas and/or another electronic method such as Infosystem / Seesaw / Google Classroom. Teachers submit attendance records electronically.**
- Teachers' lessons are available on Canvas, and students have complete access to information and resources, as well as the capability to submit their work electronically.
- Plans for PreK may vary based upon students' developmental needs. As such learning materials provided to families for at home and E-Learning times may vary.

Middle Schools
- Teachers' lessons are available online by 9:00am, and students have complete access to information and resources, as well as the capability to submit their work electronically.
- The work is relevant, meaningful and manageable, and students are expected to complete 50 minutes of classwork, group work and/or homework for each instructional class period on an E-learning day for a total of at least 5 clock hours of instruction.
- Students with IEPs will follow their Individual Remote Learning Plan (IRLP).
  - Self-contained programs will individualize asynchronous time based on student need.
- The School Administrative Team will provide a building E-learning schedule to all stakeholders.
- **Attendance: Students check into each class via Canvas and/or another electronic method such as Infosystem / Seesaw / Google Classroom. Teachers submit attendance records electronically.**

High Schools
- Teachers' lessons are available online by 9:00am, and students have complete access to information and resources, as well as the capability to submit their work electronically.
- The work is relevant, meaningful and manageable, but students are expected to complete 45 minutes of classwork, group work and/or homework for each instructional class period on an E-learning day for at least 5 clock hours of instruction.
- Students with IEPs will follow their Individual Remote Learning Plan (IRLP).
  - Self-contained programs will individualize asynchronous time based on student needs.
- The School Administrative Team will provide a building E-learning schedule to all stakeholders.
- **Attendance: Students check into each class via Canvas and/or another electronic method such as Infosystem / Seesaw / Google Classroom. Teachers submit attendance records electronically.**

School Administrators and Instructional Leadership Teams (ILTs) will collaborate to provide an overview schedule and discuss expectations including training to the entire school staff.

5 Hours of Instruction or School Work - Example of an Elementary Schedule	
Asynchronous Learning - Teachers will have an open Zoom for at least 2 hours and be available during contractual hours.	
	Asynchronous Learning - What students will do
45 mins	**Zoom Check-in** - examples SEL: Welcoming rituals / Optimistic rituals Prep for the day Answer questions
60 mins	**Reading** - examples Read aloud Independent reading Skill practice (e.g., phonics skills) Exact Path
60 mins	**Math** - examples Reflex Math SAVVAS Visual Learning Bridge (VLB)

	Exact Path Prodigy
40 mins	**Writing** - examples Read aloud Independent writing
30 mins	**Word Study** - examples Phonological awareness games Phonics games Vocabulary study
30 mins	**Science** - Mystery Science or Generation Genius
30 mins	**Art/Music/PE** will provide an asynchronous assignment on the classroom teachers' Canvas

Middle and High School Schedules
Teachers will have open Zoom office hours for at least 2 hours a day and be available during contractual hours.
MS and HS will follow their 6/7 Period Course Schedules and provide lessons and learning opportunities per period. Schools may include advisory periods as well.

What happens if a child does not have internet service:
The District has purchased hotspot service for families who are in need. As we pass out devices and begin teaching about E-learning we will be passing out these hotspots at the schools as requested by families. Note: We give one hotspot per family, not per student. Our hotspots through T-Mobile can serve up to 10 devices in a home.

If a child is unable to access the provided assignments through Canvas, students will have 48 hours after the E-learning day to complete their work for full credit. Students can contact the school for paper copies of the assignments or get the work upon return to school.

Provide staff and students with adequate training for E-Learning days' participation:
Training will be provided to staff and students to support effective and meaningful E-Learning day planning and implementation. The following plan will be implemented for all learning levels to ensure teachers are equipped to instruct students and to ensure

that students are prepared to learn. Considerations will also be made to include our families in training as well as they serve as important partners in educating our students while they are not in our school buildings.

- By Parent Teacher Conferences of each calendar year, information will be provided to staff on what the E-Learning expectations are and time will be provided for teachers to prepare Canvas Pages (this embeds training in the session). Traditionally, this is near the end of October.
- Principals will provide time to work on Canvas pages during a Wednesday early dismissal or faculty meeting.
- School ILTs will collaborate to address the planning and training needs of the staff.
- By the end of October, each building will provide a schedule to staff outlining what the training time/format will look like, with the goal of having all E-Learning plans completed.
- As needed, any individual needing additional time/support may receive additional support from District/TIL staff and/or fellow staff members.
- By November 1st of each calendar year, teaching staff will explain what E-Learning will look like with their students as well as post these E-Learning expectations on Canvas with a link from their Canvas portal.

