



BREMEN HIGH SCHOOL DISTRICT 228

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June 19, 2020

Bremen HS District 228 E-Learning Plan

The plan outlined below will be followed on any school day when an emergency closing is required due to weather or other unforeseen circumstance.

Overarching Understanding:

The purpose of using an E-Learning Day is to continue instruction with students even though the District is closed due to an emergency. Therefore, all assignments given to students should be authentic and related to the current unit of study. An e-Learning day does not have to be made up at the end of the school year.

Notice to Students and Families:

Once the superintendent declares an emergency day, the District will utilize SwiftReach to notify the community of the closure. This occurs in the form of email and voicemail to all teachers and parents. The closure notification will also be posted on the District and school websites as well as on social media accounts.

Student and Staff Preparation:

As a 1:1 district, students and staff engage in electronic learning on a daily basis. Assignments will be administered from teachers through platforms they use regularly with students. Moving to an e-Learning Day will not be unusual for students and staff; however, we have provided guidance documents to staff, students and parents in the event of technical difficulties.

As a review of procedures, the District has created a GCN video for staff to view and complete in August. Each school will practice e-Learning procedures on a designated day in November. In addition, a SwiftReach will be sent out to parents in November asking them to review e-Learning procedures on the student's school website. Video and written instructions will be provided to parents and students on the websites.

Student Procedures:

All students have an iPad, and they should take the device home along with any other materials he/she may need for class especially if we are experiencing inclement weather. On the day of an emergency:

- Students will go onto the District website and complete the Google Attendance Form by 10 am each day the school is closed for an emergency.
 - This will serve as their attendance log for the day.
 - Any student that does not sign in will be contacted by his/her dean or building principal to determine participation in the E-Learning Day.

- Students will then review and complete the assignments for the day to the best of their ability.
 - Assignments will be pushed out from their teacher through Google Classroom, Schoology or other Learning Management System (LMS).
- Any student needing assistance should communicate with his /her teacher via email or LMS.
- If a student is exhibiting technical issues, he/she should seek out public WiFi or go to a neighbor's house, if conditions allow.
- If a student is exhibiting technical issues and the previous options are not available, he/she should communicate this with the teacher and/or PPS office.
 - Students will have two (2) school days for each emergency day to complete the assignments upon returning to in-person learning.

Teacher Procedures:

All teachers have a district-provided iPad/laptop, and they should take the device home at the close of the day if we are experiencing inclement weather. Teachers are to follow these procedures when the school is closed due to an emergency:

- Teachers will post class assignments by 9 am each day via Google Classroom, Schoology or other Learning Management System (LMS).
- Teachers will go onto the District website and complete the Google Attendance Form by 9 am each day the school is closed for an emergency.
 - This will serve as their attendance log for the day.
 - Any teacher that has not signed in nor posted assignments by 9 am will be contacted by the department supervisor.
 - If needed, the department supervisor will post an emergency lesson plan for the teacher.
- Assignments posted for students should take about 30 - 45 minutes to complete. There should be no additional homework on e-Learning Days.
 - Assignments can include, but are not limited to, e-book readings, e-book assessments, electronic labs/demonstrations, videos with reflections, hands-on mini projects or logging physical activities.
 - The assignments should also be modified, if needed, to meet the needs of special education students.
 - Consult with co-teachers and/or case managers if you need assistance.
- Students running into technical issues should be reaching out to teachers for assistance; in addition, students should be given two (2) days for each emergency day to complete the assignments upon returning to school.
- Teachers will be available for student questions between the hours of 12 pm - 2:00 pm through video conferencing, email or Remind messaging. Students' questions posted by 1 pm should be answered by 3 pm that day. Co-teachers should assist students on assignments via email or Google Hangouts and assist teachers with modifying materials as needed.

