



SPEED S.E.J.A. e-Learning Plan March 2020

Introduction:

Public Act 101-0012 of the 101st Illinois General Assembly allows local school districts to establish e-Learning plans to address student learning in a remote environment. SPEED S.E.J.A. 802 can meet the statutory requirements in a manner that will allow students and families to access materials and digital tools to provide meaningful learning opportunities in remote locations. We will utilize e-Learning as a part of the plan to utilize Distance Learning on emergency days.

Benefits of Distance Learning for Emergency Days:

- Ensures the safety of students and staff on days of inclement weather or health advisory closings.
- Maintains the school calendar by not adding emergency days at the end of the school year to be made up.
- Avoid unexpected interruptions in learning and services provided to students.
- Promotes school and family collaboration on generalizing skills to the home environment.
- Promotes flexible learning in the digital age and learning beyond the school walls.

SPEED S.E.J.A. Distance Learning Structure:

There are many ways that a local school district can implement e-Learning. SPEED's goal is to offer distance learning that will provide legitimate learning experiences and opportunities that will advance learning for each individual child. Some of the learning experiences may happen in an e-Learning structure, while other learning experiences will not. Students served by SPEED will have distance learning plans that align with their IEP goals as determined by the child's IEP team.

Distance learning experiences will be accessible through postings on Remind learning management system or alternative communication (i.e. e-mail, google, or phone) as deemed appropriate by the IEP team. Distance learning lessons will be based on the student's IEP. In addition to providing core academic support, we will utilize distance learning to include teaching strategies that support sensory needs, student independence, self-advocacy, daily living skills, and physical movement.

For students who receive related services minutes in their IEP, it may be necessary for the District to provide services at an alternate time upon the return to school.

Procedure to Initiate Distance Learning Days:

If SPEED decides to use a Distance Learning Day on an emergency day of school closure, all SPEED staff and families will be informed via School Messenger. Student learning and support from staff will begin at 8:45 am. SPEED licensed staff will be available for instruction from 8:45 a.m. - 11:45 p.m. and 12:45 p.m. – 2:45 p.m. A Distance Learning Day will count as a regular attendance day for all students.

Expectations for SPEED Staff:

IEP Teams must collaborate and determine an appropriate Distance Learning plan for each student, aligned to their IEP. Moving forward, these plans should be discussed at each student’s annual review.

Special Education Teacher Responsibilities:

Individualized contact will be made with each student on each Distance Learning Day.

*Teachers will document student/family support using a phone contact log. With the assistance of their multi-disciplinary team, a distance learning plan should be created, appropriate for each student in the classroom. These learning plans can include: videos, hands-on activities, sensory suggestions, reading response activities, etc. Teachers will also be supported with resources and suggested learning opportunities from their respective building administration.

Teachers’ schedule:

| | |
|-------------------|------------------------|
| 8:15am - 8:45am | Planning and Prep |
| 8:45am - 11:45am | Student/Family Support |
| 11:45am - 12:45pm | Lunch |
| 12:45pm - 2:45pm | Student/Family Support |
| 2:45pm - 3:15pm | Planning and Prep |

Related Service Provider Responsibilities:

Individualized contact will be made with each student each day that the related service would have been provided. Occupational Therapists, Speech Therapists, Physical Therapists, Social Workers, and Psychologists along with other service providers should operate as consultants and support to teachers when developing distance learning plans for students. *Related Service Providers will also document student/family support using a phone contact log. If the student does not have access to related services over multiple days, it may be necessary to provide services in a compensatory fashion upon return to school. Related service providers will also be supported with resources and suggested learning opportunities from their respective building administrators.

Related Service Providers’ schedule:

| | |
|------------------|------------------------|
| 8:15am - 8:45am | Planning and Prep |
| 8:45am - 11:45am | Student/Family Support |

| | |
|-------------------|------------------------|
| 11:45am - 12:45pm | Lunch |
| 12:45pm - 2:45pm | Student/Family Support |
| 2:45pm - 3:15pm | Planning and Prep |

Classified Staff Responsibilities:

There may be different expectations for different employees depending on the nature of their work. It is important for supervisors to clearly communicate expectations to employees for Distance Learning Days. Your schedule for the day should include a minimum of 5 hours of work time and a one-hour lunch/breaks.

In general, these are the options for Distance Learning, to be determined in collaboration and with approval of supervisors:

1. Employees who are required to be on site due to maintenance, snow removal, or cleaning needs will have timing and expectations communicated to them via normal channels.
2. Some ESPs will have clearly defined responsibilities during the work day to support students, as prescribed by the student's IEP and/or directed by the teacher, or they will have a professional learning opportunity in order to be paid for the day of work. More information for staff distance learning options can be found [here](#).
3. Employees who do not have a clear role to support students or teachers on the Distance Learning Day will be required to complete staff distance professional learning options found [here](#) in order to be paid.
4. Employees who can effectively work from home on their normal tasks will have the option to exercise this on a Distance Learning Day with approval from their supervisor.

*Does not apply to *Act of God Days*