



District Administration Office
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Dolton West School District 148
E-Learning Day Plan
Revised August 18, 2023

Public Act 101-0012 (ILCS 5/10-20.56)

Public Hearing Scheduled August 22, 2023 at 6:00 p.m.

The State of Illinois provides for all students E-Learning as an approach to teaching and learning during school emergency closings. In alignment with this expectation, Dolton West School District 148 is committed to ensuring that all District students gain access to instructional material, support and on-going feedback from classroom teachers daily. Recognizing the pressure that many families may feel during this time, our ultimate goal is to remain as flexible as needed to increase the probability that students experience success.

In accordance with Section 18-8.05 of the School Code, "schoolwork" is conducted under the direct supervision of an educator licensed teacher. It is expected that a school district would use E-Learning instruction for the qualified personnel who are currently under contract with the school district and assigned to those students. A person holding a substitute license issued under section 21B-20 of the School Code (105 ILCS 5/21B) may be used in cases of illnesses or leave of absences.

The ultimate goal of our plan is to ensure that (1) all students have opportunities for continued learning that focuses on critical standards; (2) To ensure that students and staff are provided with the technological devices and broadband access needed to access curricular content and communicate, and (3) to ensure that students and families are given routines and structures to ensure that they stay connected to schools and learning. This plan will ensure that all teachers and staff who may be involved in the provisions of E-Learning have access to any and all hardware and software that will be required for E-Learning. The plan will be reviewed periodically to address any revisions needed for the E-Learning plan if difficulties are experienced or changes are required.

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Dr. Sonya Whitaker, Deputy Superintendent of Schools
Mr. John Donermeyer, Director of Technology and Innovation
Mrs. Melanie Llanes, Director of Support Programs
Mrs. Torie Navarre, Director of MTSS/PBIS and Bully Prevention

Daily Schedule for Student Learning:

Dolton West School District 148 intends to follow the guidelines that have been provided by the Illinois State Board of Education relevant to ensuring 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. A regular school day for students in grades K – 6 will be 8:40 am – 3:00 pm. A regular school day for students in grades 7 - 8 is 8:40 am – 2:30 pm. Students are expected to check into classes at 9:00 am daily.

Dolton West School District 148 E-Learning clock hours are based on the attendance data collected through PowerSchool. The student workflow will be submitted through an Applicable Learning Management System (ALMS). The means to track student attendance and participation requires students to open an ALMS form for each classroom teacher and to submit the form. The data will be used for attendance purposes. Students will be required to "check in" to all classes by 9:00 a.m.

Teachers can use the data from the form submitted by the student and enter the attendance information in our PowerSchool. Teachers will have until 2:00 p.m. to submit their class attendance for the E-Learning Day.

Students who are experiencing internet connectivity issues at home will be provided a printed packet with similar content as the digital assignments. Students must turn in this packet on days designated as drop-off and pick-up days by their homeroom teachers. Teachers will mark the attendance for all students who turn in a completed packet.



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Examples of grade level schedules are as follows:

| K – 6 Student Schedule | | | | | |
|------------------------|--|--|--|--|--|
| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
| 9:00am-9:15am | <u>Morning Meeting</u> Check in with Teacher and Classmates Get times for Literacy, Math, Science, Soc. Studies, and Writing Lessons | <u>Morning Meeting</u> Check in with Teacher and Classmates Get times for Literacy, Math, Science, Soc. Studies, and Writing Lessons | <u>Morning Meeting</u> Check in with Teacher and Classmates Get times for Literacy, Math, Science, Soc. Studies, and Writing Lessons | <u>Morning Meeting</u> Check in with Teacher and Classmates Get times for Literacy, Math, Science, Soc. Studies, and Writing Lessons | <u>Morning Meeting</u> Check in with Teacher and Classmates Get times for Literacy, Math, Science, Soc. Studies, and Writing Lessons |
| 9:15am - 10:15am | Literacy Work on Literacy Activities | Literacy Work on Literacy Activities | Literacy Work on Literacy Activities | Literacy Work on Literacy Activities | Literacy Work on Literacy Activities |
| 10:15am-10:30am | Break Movement/Snack /Bathroom | Break Movement/Snack /Bathroom | Break Movement/Snack /Bathroom | Break Movement/Snack /Bathroom | Break Movement/Snack /Bathroom |
| 10:30am - 11:30am | Math Work on Math Activities | Math Work on Math Activities | Math Work on Math Activities | Math Work on Math Activities | Math Work on Math Activities |
| 11:30am – 12:30 pm | Lunch | Lunch | Lunch | Lunch | Lunch |
| 12:30pm – 2:00pm | Social Science Work on Soc. Science Activities | Writing Work on Writing Activities | Social Science Work on Soc. Science Activities | Writing Work on Writing Activities | Social Science Work on Soc. Science Activities |
| 2:00pm – 3:00pm | <u>Specials</u> PE – Grades K -1 Art – Grades 2-3 Music – Grades 4-6 | <u>Specials</u> PE-Grades 2-3 Art – Grades K-1 Music – Grades 4-6 | <u>Specials</u> PE-Grades 4-6 Art – Grades K-1 Music – Grades 2-3 | <u>Specials</u> PE-Grades K-1 Art – Grades 4-6 Music – Grades 2-3 | <u>Specials</u> PE-Grades 2-3 Art – Grades 4-6 Music – Grades K-1 |

