

Hello Elim Staff,

As the weather is getting colder, we need to ensure that we are prepared to switch to an E-Learning day in the event that the campus would need to close due to an emergency (e.g., snow day/too cold weather). It is the desire of the school leadership team to be prepared to pivot to an E-Learning day at the first opportunity so that we would not be required to “make up” any missed school days. However, that means we need to have everything in order. At the beginning of the year, teachers should have provided each of your students’ families with their unique learning code on Seesaw. We are asking teachers to take advantage of parent teacher conferences or designate another time before Thanksgiving to have a conversation with families about E-Learning. Please complete the following directions.

1. All staff, read through the E-Learning information at the end of this document (it was copied from the school procedural manual for staff and the parent handbook).
2. Teachers, spend a few minutes during parent teacher conferences or another designated time before Thanksgiving to remind each family that if Elim needs to have a snow day, instruction will switch to an E-Learning day and the school day will not be made up so it is important that they are able to access Seesaw.
3. If possible, it would be best for teachers to show the family how to use their unique learning code to confirm they have access.
4. If a family does not have the ability to access Seesaw or the technology to support Seesaw, then an E- Learning Kit (hands-on materials) needs to be provided for those students. The E- Learning Kit should be sent home for every student who requires one by Thursday, December 1 (keep a record of what is sent home and a backup of the materials at school in case they are misplaced).
5. All students are to be provided both electronic and non-electronic lessons so even if the student will utilize Seesaw, some hands-on materials should be sent home by Thursday, December 1 (keep a record of what is sent home and a backup of the materials at school in case they are misplaced).
6. Collaborate with the IEP team and determine what the “synchronous learning” (minimum of 1 hour) will look like for your classroom. You are encouraged to work together as a sub will need to be assigned in case you will not be able to lead this synchronous learning in the event it is needed.
7. Teachers, complete a 2022-2023 E-Learning Plan Form for each student in your classroom by Friday, December 2. Use the following form and submit one for each student in your classroom. Once completed, the form will be saved in SharePoint under student information then courses.grades.consent.  
<https://www.cognitofrms.com/ElimChristianServices/ 20222023ELearningPlan>
8. All E-Learning lessons should be in Seesaw, you should have a plan for what the synchronous instruction will look like, and you should be prepared to switch to an E-Learning day as early as December 2.
9. In the event that we have an E-Learning day, teachers and therapists should update Planbook to reflect that the lesson plans that day were provided via E-Learning.

### **E-Learning Expectations as written in the school procedure manual:**

Please note that E-Learning and Remote instruction are not the same.

Remote instruction provided when an individual student and/or small group of students are quarantined due to Covid.

E-Learning is provided when there is a need for the entire school and/or entire program to be closed due to situations such as, but not limited to, inclement weather and COVID outbreaks.

E-Learning requires that at least 5 hours of clock hours of instruction or services, whether synchronous or asynchronous be provided to each student participating in the E-learning day as per the student's IEP. It is expected that all staff will have access to the technology that is needed should they need to provide remote instruction from home. While it would be ideal to be warned of potential school closures in advance, situations such as, but not limited to, inclement weather and COVID closures may make this very difficult.

#### **E-Learning Expectations**

Teachers will conduct at least:

- 1 hour of synchronous instruction via Zoom (this does not need to be one continuous hour; it may be broken up into smaller segments based upon student need). The link(s) for Zoom should be included in the Seesaw activity for the day.
- 4 hours of asynchronous instruction via Seesaw/Remote Learning Kit
- ALL teachers will ensure that Seesaw classes are fully functional and accessible to all IEP team members, parents and students no later than September 2nd.
- Teachers will verify student log in by September 9th. Should a family not log in by 9/9/2022, teachers will inform their Assistant Principal and determine if further training is needed or if the teacher needs to prepare "Remote Learning Kit"
- Student attendance will be monitored and recorded as prescribed by the State Board of any e-learning days. Student attendance will be recorded the first school day we return based upon student participation in Zoom/completion of Seesaw lessons. The only attendance codes that can be used by Teachers are PR= Participated Remotely or AU = Absence Unknown.
- It is expected that supervising AP's are included on all e-mail communications.
- Teachers need to make sure that their supervising administrator has access to the written plan(s).

Related Services: The services and supports pursuant to a student's IEP will be provided to the extent practical to ensure access to appropriate learning opportunities

- All related services will ensure that they have access to their caseload via the classroom teacher's Seesaw class
- Classroom scheduled groups will continue as planned (otherwise, minutes will be made up)
- Individual therapy sessions will continue as scheduled if possible (otherwise, minutes will be made up)
- PE/Art will provide Seesaw and/or Zoom lessons if they were scheduled to provide services on that day
- PT's, Transition Outreach Specialist –consultative services and completion of approved professional development CEU's with evidence of completion provided to supervisor

Behavior therapists will conduct RBT supervision activities/conferences during this day.

Instructional Coaches, Educational Technology, Assistant Teachers, will engage in professional development assigned via the “Special Educator Academy” as identified by supervisor

- Paraprofessionals/Tech –will be notified via email on a daily basis regarding daily expectations
- Service Learning Coordinator –This day will be rescheduled should it occur on a date that an E-Learning day is implemented.

Should a student be unable to participate in E-learning due to illness parents should contact student attendance ([studentattendance@elimcs.org](mailto:studentattendance@elimcs.org) or 708-293-3626) to report student health status.

### **E-Learning Information given to parents via the Parent Handbook:**

#### **E-Learning**

Beginning with the 2022-2023 school year, private therapeutic day schools are allowed (not required) to utilize E-Learning days in lieu of emergency closures (i.e., snow days) as long as certain conditions are met.

ISBE has outlined the following conditions/requirements be in place before an E-Learning Day can be utilized:

- Each student participating in the E-learning will be provided with access from home to the materials (both electronic and non-electronic), resources, and technology required to receive instruction.
- The services and supports, pursuant to a student’s IEP, will be provided to the extent practical to ensure access to appropriate learning opportunities.
- Student attendance will be monitored and recorded as prescribed by the State Board of any E-learning days.
- Parents will be provided effective notice of the use of particular days for E-learning.
- Staff and students will be provided necessary training or instructions for participation on an E-learning day.

Should the decision be made to utilize an E-Learning Day in lieu of an emergency closure, you will be notified via Alert Media.

Elim utilizes Seesaw as it’s digital learning platform. At the beginning of each school year and/or when student’s classroom placement changes, parents will be provided with the unique learning code for their child. We ask that you follow the provided instructions to allow your child to access their education remotely in the event that this becomes necessary either due to inclement weather or individual quarantine requirements.