



WHD147 eLearning and Safe  
Return Plan  
SY 2022-2025

## Why eLearning?

eLearning is the use of technology to enable people to learn anytime and anywhere. West Harvey eLearning days will offer a blended learning environment for students. eLearning days will be used when school is closed due to a bonafide emergency, Utilizing eLearning for school cancellation allows staff and students to make-up the learning in real time instead of at the end of the year and avoids the need to add days to the calendar.

Teachers will create standards-based lessons with resources and the assignment will be available through Canvas and on the District and School Websites under Technology.

[ISBE Flexibility to Define an Instructional Day](#)

## Role of eLearning at South Holland SD150

eLearning will be utilized at South Holland SD150 in the event of inclement weather. eLearning days enable students and teachers to continue moving through their current curriculum without interruption.

## eLearning Goals

The primary goal of eLearning is to maintain the momentum of learning and **not** to make-up missed days of school. eLearning Days allow students to minimize the interruptions caused by snow days and continue to progress through the curriculum.

## Technology

**STAFF** - All SD150 staff are 1:1 with iPads/Chromebooks and take their devices home daily.

**STUDENTS** - SD150 is a 1:1 iPad/Chromebook district grades K-8. Students in grades PK-2 are issued an iPad and students in grades 3-8 are issued Chromebooks.

Programs are cloud based providing uninterrupted access to students and teachers on and off campus through the use of their iPad/Chromebooks or at home devices. Apps are installed on all teacher and student devices, and web links are provided on the school websites, Canvas and Clever if the students or teachers prefer to use their home computer.

## Infrastructure

### Internet Access

Parents/Guardians will be surveyed each year to determine access. Students who are identified as having no access will have access to hotspots through South Holland SD150.

### **Offline Support**

Parents/Guardians can contact staff through the Remind, Canvas and email. Offline technical support can be reached by calling (708)339-4240 **OPTION 4**.

**Technology Support** - Online support is provided by the Technology Department via the Technology Help Hotline at [help@sd150.org](mailto:help@sd150.org) or 708-339-4240.

### **LMS Platform Experience**

**STAFF** - Staff are required to attend a 3 hour introductory Canvas training to set up courses, and begin content development. Continuous training and support is provided by the Technology Director via group training(s), one on one appointments, and SIP/Institute Days.

**STUDENTS** - Grades PK-8 have access to Canvas and their course content 24-7. Students also utilize Canvas during the traditional instructional day to complete assignments, homework, discussions, tests and quizzes.

## **Instruction**

All classroom work will be posted to Canvas by 9:00 AM on the day of the cancellation. Students should be able to complete the work on their own without assistance from a parent.

### **eLearning Instructional Content**

eLearning instruction will be a continuation of the curriculum and follows the weekly lesson plans submitted by the teacher. eLearning instruction follows the content standards and learning targets and is clearly communicated in the lesson description on Canvas.

### **Student/ Teacher Communication**

Teachers will have set office hours that will be communicated to parents either, on the class Canvas Page, through emails to parents or via Remind.

### **Submission Deadlines**

Students have until the day AFTER their return from an eLearning day to submit assignments. Accommodations can be made at the teacher's discretion, or per their ILP/IEP/504 Plan. Student assignments can be turned in via Canvas, paper/pencil, video submission, in-class presentation etc.

## eLearning Assignment Guidelines/Expectations

- Minimum 5 hours of instruction.
- eLearning assignments and content are a continuation of the traditional learning day and follow the weekly lesson plan submitted by the teacher.
- eLearning assignments follow state content standards and learning targets.

## eLearning Training

**STAFF** - Staff will receive continuous training on eLearning and online content development during Institute and SIP Days. Staff will be trained on how to effectively evaluate lessons and create content that when done in conjunction with all content areas will equal at least 5 hours of instruction during an eLearning Day.

**STUDENTS** - Students will practice one lesson utilizing Canvas during the month of December. Students will demonstrate their ability to navigate to their Canvas courses via the school website(s) and access course content. Students submit a quiz or assignment for each class and practice downloading content to their device. Students will also be able to locate additional video tutorials, and the district help desk chat to utilize during eLearning days.