School Service Personnel:

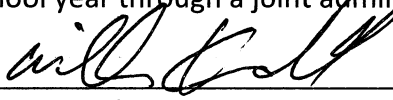
School Service Personnel listed below will go onto the District website and complete the Google Attendance Form 9 am each day the school is closed for an emergency. When the District is

exercising an E-Learning Day, School Service Personnel will be engaged in the following activities:

- School Service Personnel (counselors, psychologists, nurses, social workers and speech pathologists) 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.
- Media Specialists should provide technical support to teachers and students as needed.

Review and Revise:

The E-Learning Plan outlined above will be valid for three school years from approval date. Feedback will be gathered from students, parents and staff to evaluate the plan's effectiveness. Any necessary adjustments to the plan will be made and communicated at the start of the next school year through a joint administration and faculty committee.



Superintendent Signature

6/29/20
Date



President – Joint Faculty Association

6/29/20
Date

ISBE Requirements

Requirement	District 228 Plan
<p>Ensure and verify 5 clock hours for student learning</p>	<p>Assignments aligned to curriculum goals. Each assignment will be designed and completed in a reasonable time with the anticipated work totaling 5 hours. There should be no additional homework on E-Learning Days.</p>
<p>Ensure access (Internet, device, etc.) and/or other methods for those without access</p>	<p>District is 1:1 (iPads) and utilizes Google Classroom or Schoology Hotspots - can be checked out of the library Public WiFi or neighbors house - if conditions allow Issues related to power outage or other significant circumstance will be addressed - students will have two days to make up the assignment in this case.</p>
<p>Ensure that non-electronic materials are made available for students who do not have access to the required technology</p>	<p>Parents and students should notify school if unable to access the required technology/assignments. These students will be provided non-electronic materials and compensatory time to complete those assignments upon returning to school.</p>
<p>Ensure learning for special needs or those prevented from access due to special circumstances or needs</p>	<p>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.</p> <p>Case managers, teachers/co-teachers, or other school staff will reach out to them via phone, email or through Google Classroom and provide assistance as needed.</p> <p>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.</p>
<p>Create an implementation plan for staff expectations on e-Learning days (attendance, oversight, etc.)</p>	<p>Teachers - Teachers will post class assignments by 9 am each day via Google Classroom, Schoology, Moodle, email or other apps, such as SwiftReach or Remind. Teachers will go onto the District website and complete the Google Attendance Form by 9 am each day the school is closed for an emergency</p>

	<p>Supervisors - Post emergency assignment if teacher unable to post assignment for the day</p> <p>Administration, Deans and Counselors - assist with phones calls home to students that did not take attendance</p> <p>School Service Personnel (LMS, Nurse, Psychologist, Social Worker and Speech Pathologist) - 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. Media Specialists should provide technical support to teachers and students as needed.</p>
Monitor and verify student participation	Students are responsible for submitting their attendance through a Google form. Deans, counselors and administration will follow-up with students that are not participating.
Determine time, pace and means of learning	The goal of e-Learning day is the same for any regular day in D228 - curriculum and learning goals will continue. Each assignment will be completed in at least 30 - 45 minutes totaling 5 hours. There is no additional homework for e-Learning days. Student and faculty surveys will continue to help monitor these situations.
Provide effective notice to students and parents	BHSD228 utilizes the SwiftReach program to rapidly notify the community of any emergencies. Also a notification to the community will be placed on the district website and social media accounts.
Provide staff and students training prior to an e-Learning day	GCN training video for staff will be provided in August. Videos for parents and students will be provided on the District website. Practice in fall (if at school) with faculty and students alike.
Ensure collaboration with all bargaining units regarding working conditions on e-Learning days	June 19, 2020 Begin initial discussion about and revisions to current e-Learning Plan June 25, 2020 Finalize e-Learning Plan
Plan for feedback, review and revision of the e-Learning day	e-Learning survey to staff, students and parents will occur at least once when an e-Learning day is used.

program	A joint administration and faculty committee will review and revise the plan each spring for the following year as needed.
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.	Expectations and responsibilities will be shared with staff, students and parents via the District website starting in August of the current school year. At the beginning of November, a SwiftReach notification will be sent to all staff, students and parents reminding them of the e-Learning procedures in the event that one needs to be used in the coming months.