How will the District address the extent to which student participation is within the student's control as to the time, pace, and means of learning?
We understand that each child's circumstance will be different on an E-Learning, or weather emergency day. Therefore, families and students will be encouraged to communicate with school staff and do the work when feasible. Teachers may set timelines for work completion and work with individual students and families who need more time to complete work, based upon their circumstances. General expectations for students' participation on an E-Learning day will include students checking into class or with their teacher(s) and participating in or completing any classwork and assignments. All assignments must be submitted as instructed by the teacher in Canvas (or an application connected to Canvas, i.e. SeeSaw for Elementary).

How will we provide effective notice to students and parents/guardians of the use of particular days for e-learning?
Families will receive notification regarding E-Learning days in a variety ways to ensure timely and clear communication is received from the District and school levels. At the District level, families will receive an automated phone message and email regarding notice of the need to have an E-Learning Day due to inclement weather or similar conditions.

In addition, the Administrative Team at each school building will provide notice via:
- Automated phone message and email
- School Website
- Teacher Canvas Pages - Expectations will be shared for student work access and completion.

When will staff, students and families be notified?
General Guidelines as times may vary slightly: Teachers will be notified at least one hour prior to dismissal the day before a possible E-Learning Day so that the proper materials can be sent home. Families will receive a communication as outlined above after the school day. If it falls on a Monday, and students have the materials they need, an email and robo-call will be sent the night before to staff and families prior to 6:00 p.m.

If this process cannot be met, then a traditional Level 1 "Snow Day" will be called if the weather pattern does occur.

How will the District ensure the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, and students at least 30 days prior to utilizing an E-Learning day?
Emergency Day lesson plans will be posted on each teacher's Canvas page before November 1. These plans would include student work expectations as well as an opportunity for students to check-in with the teacher at least one time throughout the day either in a scheduled Zoom meeting (at a predetermined time, to the greatest extent possible) and/or during Office Hours. The responsibilities and expectations of teachers, students, and families would also be posted on the Canvas page on or before the October 31 of each year in preparation for an E-Learning day related to inclement weather or similar circumstances. This should be explained to parents before October 31 of each year.

How will we ensure appropriate learning opportunities for students with special needs?
During E-Learning days, students with IEPs (Individual Education Plans) will follow their Individual Remote Learning Plan (IRLP). Self-contained programs will individualize asynchronous time based on student need and will follow the above plans about checking in with students via Zoom. Each child receiving services has an IRLP. All teachers of students with special needs will be required to provide 5 clock hours of appropriate learning opportunities.

If there is a scheduled IEP meeting scheduled on the snow day, every effort will be made with the approval of the family to hold that meeting remotely on Zoom at the same time that it was previously scheduled.

Employee Expectations for Represented Employees on Level 2 - E-Learning Days
We have provided Zoom access and Rival 5 technology to mask calls from home so that people can work remotely. Limited employees have Cisco Jabber as well.

Classification of Employee	Expectation:
PK-12 and Lawrence Education Certificated employees and Teachers	All Certificated Staff and Teachers will work their contractual day, and be available via Zoom during asynchronous work to support student work, questions, and other needs for the entirety of the school day.
School Secretaries	Report to work, work remotely, or take a personal day - They should communicate with their principal or supervisor.
Custodians	Report to work as outlined in the contract
Front Desk Supervisors	Report to work or take a personal day
In House Supervisors	Report to work or take a personal day
School Nurses / RN / LPN	Report to work, work remotely, or take a personal day - They should communicate with their principal or supervisor.
CNA	Report to work or take a personal day
District Security Personnel	Report to work or take a personal day
Cafeteria Staff	Report to work or take a personal day as outlined in their contract.
Paraprofessionals	Report to work, work remotely, or take a personal day - They should communicate with their assigned teacher, principal or supervisor. If they work remotely they should be on the classroom Zoom for the work day.
Teaching Assistants	Report to work, work remotely, or take a personal day - They should communicate with their assigned teacher, principal or supervisor. If they work remotely they should be on the classroom Zoom for the work day.

Kindergarten Assistants	Report to work, work remotely, or take a personal day - They should communicate with their assigned teacher, principal or supervisor. If they work remotely they should be on the classroom Zoom for the work day.
FACE Liaisons	Report to work, work remotely checking in with families after discussing role with building principal/administrator, or take a personal day
Technology Support Personnel in HS	Report to work, be available to assist teachers remotely after discussing role with the building principal /administrator or take a personal day
Miscellaneous Categories not covered above	Report to work, discuss remote role with building principal / administrator, or take a personal day.
District Staff (Special Education, Business, Technology and District Offices)	Report to work unless the inclement weather prevents offices from being open. If working remotely, it needs to be approved by their direct supervisor.