**PARENTS** - Parent resources, such as FAQs and video tutorials, are posted on the school website under the Technology Department. Communication through Bright Arrow containing FAQs and eLearning information will be sent to parents each month. Classroom teachers will also send Canvas Parent Account information home to parents at the beginning of the school year and during parent teacher conferences.

## Attendance Verification

Teacher and Staff attendance will be recorded through the Last User Access report in Canvas. The login report will be run at the end of an eLearning day and those staff and students who have logged in to Canvas will be counted as in attendance.

Considerations will be made for students who may not be at home or have internet access. If a student does not complete at least one eLearning assignment the office will be notified and that student will be marked absent for the eLearning Day.

## Accommodation Support

All students who have accommodations for instruction will have access to and be provided with those accommodations, per their ILP/ IEP/504 plan.

## Students with NO Internet Access

Students with NO Internet access can check out a hotspot from the Technology Department.

Students may also access public Wi-Fi at these South Holland locations.

Locations for Public Wi-Fi:  
South Holland Public Library  
South Holland Community Center

## Stakeholder Communication

**STUDENTS** - Automated messages (voice, email, SMS) will be sent to parents and staff the night prior to an eLearning Day.

**STAFF** - All staff will receive an automated message (voice, email, SMS) the night prior to an eLearning day.

**COMMUNITY PARTNERS** - Community partners will receive an email from South Holland SD150 the night prior to an eLearning day.

## eLearning Program Evaluation

The SD150 eLearning Program will be evaluated by students, parents/guardians, and staff each April. Each stakeholder group will complete a group specific Google Form Survey and the results will be presented to the Faculty Technology Committee, Board Technology Committee, and presented each year at the May School Board Meeting. The results from the survey will be instrumental in any revisions made to the program as well as assist in addressing any concerns or difficulties.

## District Administrator Responsibilities

District Administrators will forward all phone calls to their district cell phone and answer from 8:00AM-4:00PM to assist faculty, staff, and continue daily operations.

- Support Staff and Parents via email/help line during school day.
  - Dr. Michele Morris, Interim Superintendent [mmorris@sd150.org](mailto:mmorris@sd150.org) 708-965-0502
  - Ms. Tiffany Webb, Assistant Superintendent [twebb@sd150.org](mailto:twebb@sd150.org) 708-897-7027
  - Ms. Myra Lolkema, Director of Technology [mlolkema@sd150.org](mailto:mlolkema@sd150.org) 708-925-3039

- Dr. Sharon Price, Director of Specialized Services [sprice@sd150.org](mailto:sprice@sd150.org)
- Mr. Daniel Panici, Business Manager [dpanici@sd150.org](mailto:dpanici@sd150.org)
- Technology Director will answer technology support calls and emails from Parents/Guardians, students, and staff.
- Continue daily job responsibilities and participate in scheduled ISBE Webinars, project webinars, phone conferences etc.
- Supervisor of Buildings and Grounds will continue job responsibilities.
- Submit attendance on the **Google Attendance Form** by **8:00AM** and no sooner than **4:00PM**.

## Principal Responsibilities

Principals will forward all phone calls to their district cell phone and answer from 8:00AM - 4:00PM to assist faculty and staff.

- Principals will be available for staff via their District number and/or email.
  - Dr. Jerome Ferrell [jferrell@sd150.org](mailto:jferrell@sd150.org) 708-925-2964
  - Dr.. Carla Cunningham [ccunningham@sd150.org](mailto:ccunningham@sd150.org) 708-654-0111
  - Mrs. Antoinette Patton [apatton@sd150.org](mailto:apatton@sd150.org) 708-897-6583
  - Ms. Ayanna Perkins [aperkins@sd150.org](mailto:aperkins@sd150.org) 708-897-6957
  - Mr. Joseph Ingram [jingram@sd150.org](mailto:jingram@sd150.org) 708-897-7601
- Principals will check each teacher's Canvas classes at 9:00AM for the posted assignment/activity. This will be the indicator for TEACHER attendance.
- **STUDENT Attendance.** Teachers will report a list of students who did not complete assignments for eLearning day to their building principals. Those with incomplete assignments by the due date will be reported as absent. (Audited by the state)
- Submit attendance on the **Google Attendance Form** by **8:00AM** and no sooner than **3:30PM**.

