

ROE/ISC DEPARTMENT

According to Section 10-20.56 of the School Code [105 ILCS 5/10-20.56], school districts may, by adopted resolution, utilize "e-learning days" in lieu of emergency days. The number of e-learning days may not exceed the minimum number of proposed emergency days for an approved school calendar. The district's e-learning program must be verified by the regional office of education or intermediate service center for the school district prior to implementation. The school board must hold a public hearing prior to initial adoption or renewal of an e-learning program.

Please provide the dates for each procedural requirement as outlined below.

- District Name: Lincolnwood School District 74
- Publication in a newspaper of general circulation in the school district at least 10 days prior to hearing
Date of Publication: September 19, 2024
- Written or electronic notice designed to reach the parents or guardians of all students enrolled in the district at least 10 days prior to hearing
Date of Notification: September 17, 2024
- Written or electronic notice designed to reach any exclusive collective bargaining representatives of school district employees and all those employees not in a collective bargaining unit at least 10 days prior to hearing
Date of Notification: September 13, 2024
- The school board's approval of a district's initial e-learning program and renewal of the e-learning program shall be for a term of 3 years that coincides with the school year calendar.
Date of Public Hearing: October 3, 2024 Date of Board Meeting/Resolution: October 3, 2024

Note: A district that has an approved e-learning program must utilize all five e-learning days in addition to all proposed emergency days before ISBE will consider approving Act of God Days.

Annually, the regional office of education or intermediate service center for the school district must verify that the e-learning proposal will: 1) ensure access for all students; ensure that the specific needs of all students are met, including special education students and English learners; ensure that all mandates are still met using the e-Learning program adopted; and 2) contain provisions designed to reasonably and practicably accomplish the following:

- Ensure and verify 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
- Ensure access from home or other appropriate remote facility for all students participating, including computers, the Internet, and other forms of electronic communication that must be utilized in the proposed program
- Ensure that non-electronic materials are made available for students participating in the program who do not have access to the required technology or to participating teachers or students who are prevented from accessing the required technology
- Ensure appropriate learning opportunities for students with special needs
- Monitor and verify each student's electronic participation
- Address the extent to which student participation is within the student's control as to the time, pace, and means of learning
- Provide effective notice to students and their parents or guardians of the use of particular days for e-learning
- Provide staff and students with adequate training for e-learning days' participation
- 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 may be required for the program

NEWSPAPER PUBLICATION

**BOARD OF EDUCATION OF
LINCOLNWOOD SCHOOL DISTRICT NO. 74,
COOK COUNTY, ILLINOIS**

**NOTICE OF E-LEARNING PROGRAM
PUBLIC HEARING**

PUBLIC NOTICE IS HEREBY GIVEN BY the Board of Education of Lincolnwood School District No. 74, Cook County, Illinois, that a public hearing will be held on October 3, 2024, at 7:30 p.m. in the Lincolnwood Village Hall, 6900 North Lincoln Avenue, Lincolnwood IL 60712.

The purpose of the hearing will be to receive public comment on the proposed program for the use of electronic learning ("E-learning") days which, if continued, will permit student instruction to be provided electronically in lieu of being present in the school buildings, while not utilizing the district's scheduled emergency days under Section 10-20.56 of the School Code. The Board intends to approve the E-learning program at the regular Board of Education meeting that follows said hearing. If approved, the E-Learning program will be implemented for a three-year term.

To request further information regarding the Public Hearing, please contact: Renee Tolnai, Executive Assistant to the Board/Superintendent at 847-675-8234 or rtolnai@sd74.org.

DATED this 13th day of September, 2024.

John P. Vranas
Secretary, Board of Education
Lincolnwood School District
No. 74, Cook County, Illinois

CHICAGO TRIBUNE

media group

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Lincolnwood, IL 60712-2520

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6950 N East Prairie Rd
Lincolnwood, IL 60712-2520

Certificate of Publication:

Order Number: 7698008
Purchase Order:

State of Illinois - Cook

Chicago Tribune Media Group does hereby certify that it is the publisher of the Lincolnwood Review. The Lincolnwood Review is a secular newspaper, has been continuously published Weekly for more than fifty (50) weeks prior to the first publication of the attached notice, is published in the City of Lincolnwood, Township of Niles, State of Illinois, is of general circulation throughout that county and surrounding area, and is a newspaper as defined by 715 IL CS 5/5.

