

Lincoln-Way Area Special Education Joint Agreement District #843

SARAH REXROAD
DIRECTOR

2020-2021 e-Learning Program/Remote Learning Plan

November 2020

Instruction & Related Services Provision:

All students will be provided educational materials and activities that are developmentally appropriate for their individualized educational needs through virtual means such as email, online subscriptions, use of Microsoft Teams and/or Google Classroom. Paper packets can be provided based on individual need. Students will require various levels of assistance with the completion of tasks that have been selected for them. Activities included are based on needs identified within the IEP. We encourage students to practice daily living skills during this time such as the completion of household chores, a self-care routine, and activities to provide physical activity such as stretches or yoga. Additionally, students can work on social skills and communication skills through participation in games that require turn-taking, having conversations with others, etc. We know that many of our students benefit from structure and some have difficulty with transitions. It is recommended that parents work with staff to develop a schedule or routine to keep a student engaged and to prevent regression.

The Pioneer Grove students have been set-up with a Microsoft 365 account that provides access to all web-based Microsoft products including email, Word, Excel, Teams, Classroom Notebook, etc. All District #843 staff, including Teachers, Related Service Providers and Itinerants have Microsoft 365 accounts and are able to participate in individual chats, group chats, and provide materials/instruction/services to students assigned to their caseload through the use of Microsoft Teams. The student email login and password information can be sent out individually through parent email. Technical support is available through the District #843 Technology Coordinator, Joe Peloso who can be reached via email at jpeloso@lwase843.org or by phone at (815)806-4627.

Students enrolled in SELF, housed in Mokena District #159, will be provided work electronically that is appropriate for each student's individual needs and course schedules. These students and staff utilize Google. Google Classroom and Google Meet will be used to push out instruction, materials, and related service activities. A weekly schedule will be

provided to families to create structure for the assignments given. Students follow a similar schedule of classes as they would for in-person learning.

All District #843 Teaching, Itinerant and Related Service Staff will maintain logs of services provided via a district created documentation form or in Easy IEP. Parents can request copies of Related Service logs at any time.

Parent feedback has been and will continue to be collected for all District #843 families regarding remote learning for their student, what technology needs they may have yet in their homes and support they may otherwise need during this time. Connections will be made to provide families with free laptops through ATEN, a resource provided by Infinitec Southwest. Technology may be provided by resident districts when additional needs are identified. District #843 has access to GoToMeeting to conduct conferences and to meet IEP mandates. Consideration for other assistive technology needs occur on an individual basis and have may include switches, sensory items, eye gaze, iPads, speech-to-text devices, voice output devices, web cameras, etc. The Teacher, Itinerant and Related Service Staff are responsible for communicating these needs to administration, as they become known.

Curriculum Accessibility:

Any concerns regarding curriculum accessibility should be communicated to Teachers, Itinerant, Related Service Providers, and the program administrator.

Resources: The following online resources would be available to students, as appropriate:

Eureka Math

Google

IXL: Math, Language Arts, Science and Social Studies

Journeys

Lexia

Microsoft Office Suite

National Geographic Kids

Scholastic

Teach Town

Unique Learning

Zearn

Boom Cards

Appropriate Learning for Special Needs:

All materials will be selected by the Teacher, and Related Service Providers including Speech Language Pathologists, Social Workers, Behavior Specialists, Occupational and Physical Therapists, and Itinerant staff. Materials are developmentally appropriate and selected to address individualized educational needs. Opportunities for parental input will be provided through regular communication between parents and District #843 staff.

Prior Written Notice to Parents:

Parents will receive correspondence from the District through multiple means. Communication will be shared through the Student Information System and from staff directly via email, announcements will be posted on the District #843 website: www.lwase843.org, automated messages will be sent through Blackboard Connect, CrisisGo, additional information and materials can be sent through the US mail, and communication may also occur via phone call or video conferencing platforms. The program administrator will provide additional instructions, as it pertains to each program. Procedural Safeguards are available on the District #843 website at: <https://tinyurl.com/y27dnpu4>.

Staff and Student Training:

Staff and students were initially trained via face to face meetings on 3/13/2020 and 3/16/2020. Staff participated in online Microsoft Teams training on 3/20/2020. Additional instructions were provided through written correspondence and phone calls to those who were absent. Staff has been provided additional guidance through emails from administration. Additional training took place at the start of the 2020-2021 school year. Parents and students have been provided directions for how to access various online materials that often include screen shots. Ongoing questions about their e-Learning materials can be addressed through contact with staff using email at [first initial][lastname]@lwase843.org or by calling (815)806-4600.

Staff Access to Materials:

Staff have access to online curriculum and resources. They are able to share these with students through the use of Microsoft Outlook, Teams, Classroom Notebooks, or Google Classroom. District #843 Administrators will be available to assist with the provision of additional materials, as needed.