## Administrative Assistant Responsibilities (11/12 month employees)

Administrative Assistants are required to submit attendance on the **Google Attendance Form** by **8:20AM** and no sooner than **3:30PM (School) 4:00PM (District)**. Administrative Assistants have the option of completing the linked modules in Infinitec or daily work accessible from home. If you are completing Infinitec Modules, upon completion of each module please print your certificate (for your records) and email a copy to your building principal.

## Teacher Responsibilities

Teachers are required to be logged in and post their lesson/activities to assigned courses by 9:00AM. All teachers utilizing Canvas will post the daily agenda to the **ANNOUNCEMENTS**. This will create consistency between grade levels for parents.

- Teacher and Staff attendance will be recorded through the Last User Access report in Canvas.
- Teachers will post materials by 9:00AM. The materials will be posted in Canvas under Assignments with the date and the title of the assignment. It will include a short video of the teacher providing instruction and directions for any activities or assignments.
- All lessons (in combined subject areas) should consist of a total of 5 instructional hours.
- Teachers will have office hours from 10AM to 11:30AM and again from 12:30PM to 2PM so students can ask questions and get help. Teachers will note in Canvas how best to reach them, whether via email or Google Meet.

## Student Attendance Verification

Student attendance will be recorded through the Last User Access report in Canvas.

## Paraprofessional Responsibilities

Paraprofessionals are required to be logged in by 9AM and be available via email and begin completing the linked modules in Infinitec. Upon completion of each module please print your certificate (for your records) and email a copy to your building principal. Additional responsibilities would include collaborating with social workers on behavior plans for students, compiling data and behavior logs for students and any other responsibilities provided by the classroom teacher.

## [INFINITEC LINK](#)

**Submit attendance on the Google Attendance Form by 8:20AM and no sooner than 3:30PM.**

## Infinitec Options

Title	Summary	Running Time
Mindfulness: A Strategy for Building Success and Wellness in the 21st Century Workplace	This archived webinar discusses the use of mindfulness strategies for building success and wellness among people with intellectual and developmental disabilities (IDD) within their worksites. "Mindfulness tools" for participants to incorporate with their students in the classroom and employees with IDD in the workplace are reviewed .	1:07:45
Interpersonal Skills Training: Ten Tips for Phone and Text at Work	The goal of this training is to remind you of some rules regarding courtesy and privacy that you may have forgotten, and also to teach you a few that you might not already know. On completion of this training, you will be able to describe professional use of phone and text in the workplace.	11:47
Internet Safety	This presentation covers specific areas of internet safety, all of which apply to use of the internet at home or work. Areas covered include password safety, personal identity safety, personal information confidentiality, email and attachment safety, malware, phishing, securing home networks, protecting students who go online, and confidentiality of student records.	30:37:00
Conflict Resolution	An essential part of encouraging positive behavior includes school-based programs that teach conflict resolution to all students. Conflict resolution programs are designed with the overall goal of changing the mental processes and interpersonal behavior strategies that lead young people to engage in these problem behaviors.	17:56
Introduction to Making Your Office Documents Accessible	Having accessibility to documents is a fundamental component of the UN Convention of Rights. In this recorded webinar, Janet reviews accessibility and applies that framework to digital documents.	53:50:00

## Custodial Staff

ALL custodial staff will report to their school site by 7:00AM, unless directed otherwise, and conduct a building check and complete work as usual. Hours and assignments will be set by the supervisor.

## Librarian/Social Worker/RTI/PreK

Librarians/Social Workers/RTI Staff/PreK are required to submit attendance on the **Google Attendance Form** by **8:20AM** and no sooner than **3:30PM**. Librarians/Social Workers/RTI Staff/PreK have the option of completing the linked modules in Infinitec or daily work accessible from home. If you are completing Infinitec Modules, upon completion of each module please print your certificate (for your records) and email a copy to your building principal.

Librarians/Social Workers/RTI Staff/PreK completing regular daily work accessible from home you will submit a short report when checking out on the Google Attendance Form.



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## Student Responsibilities

The eLearning will be self-paced so students and families can work at the time that is best for the student and/or family. Any questions for teachers or administrators should be sent via email since offices will likely be closed.

Students are required to log into Canvas or the school website to complete their assigned lessons/activities. All students will have three days, or as indicated per their ILP/IEP or 504 plan to complete the assignment in case there are any issues at home where they cannot access the lesson that day. Completion of assignments is a student's verification of attendance.