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7th Grade Student Schedule

| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------------|--|--|--|--|--|
| 9:00am-9:15am | Check in with Teacher for attendance using an ALMS and submit work from previous day | Check in with Teacher for attendance using an ALMS and submit work from previous day | Check in with Teacher for attendance using an ALMS and submit work from previous day | Check in with Teacher for attendance using an ALMS and submit work from previous day | Check in with Teacher for attendance using an ALMS and submit work from previous day |
| 9:15am - 10:15am | Math | Language Acquisition | Math | Language Acquisition | Group Intervention/Enrichment. Session II: (Students will be identified and contacted by teachers for participation) STUDENT WORK TIME |
| 10:15am-11:15am | Language Arts/Reading | Writing | Language Arts/Reading | Writing | Language Arts/Reading |
| 11:15am - 12:15pm | PE/Health | Specials Computer/Music/Art | Group Intervention/Enrichment. Session II: (Students will be identified and contacted by teachers for participation) STUDENT WORK TIME | Specials Computer/Music/Art | PE/Health |
| 12:15pm – 12:45pm | Lunch Movement/Snack /Bathroom | Lunch Movement/Snack /Bathroom | Lunch Movement/Snack /Bathroom | Lunch Movement/Snack /Bathroom | Lunch Movement/Snack /Bathroom |
| 12:45pm – 2:30pm | Science/ STUDENT WORK TIME | Social Science/ STUDENT WORK TIME | Science/ STUDENT WORK TIME | Social Science/ STUDENT WORK TIME | Social Science/ STUDENT WORK TIME |



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8th Grade Student Schedule

| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------------|--|--|---|--|---|
| 9:00am-9:15am | Check in with Teacher for attendance using an ALMS and submit work from previous day | Check in with Teacher for attendance using an ALMS and submit work from previous day | Check in with Teacher for attendance using an ALMS and submit work from previous day | Check in with Teacher for attendance using an ALMS and submit work from previous day | Check in with Teacher for attendance using an ALMS and submit work from previous day |
| 9:15am - 10:15am | Math | Language Acquisition | Math | Language Acquisition | Group Intervention/ Enrichment. Session II: (Students will be identified and contacted by teachers for participation) STUDENT WORK TIME |
| 10:15am- 11:15am | Language Arts/ Reading | Writing | Language Arts/ Reading | Writing | Language Arts/ Reading |
| 11:15am - 12:15pm | PE/Health | Specials Computer/Music/Art | Group Intervention/ Enrichment. Session II: (Students will be identified and contacted by teachers for participation) STUDENT WORK TIME | Specials Computer/Music/Art | PE/Health |
| 12:15pm – 12:45pm | Lunch Movement/Snack /Bathroom | Lunch Movement/Snack /Bathroom | Lunch Movement/Snack /Bathroom | Lunch Movement/Snack /Bathroom | Lunch Movement/Snack /Bathroom |
| 12:45pm – 2:30pm | Science/ STUDENT WORK TIME | Social Science/ STUDENT WORK TIME | Science/ STUDENT WORK TIME | Social Science/ STUDENT WORK TIME | Social Science/ STUDENT WORK TIME |

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Daily Schedule for Teachers:

Dolton West School District 148 intends to follow the guidelines that have been provided by the Illinois State Board of Education relevant to ensuring 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. A regular school day for teachers remains in alignment with the collective bargaining agreement with the district. Teaching staff servicing grades K – 6 start time is 8:20 am and end time is 3:00 pm. Teaching staff servicing grades 7 - 8 is 8:20 am and end time is 2:30 pm.

We encourage teachers to give additional optional work, engagement opportunities, and enrichment opportunities (e.g., independent research projects) as long as it is made clear to students and families that the work is optional and will not negatively impact a student's grade. **Note: Optional work assignments, as those suggested below, are for the continued enrichment for our students and will not affect students' grades.** Additional engagement is especially important for primary grades, where it is not developmentally appropriate to expect a student to attend to academic tasks for a long period of time. Instead, students and families should be supported in having access to varied enrichment opportunities. In addition, students and families are encouraged to support academic skills and social-emotional health through activities that extend beyond assigned E-Learning work.



