



## **Thornton Fractional High School District 215 E-Learning Plan 2024-2025; 2025-2026; 2026-2027**

**Statement of Purpose:** Per the Illinois legislature amended Public Act 101-0012, school districts can use an e-learning day when the District is closed to in-person instruction due to an emergency. If the Superintendent declares an e-learning day, it does not need to be made up at the end of the school year.

**Communication/Notification:** Once the Superintendent declares an emergency day, the District will notify staff, students, and families via an e-mail and voicemail. Additionally, the e-learning day will be on District and school websites as well as on social media accounts. The Emergency Closing Center at [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com) will also be notified.

**Student and Staff Preparation:** As a 1:1 District, students and staff will use their District-issued devices to participate in e-learning as well as our learning management system, *Schoology*, which is accessible via the My Apps portal at: <https://myapps.microsoft.com/>. Each Fall, staff and students will review the e-learning plan and practice getting into *Schoology* to access their assignments. Additionally, teachers will post their zoom link in *Schoology* by the 1st week of school as well as an emergency e-learning day lesson in case of absence.

### **Student Procedures:**

Students should bring home their chrome books daily in case of an emergency day. On an e-learning day, the following will occur:

- Students will complete the E-Learning Attendance Link that will be available in *Schoology* by 10 am on an e-learning day. If a student is sick or would otherwise have been absent, a parent should still call the attendance line at North campus: 585-1007 Center campus: 585-2378 South campus: 585-2040
- Students will log into *Schoology* and view the “announcements” area for each class to find their assignments.

- Students who need additional assistance with e-learning assignments can do any of the following:
  - ❖ Join the teacher’s zoom link that is posted in their course for e-learning during the designated period times.
  - ❖ Contact the teacher via *Schoology* messaging and/or school e-mail.
- Students who need technical assistance can contact the IT department via [elearning@tfd215.org](mailto:elearning@tfd215.org). Students can also seek out public WiFi if it is safe to do so or go to a neighbor’s house if conditions allow.
- If a student continues to have technical issues and the previous options are not available, he/she should communicate this with the teacher and counselor. \*Students will have two school days for each emergency day to complete the assignments upon returning to in-person learning.

### **Students with Special Needs**

- Students who may miss required minutes, such as with social workers or therapists, will have that time made-up once students are back in the school building.
- Students receiving services under an Individualized Education Plan, a 504, or as an identified English Language Learner will receive the appropriate supports as part of their e-learning assignments.

## **Schedule**

### **Teacher Planning Hours**

7:25 am-7:55 am Plan period for zero hour teachers

*They will post assignments in Schoology by the end of the hour.*

8:00 am- 8:30 am Plan period for teachers (excluding zero hour teachers)

*They will post assignments in Schoology by the end of the hour.*

**Teacher Zoom Assistance Hours and Student Assignment Completion** Students work independently on assignments. Students can get on the teacher’s zoom link during the designated period and time to get assistance with assignments if needed.

Early Bird 8:00 am -8:30 am

Period 1 8:35 am- 9:05 am

Period 2 9:10 am- 9:40 am

Period 3 9:45 am-10:15 am

Period 4 10:20 am-10:50 am

Period 5 10:55 am-11:25 am

Period 6 11:30 am-12:00 pm

Period 7 12:05 pm-12:35 pm

### **Lunch hour**

12:35 pm-1:30 pm *Teachers will be unavailable during this time.*

### **Student Assignment Completion**

1:30 pm-3:30 pm Students independently complete assignments and teachers available via email and/or Schoology messaging. *\*Early Bird teachers are only available until 2:30.*

### **Teacher Procedures**

Teachers should bring home their District-issued devices daily in case of an emergency day.

On an e-learning day, the following will occur:

- Teachers will complete the E-Learning Attendance Link that will be available in Schoology by 8 am on an e-learning day (7:30 am for zero hour teachers). If a teacher is sick or otherwise would have been absent, he/she should follow the regular building procedures for calling off.
- Teachers will post the assignments in each course under “announcements” by 8:30 am (7:55 am for zero hour courses).
  - ❖ Assignments should take 30-60 minutes to complete. No additional homework should be given.
  - ❖ Assignments can include, but are not limited to, e-book readings, e-book tasks, hands-on mini-activities, electronic labs/demonstrations, writing assignments, simulations, and/or logging physical activities.
  - ❖ Assignments should be modified, if needed, to meet the needs of diverse learners (i.e. English Language Learners, Students with IEPs, Students with 504s, etc.)
- Teachers should be available for assistance via the following:
  - ❖ Opening zoom link during designated period hours to assist students.
  - ❖ Checking messages via *Schoology* and District e-mail to respond to students during class hour and during 1:30-3:30 pm.

### **School Service Personnel Assignments**

All school personnel staff should bring home their District-issued devices and chargers daily in case of an emergency day. Staff will complete the E-Learning Attendance Link that will be available in Schoology by 8 am on an e-learning day. If a staff member is sick or otherwise would have been absent, he/she should follow the regular building procedures for calling off.

### **Counselor/Early College Coordinator**

- Counselors will check in with students, families, and teachers (as needed) for activities regarding related services. Any related services that were not able to be completed will be rescheduled once students return to the building.
- Counselors will make a log entry for any student that indicated technology issues.

**Dean**

- Deans will check in with students, families, and teachers (as needed) for activities regarding related services. Any related services that were not able to be completed will be rescheduled once students return to the building.
- Deans will reach out to students on their caseload who did not report present on the attendance sheet to check in.

**EL specialist**

- EL specialist will check in with students, families, and teachers (as needed) for activities regarding related services. Any related services that were not able to be completed will be rescheduled once students return to the building.

