



PRAIRIE-HILLS
Elementary School District 144
Today's Students... Tomorrow's Leaders

PRAIRIE-HILLS ELEMENTARY SCHOOL DISTRICT #144 e-LEARNING PLAN

2023-2024

2024-2025

2025-2026

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ROE Approval Date:

Revised by: Dr. Tiffany Burnett-Johnson,
Assistant Superintendent (April 2023)



e-Learning Plan Introduction

The State of Illinois provides e-Learning as an approach to teaching and learning during emergency school closures. Public Act 101-0012 allows school districts statewide to utilize e-Learning days in lieu of emergency days and maintains flexibility for students to engage in learning outside of the classroom. Prairie-Hills Elementary School District 144 will engage students in remote learning activities during emergency school closures. The e-Learning plan reflects our commitment to continue learning the Illinois State Standards during emergency situations.

PURPOSE: Prairie-Hills Elementary School District #144 is committed to providing students with physical, social and emotional support, so that each child may reach the full potential of their academic success, even when unexpected circumstances force school to be closed for emergencies (i.e. inclement weather, Act of God, etc.)

The PHESD 144 e-Learning Plan is designed to accomplish four goals.

1. In case of unexpected circumstances, provide a safe and healthy teaching and learning environment for district leaders, teachers, staff, students, and families.
2. Ensure all students have opportunities to continue learning despite unforeseen circumstances.
3. Minimize instructional loss while maximizing resources available to students and teachers by aligning activities to support specific strategies to address gaps in learning.
4. Provide students and families with routines, structures and supports to meet academic and social-emotional needs, regardless of delivery model.

ONE-TO-ONE TECHNOLOGY FOR STUDENTS: PHESD 144 provides an electronic computing device to each student within the district. Students will receive a device during the first quarter of school or upon entry into the school district. Any problems with these devices should be communicated to the building principal and will be resolved as soon as possible. These devices are to be:

- kept at home in a safe space;
- protected from elements and conditions that may damage the device;
- used for school-related purposes only.



- **Ensure and verify at least 5 clock hours of instruction or school work, as required under Section 10-19.05, for each student participating in an e-Learning day.**

During e-learning, students will follow their daily schedule corresponding to the day of the week the emergency day falls on. Each student that logs into the Google Meet with their camera on and microphone (when appropriate) will be counted as present for that period or day. Elementary students in general education and cross-categorical classrooms will have access to core instruction following their daily schedule during e-learning through live streaming into the classroom or have access to the pre-recorded lessons posted in the class Google Classroom. Junior High students will be provided instruction via Google Classroom from the teachers they were assigned to see on the missed day from multiple subject areas that equate to no more than 5 hours of participation. Junior High students in general education and cross-categorical classrooms will have access to core instruction following their daily schedule during e-learning through live streaming into the classroom or have access to the pre-recorded lessons posted in the Google Classroom. Students will only have live-streaming or pre-recorded videos for the direct instruction portions of the lessons. Independent work will be assigned for the students (elementary and junior high) on e-learning days to complete without livestream or video. The teacher will be available for students to access if they need assistance.

EL Services-Students will live-stream in to see and hear the lesson or have access to the pre-recorded lesson. Students can access the teacher for any questions relative to the work assigned.

IEP/504 Services-Students will be provided services based on their individual remote learning plan (IEP) during e-Learning. The special education team and family will collaborate together on service delivery though livestream or via remote services. This is based on individual student needs. Communication will occur via the service provider.

All work will be posted in individual staff members Google Classrooms by 8:30 a.m. on the e-Learning day. Student work will need to be completed and turned in electronically by 8:30 pm. on the e-Learning day. Parents of students without on-line accessibility can submit a written note detailing the work completed during the duration of the absence. Each general and special education teacher, content area teacher, ancillary staff, and special teacher will collect the work students complete. All self-contained teachers or content teachers will record the assignments by week's end.

Our special education co-teachers will be included with their general education teachers' Google Classrooms, giving them the ability to post assignments for their students, and check the work when it is returned. Other special education staff will create their own classrooms for their students. All textbooks are available on-line as well. All students have assigned passwords and credentials to access those resources.



All ancillary staff will have the option to create their own classrooms or join self-contained/homeroom teachers' classrooms for the students on their caseloads. Both options will allow for separate assignments for their students, modified assignments, or assignments related to individual student goals.