This is to certify that a notice, a true copy of which is attached, was published 1 time(s) in the Lincolnwood Review, namely one time per week or on 1 successive weeks. The first publication of the notice was made in the newspaper, dated and published on 9/19/2024, and the last publication of the notice was made in the newspaper dated and published on 9/19/2024.

This notice was also placed on a statewide public notice website as required by 715 ILCS 5/2. 1.

PUBLICATION DATES: Sep 19, 2024.

Lincolnwood Review

In witness, an authorized agent of The Chicago Tribune Media Group has signed this certificate executed in Chicago, Illinois on this

20th Day of September, 2024, by

Chicago Tribune Media Group



Jeremy Gates

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CHICAGO TRIBUNE

media group

**BOARD OF EDUCATION OF
LINCOLNWOOD SCHOOL
DISTRICT NO. 74,
COOK COUNTY, ILLINOIS
NOTICE OF E-LEARNING
PROGRAM
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To request further information regarding the Public Hearing, please contact: Renee Tolnai, Executive Assistant to the Board/Superintendent at 847-675-8234 or rtolnai@sd74.org.

DATED this 13th day of September, 2024.
John P. Vranas
Secretary, Board of Education
Lincolnwood School District
No. 74, Cook County, Illinois
9/19/2024 7698008



PARENT NOTICE

Tuesday Newsday 9/17/24

1 message

Lincolnwood School District 74 <lincolnwoodsd74@users.smore.com>

Tue, Sep 17, 2024 at 4:00 PM

Reply-To: jmcgoey@sd74.org

To: rtolnai@sd74.org

Not displaying correctly? [View in browser](#)

Translate



Sept. 17, 2024

District Dates to Remember

Upcoming SD74 Events

- FastBridge and MAP Testing - Sept. 18-19
- [Lincoln Hall Volleyball Red Out](#) - Sept. 19, 4 p.m.
- AM-only Student Attendance Day - Sept. 20
 - Rutledge Hall and Lincoln Hall dismiss at 11:05 a.m.
 - Todd Hall dismisses at 11:25 a.m.
- Safety Week - Sept. 30-Oct. 4
- First Grade Story Walk/STEM Night - Oct. 10, 5:30 p.m. - 6:30 p.m.
- No School in Observance of Columbus Day - Oct. 14

- Teacher Institute Day | Student Non-Attendance Day - Oct. 15

View the full District calendar [here](#).

New for You

Opt in to District Text Messages

As needed throughout the school year, the District will send text messages with important reminders, event announcements and updates, and emergency notifications. If you are not already receiving District text messages and would like to, please text the word 'YES' to 79041.

Classroom Party Volunteers Interest Forms - Sign-ups Open Sept. 24

The District plans three classroom parties every year to celebrate Halloween, Winter Break, and Valentine's Day at Todd Hall and Rutledge Hall.

To indicate your interest in volunteering for parties this year, complete [these forms](#) when they open on **Tuesday, Sept. 24 at 7 p.m.** (*Find three tabs at the top of the page.*) The District will create a schedule of coverage for each classroom at both schools, ensuring that those who express interest are assigned to at least one party during the year.

So that all SD74 parents/guardians have the opportunity to volunteer for a classroom party if they wish, the District recommends that only one volunteer sign up per child, per party. **Interest forms will close on Tuesday, Oct. 15 at midnight.**

Upcoming Events at Niles West High School for Middle School Students

Lincoln Hall families are encouraged to check the [Lincoln Hall News](#) page regularly for events at Niles West High School just for middle schoolers!

Notice of E-Learning Plan Public Hearing

A public hearing will be held on Oct. 3, 2024, at 7:30 p.m. in the Lincolnwood Village Hall to receive public comment on the proposed program for the use of electronic learning ("E-Learning") days.

As required by the State, this is a renewal request for the plan implemented this past January during our cold weather snap. Learn more [here](#).

Reminders

School Lunch Nutritional Information Available on MealViewer

MealViewer is the digital platform that houses all SD74 student lunch menus. Click [here](#) to learn how to create a MealViewer account to find nutritional information about menu items. **Please note that creating a MealViewer account is not required. It is an option for those families who wish to view nutritional information.** School lunch menus can be found on the SD74 website by clicking on the [Lunch Menus](#) icon.