Access to Staff for Parents/Students:

Teachers, Itinerants and Related Service Providers will be expected to monitor District provided emails at least two times per day. During Remote Learning, staff are available during their regular school hours. Staff are to coordinate communication and services with students and families via email, phone call or video chat. Teachers should have a daily schedule that includes instruction/provision of instructional materials, emails, phone calls, video conferencing, etc. Delivery of related services and itinerant services would be scheduled based upon student's IEPs. The combination of instruction, related and itinerant services, as well as educational activities would be provided to allow for at least five hours of instruction/service/activities per school day. Synchronous learning/services would be scheduled for at least 2.5 hours per school day, as is indicated in the ISBE guidance. Families who need assistance with technology should let their child's teacher know and/or report the need to the program administrator. Assistance will be provided to help accommodate the individual needs of students. Additionally, other non-technology materials may be gathered and distributed, as needed, including paper packets, therapy items, etc. Parents can contact staff using email at [first initial][lastname]@lwase843.org or by calling (815)806-4600.

Adaptive Pause:

ISBE has issued guidance for school districts regarding consideration of an adaptive pause" should COVID-19 circumstances arise where remote instruction is a safer choice for learning. The Will County Health Department may also call for an *adaptive pause* should circumstance warrant, and LWASE #843 will continue to follow their guidance. Parents will be notified as soon as possible regarding the switch to remote learning. An adaptive pause can be issued for any period of time, and parents may be notified that the pause is temporary until more information or more guidance can be gathered.

Pioneer Grove Educational Center

Multi-Needs (MN), Adapted Individualized Methods (AIM), Self-Contained Individualized Life Skills Program (SCILS), Supported Opportunities for Life Skills and Readiness Program (SOAR)

Teacher, Itinerant and Related Service Delivery Model for Remote Learning:

Teachers, Itinerants and Related Service Providers will also utilize Microsoft products, or other district approved video platforms, and email to send assignments electronically to students. Instruction will include live interaction. Videos or other materials can be shared to groups of students for virtual instruction in the areas identified within the IEP. Paper packets can be created on an individual basis.

Staff will have direct contact with the parent/guardian. Each provider will be responsible for documenting all contacts with parent/guardians and any support provided to students and their families. An individualized daily schedule of instruction, assignments and activities will be created and shared with each family.

Student Absences:

To report your child absent from Pioneer Grove, please call the Pioneer Grove office at (815)806-4685 by 7:00 a.m. on the day of the absence. You can leave a message at any time, 24 hours a day, 7 days a week, if you know in advance.

Grading and Attendance:

To receive credit and attendance for the courses for this school year students are expected to complete the assignments. Attendance will be taken on a daily basis. Protocols for wellness checks will be in place after any unexplained lost contact. It is very important that all children participate in learning and that their basic needs are being met. Without daily contact, it is difficult for staff to assist with meeting these needs.

Goals and Objectives:

The primary focus of teacher instruction, assignments and activities will be directly related to individualized student IEP goals/objectives aligned with state standards and individual needs.

Suggested Student Schedule for E-Learning or Remote Learning:

Per ISBE guidance students will participate in 5 hours of instructional activities per day of which 2.5 hours will be synchronous. Delivery of related services whether instructional or otherwise will occur between the hours of 8:30-2:00. Instructional and Related Service minutes that are delivered in real time with the teacher/provider are counted as “synchronous”.

SOCIAL EMOTIONAL LEARNING FOUNDATIONS K-8

Teacher, Itinerant and Service Delivery Model for Remote Learning:

Teachers utilizing Google Classroom to send assignments and videos electronically to students. A weekly schedule of assignments will be created and shared with individual and groups of students each Monday morning of each week. Teacher-led live instruction will occur through the use of Google Meet or another video conferencing platform.

Student Absences:

To report your child absent from the SELF program at Mokena Elementary School, please call the MES main office at (708)342-4850. To report your child absent from Mokena Junior High School, please call the MJHS main office at (708)342-4870 on the day of the absence. Please leave a message that includes your name, the name of your child and the reason for the absence or tardiness.

Grading and Attendance:

To receive credit and attendance for the courses for this school year students are expected to complete the assignments. Attendance will be taken on a daily basis. Protocols for wellness checks will be in place after any unexplained lost contact. It is very important that all children participate in learning and that their basic needs are being met. Without daily contact, it is difficult for staff to assist with meeting these needs.

Goals and Objectives:

Teacher instruction, assignments, and activities will be directly related to the individual student IEP goals and objectives, as well as, follow the Illinois State Learning Standards.

Suggested Student Schedule for E-Learning or Remote Learning:

Students will participate in classes and related services similar as to a typical in person daily schedule. Student schedules will be provided to both parents and students.

Goals & Objectives:

Related Service instruction, assignments, and activities will be directly related to the individual student IEP goals and objectives, as well as, follow the Illinois State Learning Standards.

Itinerant Services

Itinerant teachers will provide services for students on their caseloads as described above. They will utilize whichever platforms the students home districts are using, or use the Microsoft Teams platform through the Coop. Some community services may be provided for students who receive O & M services.