Music, physical education, foreign language, band, library, and other specials staff will also deliver lessons through Google Classroom, Google Meets, or incorporate on-line teacher created videos.

All teachers, co-teachers, coaches, and support staff will be available from home (8:30 a.m.- 1:30p.m.) to support student learning and answer any questions students or parents may have.

All educational digital resources will be posted on the District website for student and teacher access under the Remote Learning Link.

Assignments are posted by 8:30 a.m. every Monday and submitted back to the teacher or staff member by 8:30 p.m. the day of assignment.

Elementary and Junior High Staff:

On e-Learning days, the workday for teachers shall be scheduled as follows unless otherwise directed:

- 8:20 a.m. - 8:30 a.m. - Planning/preparation
- 8:30 a.m. - Learning modules/plans posted and period of availability, student engagement, Instruction, supervision and support as needed begins
- 8:30 a.m. - 1:30 p.m. - 5-hour block of student engagement, instruction, supervision, monitoring and support as needed
- 1:30 p.m. - 2:00 p.m. - Duty Free
- 2:00 p.m. - 3:15 p.m. - Verification/assessment of student work/engagement; Office Hours for responses to emails/other correspondence from students and parents

- Ancillary staff, counselors, school psychologists, school nurses and RNs will be available to parents and students on the e-Learning days and will be issued an assignment from their building administrator in lieu of planning a lesson.



- Literacy coaches and math interventionists will provide support for teachers and meet with students in small groups.
- Technology coaches will provide tech support for staff, students through video chats, lessons and trainings as needed during the remote learning days.
- Specialists or case managers are expected to meet with students on their caseloads via Google Meets and to share activities that coincide with related services.
- Paraprofessionals will be assigned to classrooms or small group work with students.
- Office/Clerical staff will communicate with supervisors and follow their directives.

If a student is unable to access the internet at home or there is an issue with the school-issued device, the parent should contact the school principal and report the issue so the student is marked present for the day. The student is still responsible for completing all e-Learning assignments as soon as the internet is available, or within 5 days of returning to school. Non-electronic materials will be made available at all district schools for students to be able to complete work.

● Ensure access from home or other appropriate remote facility for all students participating, including computers, the Internet, and other forms of electronic communication that must be utilized in the proposed program.

At Prairie-Hills Elementary School District 144, the district ensures that all students have a computing device that is kept at home to utilize during e-learning days. All of our PK-8 students have iPads or laptops that they are assigned to take home and keep at home. The district ensures that students are in a one-to-one environment in all buildings, at all grade levels during the regular instructional day as well as when students are at home. Students are able to complete assignments during the school year on these devices. A recent parent survey that was conducted (March 2023) indicated that 96% of families have internet capabilities to support the technology for the e-learning program. Therefore, the district will continue to provide information related to free or reduced Wi-Fi services to ensure that all students have appropriate access. The district's e-Learning plan will utilize the district's website, Google Classroom, and Google Meets for class assignments and parent communication. All teachers set up their Google Classrooms at the beginning of the year and acclimate students to the use of this program. All students will log into a Google Meet with their teacher and be assigned work through Google classroom.

Our special education co-teachers will be included with their general education teachers' Google Classrooms, giving them the ability to post assignments for their students, and check the work when it is returned. Other special education staff will create their own classrooms for their



students. All textbooks are available on-line as well. All students have assigned passwords and credentials to access those resources.

All ancillary staff will have the option to create their own classrooms or join their existing teachers' classrooms for the students on their caseloads. Both options will allow for separate assignments for their students, modified assignments, or assignments related to individual student goals.

Music and physical education staff will also deliver lessons through Google Classroom, Google Meets, or incorporate on-line teacher created videos.

All teachers, co-teachers, coaches, and support staff will be available from home (8:30 a.m.- 1:30p.m.) to support student learning and answer any questions students or parents may have.

All educational digital resources will be posted on the District website for student and teacher access under the Remote Learning Link.

Assignments are posted by 8:30 a.m. every e-Learning day and submitted back to the teacher or staff member by 8:30 p.m. the day of assignment.