Student Directory

The District's Student Directory is located on the SD74 website, but is only accessible to those families who opted in during the registration process. Later this month, those families will receive

an email with login information.

If you originally opted out but would now like to be a part of this directory, please contact your respective building secretary.

Lincoln Hall

Carol Krikorian, ckrikorian@sd74.org and Alex Saravia, asaravia@sd74.org
847-675-8240

Rutledge Hall

Arleen LaRosa, alarosa@sd74.org
847-675-8236

Todd Hall

Jessica Tarnoff, jtarnoff@sd74.org
847-675-8235

Order a Yearbook Early for Savings!

Click on the following links for each school to learn more about ordering a 2024-2025 yearbook. Receive 10% off your order if you purchase by Sept. 30!

- Todd Hall - *Coming soon*
- [Rutledge Hall](#)
- [Lincoln Hall](#)

Updates from PALS

Upcoming PALS Events

- Lou Malnati's restaurant fundraiser - Sept. 17, until 11 p.m.
- PALS meeting - Oct. 7, 7 p.m. at Todd Hall library
- Backyard Grill restaurant fundraiser - Oct. 15
- Literati Book Fair - Week of Nov. 11

EXTENDED! Lou Malnati's Restaurant Fundraiser

The PALS fundraiser has been extended through 11 p.m. tonight! Enjoy Lou Malnati's ([6649 N. Lincoln Ave.](#)) for dinner and 20% of your order will be donated to PALS. Dine-in, carry-out, and delivery orders are all eligible. If ordering via phone (847-673-0800), mention PALS before placing your order. If ordering online, use the promo code **GPFUND24**. 20% of the proceeds will be donated to PALS.

Social Corner

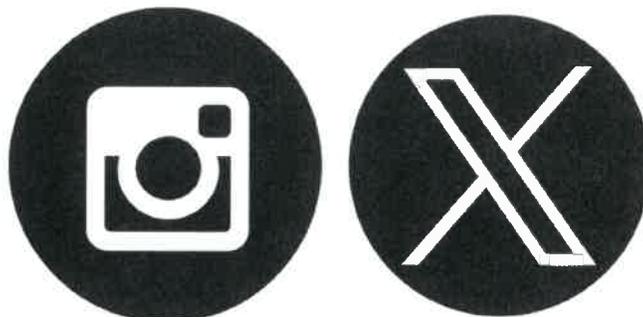
A Recap of our Top Social Media Posts from the Past Week

Sept. 11: [Lincoln Hall students perform at Village Hall 9/11 Memorial Ceremony](#)

Sept. 17: [Fun with friends on the Rutledge Hall playground!](#)

STAY CONNECTED!

Follow SD74 on Instagram and X (formerly known as Twitter)!



@lincolnwoodsd74

Virtual Bulletin Board

Be sure to check the [Virtual Bulletin Board](#) on the SD74 website regularly for special announcements from around the community.

Community Events to Consider

Upcoming Happenings In and Around Lincolnwood

- **Centennial Park Clean Up Event** - Sept. 22, 11 a.m.-1 p.m. Learn more [here](#).
- **Barbie Glam Event** - Oct. 25, 6:15 p.m.-7:30 p.m. Learn more [here](#).
- **Trunk-or-Treat** - Oct. 27, 3 p.m.-5 p.m. Learn more [here](#).

Lincolnwood School District 74

www.sd74.org

6950 N. East Prairie Road, Lincolnwood, IL 60712
847-675-8234

Questions about Tuesday Newsday? Contact:

Jackie McGoey, Director of Communications and Community Relations, at jmcgoey@sd74.org

COLLECTIVE BARGAINING REPS/ALL EMPLOYEES

[admin_staff] [all_users] Notice of E-Learning Plan Hearing

1 message

Dominick Lupo <dlupo@sd74.org>
To: All Users <all_users@sd74.org>

Fri, Sep 13, 2024 at 3:27 PM

Good Afternoon,

This communication to *all staff* is a requirement in the process to renew the District E-Learning plan for another three years.

At the October 3rd BOE meeting, the SD74 Board of Education will have an open hearing to gather input on the district's plan to reserve the right to use an e-learning day in the event of an emergency closing.

The plan being presented this year is identical to the plan that we have had in place over the past three years, and to the plan that we actually used earlier this calendar year during the extreme cold we experienced.