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| Suggestions for Additional Activities Mind Body Sprit Environment Family | | | | |
|--|---|---|---|---|
| Mind | Body | Spirit | Environment | Family |
| <ul style="list-style-type: none"> ● Reading, e.g., independent reading, listening to someone else read, audiobooks ● Puzzles, Word Searches ● Write a story or in a journal ● Count money ● Draw a map of your neighborhood ● Building with blocks or Legos ● Listen to a podcast ● Watch a documentary | <ul style="list-style-type: none"> ● Take a walk ● Dance ● Exercise ● Fine/gross motor activities ● Stretch or do yoga ● Play a sport | <ul style="list-style-type: none"> ● Listen to music or sing ● Playing (inside or outside) ● Creative arts ● Coloring or drawing ● Imaginative play ● Meditate ● Do something you've been avoiding | <ul style="list-style-type: none"> ● Clean up your room ● Do age appropriate chores ● Gardening ● Fix something broken ● Take care of pets or plants ● Cook or bake | <ul style="list-style-type: none"> ● Write a letter to someone ● Play board games with a family member ● Tell jokes or riddles ● Build a fort and tell stories in it ● Offer to help someone |

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It is expected that learning will continue to take place in a remote setting. Resources are being made available through both digital and non-digital means and many students in the district have gained access to paper copies of assignments specific to their grade levels. Furthermore, students will be provided with activities that align with their IEP's, content standards and expectations. Upon returning to school, assignments may be completed at school by any student with the necessary supports for students that are unable to access the support they need in the home setting. In addition, upon returning to school, Special Education related services will resume through students' regularly scheduled services.

Students may elect to return assignments to teachers via email or utilizing electronic platforms such as an applicable learning management system during the period of E-Learning. Classroom teachers are in the process of working with parents to determine the most efficient procedure to submit/turn-in assignments. The goal is to establish a process that is mutually agreeable between parents and teachers whenever possible.

Staff Availability and Requirements:

Teachers, administrators and related service providers will work between the hours of 8:20 a.m. and 3:15 p.m. (with a duty-free scheduled lunch break) Monday through Friday.

Teachers, administrators and Related Service Providers are available to take phone calls, receive and respond to emails. Parents can schedule a time with the teacher to have a phone conference.

With regards to special needs students, IEP meetings will take place via virtual conference calls and during a time frame in alignment with state and federal level expectations.

Paraprofessionals and One on One Assistants:

Recognizing the important role that paraprofessionals and one-on-one assistants have in our schools, it is expected that they work collaboratively (virtually) with the Special Education Teachers/classroom teachers for the purpose of planning for instruction. In addition, the paraprofessionals and one-on-one assistants are also responsible for actively participating in all virtual grade-level team meetings scheduled throughout the duration of employment with the district.



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Communication Procedures:

- E-Learning procedures and expectations are communicated to parents via the district's Robocall system, the district's website as well as via email and phone calls.
- The district website remains the primary source of communication between parents and teachers in the district by utilizing the staff directory.

Non-Digital Materials Pick-Up Procedures:

In the event that students need to pick up paper copies of resources, parents would need contact their home school to:

- Get pick-up time information
- Schedule a pick-up time with campus administration

At-Home Technical Support:

A help desk number will be provided for parents to call to assist with getting at-home technical issues resolved.

District 148 is committed to continuing the service of providing breakfast and lunch Monday through Friday during E-Learning. The sites where the meals will be served from 9:00 a.m. to 11:00 a.m. are Lincoln, Roosevelt and Washington School.

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Professional Development and Virtual Meeting Opportunities for Staff:

The teachers and administrators in the district have continued to demonstrate a very high level of commitment to further developing their instructional skills and abilities. Furthermore, our staff has become accustomed to engaging in regular meetings for the purpose of determining the extent to which they are moving students toward the goals and objectives that have been established at the district level. In the area of professional development, the following will occur during the E-Learning timeframe.

- Staff and students will be provided with adequate training for E-Learning day participation. Staff members will receive training relevant to processes and procedures needed to successfully implement E-Learning activities. Students will be provided the opportunity to utilize the technology needed for E-Learning during regular, in-person instruction to ensure a seamless transition if E-Learning is needed.
- Communication will be provided to all parents/guardians outlining E-Learning processes and procedures. This information will include student daily schedules, log on information to access the E-Learning platform.
- Virtual Cabinet level meetings will be conducted as deemed necessary.
- Administrators at the district and school level will engage in virtual team meetings on a regular basis.
- Leaders in the Support Services department will conduct team meetings in accordance with a pre-set schedule and based on the needs of students with individualized education plans.
- School principals and assistant principals will conduct virtual, regular grade-level team meetings with all classroom teachers on a rotating basis.
- School leadership teams will conduct virtual meetings using a pre-determined meeting schedule.
- Teachers are provided the opportunity to engage in professional development relevant to the all resources and tools that will enhance teaching and learning.
- Classroom teachers at the junior high level will be provided the opportunity to engage in virtual professional development opportunities in alignment with the goal of successfully implementing the district's English Language Arts Curriculum.