● **Ensure that non-electronic materials are made available for students participating in the program who do not have access to the required technology or to participating teachers or students who are prevented from accessing the required technology.**

The district understands the need to provide non-electronic materials for students who do not have access to the required technology to participate with teachers or staff, therefore students will have access to paper instructional standard based activity packets, resources and materials prepared by staff and available at every school. As evidenced in a parent survey given in March 2023, 96% of parents indicated that they have sufficient internet capabilities at home to support the use of the devices given to students. In order to address the needs of students who do not have access to the required technology, packets will be distributed to any student or family requesting or needing the assigned work. In the event distribution is not feasible, packets may be mailed, depending on the length of the absence. On-line resources will also be posted on the District website for usage and accessibility. In the event of extended days of absence, additional paper packets will be made available for distribution. For accountability purposes, teachers and staff are required to collect the work students completed and record the assignments upon return, from the extended days of absence. Building administrators will be available to support individual families and their needs for accessibility and completion of student work.

Additionally, information related to free or reduced Wi-Fi services will be made available via all schools and district office.



- **Ensure appropriate learning opportunities for students with special needs.**

Students with special needs will have assignments modified and provided based on their IEP goals from their special education teacher or related service provider through either Google Classroom, Google Meets, or for those identified not having on-line services, through teleconferences or telephone communications depending on disability, or areas of concern.

IEP meetings and completed evaluations will be conducted via videoconferencing, Google Meets, or Team Meetings (video or audio). In instances that require face-to-face assessments or situations where the parent(s) does not consent to video-conferencing, or where the parent has no accessibility to on-line services, these assessments will be postponed until school reconvenes.

Furthermore, teachers and other related service professionals will design alternate paper-based activities for students whose instructional objectives or capabilities require such adaptations. Similar accommodations will be provided to students who are unable to access technology despite the district's outreach. The goal is to provide appropriate learning activities and support for these students based on their 504 or IEP plan. PHESD #144 staff members will make every effort to stay connected to students for continuity of educational and related services. Staff members will document these efforts.

- **Monitor and verify each student's electronic participation.**

Each student that logged into the Google Meet with their camera on and microphone (when appropriate) will be counted as present for that period or day.

- **Address the extent to which student participation is within the student's control as to the time, pace, and means of learning.**

PHESD 144 and its staff understands the importance of recognizing that the absence of students from school may cause some inherent difficulties or possible changes in students being able to focus for long periods of time to computers and devices. Activities and assignments can be limited due to various reasons that may not be in the students' control (caring for younger sibling(s), meal preparations, etc.). Therefore, student participation will be based on grade levels as follows:

- Early Childhood will be engaged for 45 min.
- Kindergarten students will be engaged for 5 hours all core content areas.
- Grades 1-2, students will be engaged for 5 hours all core content areas.
- Grades 3-4, students will be engaged for 5 hours all core content areas.
- Grades 5-8, students will be engaged for 5 hours all core content areas.



- **Provide effective notice to students and their parents or guardians of the use of particular days for e-learning/remote learning.**

PHESD 144 will provide immediate notification to students, parents or guardians of the use of particular days for e-Learning. Communication and notification will take place through paper (if possible), phone calls, District Robo calls, District website, Twitter, Facebook, and automated cell phone notifications.

- **Provide staff and students with adequate training for e-learning days' participation.**

Students are provided trainings with Google classroom and Google Meets through the District Instructional Technology Program. Students learn how to use Google Classroom and Google Meets during their library/media classes. Staff receives trainings during District-wide School Improvement Days, as well as technology collaboration days. Small group/individual trainings are provided by the District Instructional Technology Coaches for those needing specialized or individualized assistance. The District also posts and distributes Frequently Asked Questions sheets for staff and student reference to explain the e-Learning/Remote Learning procedures and participation.

Building principals discuss e-learning expectations with staff during staff meetings at the beginning of the school year. Principals will have a sign-in sheet to indicate that all staff received the information during the staff meeting. Those that are absent on the day of the meeting will need to meet with their building administrator independently to review the information.

- **Ensure that all teachers and staff who may be involved in the provisions of e-learning have access to all hardware and software that may be required for the program.**

All instructional staff and support members are assigned a laptop for use at school and at home. All staff members have assigned passwords and credentials to access any and all resources, textbooks, and programs the District has made available. Parents/students can email their teacher/specialist, do a virtual chat with their teacher in Google, post a question in Google Classroom, or call and leave a voicemail. Teachers, and staff will also be able to communicate, ask questions, and participate in chats with their building administrators through email, Google Meets, Google Classroom, g-mail, and telephone as well. Teachers can also retrieve school voicemails remotely as well as review and revise lessons as needed for instructional purposes and to address whatever difficulties may arise. Building administrators have the use of district



cell phones to contact parents and families, and for parents and families to be able to contact them directly.