Attached to this email is the notice of the public hearing that will be published in the Tuesday Newsday next week, and also published in the *Lincolnwood Review* on September 19th. Just like this email, those are also required steps in the process of renewing our existing plan for another three years.

Thank you!

Dominick

--



Moments that matter make us one 74!

Dominick Lupo, Ed.D

Assistant Superintendent for Curriculum & Instruction

Lincolnwood School District 74

6950 N. East Prairie Road, Lincolnwood, IL 60712

www.sd74.org | 847-675-8234



@lincolnwoodsd74 | #SD74Moments

Lincolnwood SD74 Mission:

One campus, One community
Preparing, inspiring, and empowering learners;
One moment at a time.

Notice of E-Learning Plan Hearing - Lincolnwood SD74 Oct 3 2024_ Staff Notice_ .pdf
55K

**BOARD OF EDUCATION OF
LINCOLNWOOD SCHOOL DISTRICT NO. 74,
COOK COUNTY, ILLINOIS**

**RESOLUTION RE: E-LEARNING PROGRAM ADOPTION
FOR THE 2024-25, 2025-26, AND 2026-27 SCHOOL YEARS**

WHEREAS, the School Code (105 ILCS 5/10-20.56) authorizes the creation of a research-based program for electronic learning (“E-learning”) days district-wide that shall permit student instruction to be received electronically while students are not physically present in lieu of the district’s use of scheduled emergency days; and

WHEREAS, the Board of Education, in accordance with Section 10-20.56 of the School Code, previously adopted a resolution adopting an E-learning program on October 7, 2021, following published notice and a public hearing, and the Administration of the School District recommends a renewal of that E-learning program; and

WHEREAS, a public hearing set by the Board of Education has been held, in accordance with Section 10-20.56 of the School Code, on October 3, 2024, and was preceded by at least one published notice over the name of the Secretary of the Board of Education (the “Notice”) in the *Lincolnwood Review*, the same being a newspaper of general circulation within the School District, occurring at least ten (10) days prior to the public hearing; and

WHEREAS, written or electronic notice designed to reach the parents or guardians of all students enrolled in the School District, and designed to reach the exclusive collective bargaining representatives of School District employees and all those employees not in a collective bargaining unit has also been given at least ten (10) days prior to the public hearing; and

WHEREAS, the Secretary of the Board of Education posted a copy of the Notice and meeting agenda at least forty-eight (48) hours before the public hearing, at the principal office of the Board of Education and at the building where the hearing was held, setting forth the time, date, place, and subject matter of the public hearing, all pursuant to the Open Meetings Act, 5 ILCS 120/1 *et seq.*; and

WHEREAS, a version of the E-learning program shall be submitted to the North Cook Intermediate Service Center.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Lincolnwood School District No.74, Cook County, Illinois as follows:

SECTION ONE: That the Preambles to this Resolution are hereby incorporated in this Section One as if fully set forth and restated herein verbatim.

SECTION TWO: That the Board hereby adopts its E-learning program, substantially in the form of Exhibit A attached hereto, for the school years of 2024-25, 2025-26, and 2026-27.

SECTION THREE: That the Administration of the School District is hereby directed to submit the attached E-learning program to the North Cook Intermediate Service Center for review and verification as required by Section 10-20.56 of the School Code.

SECTION FOUR: That the Administration of the School District is hereby directed to report to the Board any comments or revisions submitted by the North Cook Intermediate Service Center and incorporate into the E-learning program such changes as may be required.

SECTION FIVE: That this E-learning program shall be used in the discretion of the Administration of the School District in lieu of using one or more emergency days under Section 10-19 of the School Code.

SECTION SIX: That this Resolution shall be in full force and effect forthwith upon and after its adoption and all resolutions or parts of resolutions in conflict herewith are hereby repealed.

ADOPTED this 3rd day of October, 2024.

