Lincoln-Way Area Special Education

Joint Agreement District 843

e-Learning Program

2024-2027

Revised August 27, 2024

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Introduction:
On August 6th, a virtual meeting was held with representatives from District 843 administration and the various union representation. Those in attendance included:

Judy Boyens, Assistant Director
Jackie Burgwald, Administrator
Sue Burnett, Teacher
Tammy Burns, Paraprofessional
Evelyn Henley, Paraprofessional
Carlene Hochhalter, Teacher
Amy Panfil, Social Worker
Christine Sicinski, Social Worker
Sarah Rexroad, Executive Director
Cari Rohe, Principal of Pioneer Grove

The group reviewed the e-Learning Program/Remote Learning Plan that was in place during the 2020-21 school year and agreed to move forward with minor revisions to reflect current guidance from the CDC, IDPH, and ISBE. Additionally, as guidance changes, this document will be revised, as necessary.

Instruction & Related Services Provision:
All students will be provided educational materials and activities developmentally appropriate for their individualized educational needs. This may be through virtual means such as email, online subscriptions, use of Microsoft Teams and/or Google Classroom or through the provision of paper packets. Students will require various levels of assistance with completing tasks 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.

Students enrolled in SELF, housed in Mokena District #159, will be provided work electronically and/or through paper packets 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, as appropriate. A daily schedule will be provided to families to create structure for the assignments given.

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.

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 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. Alternative learning activities and/or paper packets can be provided as an alternative to technology.

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
National Geographic Kids
Scholastic
Teach Town
News2You
Zearn
Boom Cards
Epic

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 may be sent through our website, additional information and materials can be sent through 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: Notice of Procedural Safeguards for Parents/Guardians of Students with Disabilities (isbe.net).

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 have been provided additional guidance through emails from administration. Additional training took place at the start of the 2020-2021 school year and occurred upon approval of the e-Learning Program in August of 2021, and now subsequently each time the plan is renewed. Parents and students will be 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 the staff directory at https://www.lwase843.org/staff 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 e-Learning, staff are available during their regular school hours. Staff is 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., as applicable. 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. 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 the staff directory at https://www.lwase843.org/staff or by calling (815)806-4600.

Multi-Needs (MN), Adapted Individualized Methods (AIM) and Self-Contained Individualized Life Skills Program (SCILS).

Teacher, Itinerant and Related Service Delivery Model for e-Learning:
Teachers, Itinerants and Related Service Providers may utilize Microsoft products, or other district approved video platforms, and email to send assignments electronically to students. Videos or other materials can be shared to groups of students for virtual instruction in the areas identified within the IEP. Paper packets may be created.

Staff will have direct contact with the parent/guardian, as needed. 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. Staff will enter attendance utilizing School Insight. 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:
Per ISBE guidance students will participate in 5 hours of instructional activities per day. This may be provided through internet or electronic means or through the provision of paper packets. Some activities could involve use of everyday items within the home.

SOCIAL EMOTIONAL LEARNING FOUNDATIONS/STLR K-8

Teacher, Itinerant and Service Delivery Model for e-Learning:
Teachers may utilize Google Classroom to send assignments, email, or video electronically to students. Additionally, paper packets may be sent home. A daily schedule of assignments will be created and shared with individuals and groups of students.

Student Absences:
To report your child absent from the SELF/STLR 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. Staff will enter attendance utilizing School Insight. 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 and Related Service instruction, assignments, and activities will be directly related to the individual student's IEP goals and objectives, as well as follow the Illinois State Learning Standards.

Suggested Student Schedule for e-Learning:
Students will participate in activities from classes and related services similar to a typical in person daily schedule. Student schedules will be provided to both parents and students.

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 Cooperative.