- **Ensure an opportunity for any collective bargaining negotiations with representatives of the school district's employees that would be legally required, and including all classifications of school district employees who are represented by a collective-bargaining agreement and who would be affected in the event of an e-learning day.**

Representatives from the collective bargaining units will have access to the e-learning plan prior to public posting and board approval. The collective bargaining units will meet with the superintendent or designee to provide input and coordinate to ensure a plan practical for staff. Every effort will be made to notify staff of a possible e-Learning Day the day before the actual emergency occurs.

Staff attendance: The principal and/or their designee will be accountable for staff attendance. Any prearranged absence, such as but not limited to personal leaves, sick leave, and FMLA will still be counted as an absence.

Staff expectations: The staff will adhere to all e-Learning guidelines for supporting students and ensure that they follow the schedule for the e-Learning day. Student work on the e-Learning Day will be aligned to the curriculum and learning objectives for each course that the student is enrolled. The assignment of work, activities and asynchronous opportunities combined will be reasonable and in alignment with the 300 minutes per day required by the Illinois State Board of education. Assignments will be relevant, meaningful, and manageable. Students will be given adequate time (5 days) to make up the activities without a penalty if they cannot complete it on the e-Learning Day. Teachers will be available to answer any student questions via email or Google Meet during the instructional day. Our e-Learning days are purposely set up as an experience to provide flexibility for both the students and the staff. Individuals who are not classroom teachers will be given an assignment from their direct supervisor.

- **Review and revise the program as implemented to address the difficulties confronted.**

The e-learning plan will be reviewed and staff will be trained annually. After each e-learning day, a full review of effectiveness will be completed including a review of communication procedures, learning experiences, staff, student, and stakeholder feedback, logistics, and technology procedures.



- **Ensure that 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.**

Upon approval of the e-Learning plan, the collective bargaining units will be notified that the plan was approved. All stakeholders (staff, students, parents) will be informed of the process and expectations of e-Learning through appropriate communication and/or training (i.e., Teacher Institute, School Improvement Day Trainings, Staff Handbooks, Student Training in Library/Media Classes, Parent Meeting Nights, Letters to Parents, etc.). Training and notification will occur at least 30 days before the use of an e-learning day every school year. The District will not utilize an e-learning day until the 30-day timeline was met for each school year.



PHESD 144 eLearning Day Frequently Asked Questions (FAQ) for Parents

An e- Learning day may occur when school is cancelled due to inclement weather or an Act of God. Instruction is provided by each student's teacher(s) through live instruction, recorded instruction, or other means to meet the individual needs of the student. During the 2022-2023 school year, PHESD 144 utilized 1 e-Learning day.

How will we find out about the activities for the eLearning days?

- By 8:30 a.m. on an e-Learning day, students will receive activities from their teacher on Google Classroom.
- Information regarding e-Learning and resources will also be on the district website (www.phsd144.net).

How are the eLearning activities designed?

- Activities are designed to be aligned to our curriculum and developmentally appropriate. Students will only complete activities for the classes in which they are currently enrolled.

Does my child need to complete all learning activities in one sitting?

- No, the goal is for work to be uploaded by 8:30 p.m. on the e-learning day. The work can be done anytime throughout the day or in stages. If your child is unable to upload work on that day, there is still a reasonable amount of time (5 days) allotted to make-up the work.

Are there any learning activities that are required, or can my child complete whatever he/she would like to complete?

- There are separate activities for each day of e-Learning that are required. Students are required to complete either the online or hard copy learning activities.

How will my child submit the eLearning activities?

- Students will submit work in their Google Classroom. If your child completes hard copy activities, they should be brought back to school once school resumes.

How is attendance recorded?

- Each student that logs into the Google Meet with their camera on and microphone (when appropriate) will be counted as present for that period or day.



What happens if my child does not have access to the school issued device or to internet to complete assignments?

- Students can complete the hard copy activities instead of the online activities if students do not have a device or if they do not have access to the internet. Parents must contact the building principal to receive hard copies of the work for their child.

What if I have a question about learning activities or eLearning days?

- If there are any questions, please contact the teacher or building principal.