BOARD OF EDUCATION OF
LINCOLNWOOD SCHOOL DISTRICT NO. 74,
COOK COUNTY, ILLINOIS

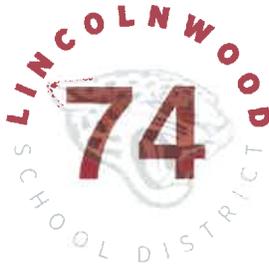
By: _____
Its President

ATTEST:

Its Secretary

Exhibit A

E-learning Program Document



BOARD OF EDUCATION
Kevin Daly, *President*
Peter D. Theodore, *Vice President*
John P. Vranas, *Secretary*
Myra A. Foutns
Ted Kwan
Jay Oleniczak
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ADMINISTRATION
Dr. David L. Russo *Superintendent of Schools*
Dr. Dominick Lupo, *Assistant Superintendent for Curriculum & Instruction*
Courtney L. Whited, *Business Manager/CSBO*

e-Learning Program Plan Lincolnwood School District 74

Overview

This memo contains the e-Learning plan for Lincolnwood School District 74 and provides a historical context for e-Learning days. It also includes statutory e-Learning requirements, as established by the Regional Offices of Education - Illinois State Board of Education (ISBE), including the e-Learning day implementation process, expectations for general education lessons, special education and related services, other special services, and non-certified and other office staff. These guidelines are modeled after other district approved e-Learning programs; as well as experience and knowledge gained with e-Learning during the COVID-19 pandemic.

Historical Context

In light of the possibility of extended school closings and with the capacity to administer an e-Learning day, the District should develop and implement a State approved e-Learning plan. The District will maintain the option to make-up inclement weather/emergency days at the end of the year.

Information from ISBE and the North Cook Intermediate Service Center (NCISC) requires districts to approve an e-Learning plan per the statute set forth in Public Act 101-0012 of the 101st Illinois General Assembly. The adoption of an e-Learning plan permits Lincolnwood School District 74 to utilize e-Learning for three years. It is a necessary step to implement the formal plan for e-Learning on emergency days. The District intends to primarily utilize e-Learning days in lieu of emergency days.

Our e-Learning plan describes the manner in which administration will address the ISBE requirements, as presented in the e-Learning Program Verification Form (PVF), which can be found in Appendix A.

Request

The Administration requests the Lincolnwood School District 74 Board of Education approve the District's e-Learning plan as presented. Following the Board's consideration, the Plan will be sent to the North Cook Intermediate Service Center for approval by the Regional Superintendent.

Rationale

The rationale for this request is to provide Lincolnwood School District 74 further flexibility in its learning environment, allowing impactful learning to continue, and eliminating the need to make-up emergency days at the end of the year.

Lincolnwood School District 74 e-Learning PLAN 2024-2027

Introduction

Public Act 101-0012 of the 101st Illinois General Assembly permits local school districts to establish an e-Learning plan to address student learning in a remote environment. Lincolnwood School District 74 will utilize e-Learning to provide meaningful education to students during emergency days. Since our District has 1:1 computer devices in grades 3-8, provides extensive access to technology hardware in grades K-2, and experienced several months of e-Learning during the COVID-19 pandemic; students already have considerable exposure to digital learning. This plan allows our teachers to develop engaging and meaningful lessons that students can complete outside of school while complying with statutory requirements.

Ensure and verify 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.

Throughout the District, teachers will collaborate with their grade-level and subject level teams to develop activities aligned with the District's established curriculum. Suggested activities include completion of publisher produced online reading and math lessons, reading age appropriate stories through digital book collections, continued novel studies, and writing activities.

When an e-Learning day is declared, instruction will consist of a combination of live instruction through video conferencing, on-demand lessons provided through Learning Management Systems (SeeSaw - TH, Google Classroom - RH, Schoology - LH), and/or independent time to complete assignments. To the greatest extent possible, the e-Learning schedule will mimic that day's regular school day schedule to afford the opportunity to move forward in the curriculum.

e-Learning Schedule Grade - Pre-K

AM Pre-K

By 8:45am, Pre-K teachers will send a communication to their AM classes with a video conferencing link for instruction to begin at 9:00am. Students will log into a portion of their day for a developmentally appropriate period of live instruction. The rest of the morning teachers will provide on-demand or independent activities for students to complete.

PM Pre-K

By 12:15pm, Pre-K teachers will send a communication to their PM classes with a video conferencing link for instruction to begin at 12:30pm. Students will log into a portion of their day for a developmentally appropriate period of live instruction. The rest of the afternoon teachers will provide on-demand or independent activities for students to complete.

e-Learning Schedule Grades - K-2

By 8:45am, teachers will send a communication posted on SeeSaw with a video conferencing link for instruction to begin at 9:00am.