**Librarian/Media Specialists**

- Librarian/Media specialists should provide technical support to teachers and students as needed.
- Librarian/Media specialists will check in with students and teachers (as needed) for activities regarding services. Any related services that were not able to be completed will be rescheduled once students return to the building.

**Mental Health Specialists, Nurses, Psychologists, Social Workers and Speech Pathologists**

- Staff will work on case management reports in addition to checking in with students, families and teachers (as needed) for activities regarding related services. Any related services that were not able to be completed will be rescheduled once students return to the building.

**Transition Specialist**

- Staff will work on case management reports in addition to checking in with students, families and teachers (as needed) for activities regarding related services. Any related services that were not able to be completed will be rescheduled once students return to the building.

**Support Staff**

For school personnel staff that have a District-issued device and charger, they should bring that home daily in case of an emergency day. Paraprofessionals should complete the E-Learning Attendance Link that will be available in Schoology by 8 am on an e-learning day. All other support staff will have attendance verified by their immediate supervisor.

**Cafeteria**

- Chefs may work remotely, or use a personal or vacation day.
- Cafeteria aides and sous-chefs will use a personal day or make up the day at the end of the school year.

**Conflict Resolution Specialist**

Staff member works remotely, follows regular schedule, and assists Deans as needed.

**Deans' Assistants, School Health Assistants, and In-School Coordinators** Staff will use a personal day or make up the day at the end of the school year.

**Executive assistants/Secretaries**

- 12-month secretaries/clerical workers work remotely if supervisors have work for them, or use a personal or vacation day.
- 10-month secretaries/clerical workers work remotely if supervisors have work for them, or use a personal day or make up the day at the end of the school year.

**Information Technology Staff**

Staff may work onsite or remotely, or use a personal or vacation day.

**Maintenance/Custodial/Groundskeepers/Building Foremen/Custodial Supervisors** These staff members are considered essential workers and must report to campus even during an emergency day unless otherwise notified by their immediate supervisor. If unable to attend work, the staff member must use a personal or vacation day.

**Paraprofessionals**

These staff members will follow the teacher schedule for the day and work remotely. They will assist students as needed via the teacher zoom link and/or Schoology/e-mail.

**After School Activities, Programs and Sports**

All programs will cease when school is closed unless the program is virtual (i.e. academic virtual recovery or credit virtual recovery).

## ISBE Requirements

| ISBE Requirement  | District 215 Plan   |
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| Ensure and verify 5 clock hours for student learning  | <i>Assignments are aligned to the curriculum. Each assignment will be designed so that the anticipated work totals 5 hours. There will be no additional homework on e-learning days.</i>  |
| Ensure access (Internet/device) and/or other methods for those without access.  | <i>District is 1:1 (chromebooks) and utilizes Schoology. Hotspots can be checked out with the IT department. Public WiFi or neighbor's house if conditions allow. In case of extenuating circumstances, all students will have two days to make up e-learning assignments.</i>  |
| Ensure that non-electronic materials are made available for students who do not have access to the required technology. | <i>Parents and students should notify the school (counselor/teacher) if unable to access the required technology/assignments. These students will be provided non-electronic materials and additional time to complete assignments upon returning to school.</i>  |
| Ensure learning for special needs or those prevented from access due to special circumstances or needs.                 | <p><i>Students with special needs will have assignments modified or provided based on their IEP goals from their special education teacher or related service provider as they would on a regular school day.</i></p> <p><i>Case managers, teachers/co-teachers, or other school staff will reach out to them via phone, e-mail, zoom link, or through Schoology and provide assistance as needed.</i></p> <p><i>Students who may miss required minutes, such as with social workers or therapists, will have that time made up once students are back in the building.</i></p> <p><i>For any extenuating circumstances that would prevent access, students will be given material upon their return and given additional time to make up the work.</i></p> |
| Monitor and verify student participation.   | <i>Students are responsible for submitting their attendance through the E-Learning attendance link located on Schoology. Deans and administration will follow-up with students that are not participating.</i>  |
| Determine time, pace and means of learning.   | <i>Each assignment will be completed in at least 30-60 minutes totaling 5 hours. There is no additional homework for e-learning days. Student and staff surveys will continue to help provide feedback to e-learning and the time/pace of learning.</i>   |

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| <p>Provide effective notice to parents/guardians and students.</p>  | <p><i>District 215 will communicate via e-mail and voicemail, District website, District social media outlets, and the School Closing Center.</i></p>  |
| <p>Provide staff and students with training prior to e-learning day.</p>  | <p><i>A video will be provided for students/parents and staff on the website.</i></p> <p><i>Staff will review e-learning procedures on Institute or by the 1st Wednesday professional learning day in August.</i></p> <p><i>Students will practice during the 1st full week of school on Friday after period 2 announcements.</i></p>  |
| <p>Ensure all staff who may be involved with e-learning have access to any hardware and software.</p>   | <p><i>Staff have a District-issued computer and charger. Staff have access to Schoology via the myapps portal.</i></p>   |
| <p>Ensure collaboration with all bargaining units regarding working conditions on e-learning days.</p>  | <p><i>Discussions began in January of 2024 and were finalized in April of 2024. Plan was approved May 28th, 2024</i></p>   |
| <p>Plan for feedback, review and revision of e-learning day program.</p>  | <p><i>An e-learning survey to staff, students and parents will occur at least once when an e-learning day is used. A committee representing staff and administration will revise as necessary.</i></p>   |
| <p>Ensure protocol with general expectations and responsibilities of an e-learning day is communicated to teachers, staff, students and families at least 30 days prior to using an e-learning day.</p> | <p><i>General expectations/responsibilities will be communicated to staff in August. Students will review e-learning the first full week of school (Friday). A letter will go home to families in the 1st 9 weeks reiterating the expectations of e-learning. E-learning plan/expectations will also be posted on the website.</i></p> |