2nd Grade Schedule	2nd Grade Classes	1st Grade Schedule	1st Grade Classes	Kindergarten Schedule	Kindergarten Classes
9:00-9:30	Morning Meeting	9:00-9:30	Morning Meeting	9:00-9:30	Morning Meeting
9:30-10:00	Specials	9:30-10:30	ELA	9:30-11:00	ELA
10:00-11:00	ELA	10:30-11:00	Specials	11:00-11:30	Math
11:00-12:00	Math	11:00-12:00	Math	11:30-12:00	Specials
12:00-12:45	Lunch	12:00-12:45	Lunch	12:00-12:45	Lunch
12:45-2:45	On-Demand Block*	12:45-2:45	On-Demand Block*	12:45-2:45	On-Demand Block*

*During the on-demand block, teachers will post independent work for remaining core/special academic areas on SeeSaw. Students are expected to submit assignments per teacher direction. Teachers may also contact individual or small groups of students during this time block for live video conferencing sessions for small group instruction, intervention, or related services (speech, OT/PT).

Students needing assistance can reach out to teachers via email.

e-Learning Schedule Grades - 3-5

By 8:45am, teachers will send a communication posted on Google Classroom with a video conferencing link for instruction to begin at 9:00am.

	3rd Grade	4th Grade	5th Grade
9:00-9:20	Morning Meeting	Morning Meeting	Morning Meeting
9:20 - 10:15	Literacy	Math	Specials
10:15 - 10:50	Math	Specials	SS/SCI
10:50 - 11:25	SS/SCI	SS/SCI	Literacy
11:25 - 12:00	Specials	Literacy	Math
12:00-12:45	Lunch	Lunch	Lunch
12:45-2:45	On-Demand Block*	On-Demand Block*	On-Demand Block*

*During the on-demand block, teachers will post independent work for remaining core/specials academic areas on Google Classroom. Students are expected to submit assignments per teacher direction. Teachers may also contact individual or small groups of students during this time block for live video conferencing sessions for small group instruction, intervention, or related services (speech, OT/PT).

Students needing assistance can reach out to teachers via email.

e-Learning Schedule Grades - 6-8

By 8:45am, teachers will send a communication posted on Schoology with a video conferencing link for instruction
Marvin Garlich Administration Building / 6950 N. East Prairie Road Lincolnwood, IL 60712 / P: (847) 675-8234 F: (847) 675-4207

to begin at 9:00am.

	6th Grade	7th Grade	8th Grade
9:00-9:20	Period 1	Period 1	Period 1
9:20-9:40	Period 2	Period 2	Period 2
9:40-10:00	Period 3	Period 3	Period 3
10:00-10:20	Period 4	Period 4	Period 4
10:20-10:40	Period 6	Period 5	Period 5
10:40-11:00	Period 7	Period 7	Period 6
11:00-11:20	Period 8	Period 8	Period 8
11:20-11:40	Period 9	Period 9	Period 9
11:40-12:00	Period 10	Period 10	Period 10
12:00-12:45	Lunch	Lunch	Lunch
12:45-2:45	On-Demand Block*	On-Demand Block*	On-Demand Block*

*During the on-demand block, teachers from the morning classes will post independent/extension work from that day's lesson on Schoology for students to complete during the afternoon session. Students are expected to submit assignments per teacher direction. Teachers may also contact individual or small groups of students during this time block for live video conferencing sessions for small group instruction, intervention, or related services (speech, OT/PT).

Social Workers, School Psychologists and School Nurses will be available to parents and students on the e-Learning day and will be issued an assignment from their building administrator in lieu of planning a lesson in support of their colleagues in the classroom. Instructional Technology Coaches will support learning and support development of lesson plans across all grade levels and subject matters. The Specialist or Case Manager is expected to reach-out, individually, to families of students on their case-load to share activities that coincide with related services.

Ensure access from home or other appropriate remote facility for all students participating, including computers, the Internet, and other forms of electronic communication that must be utilized in the proposed program.

Student Access - Teaching, Learning, and Curricular Connections

All Lincolnwood School District 74 students in grades 3 through 8 are issued an iPad through SD74's 1:1 computing program. Throughout the school year, students are accustomed to receiving work through SeeSaw (TH), Google Classroom (RH) and/or Schoology (LH); therefore, providing work on an e-Learning day through these platforms will be familiar. Special Education teachers have access to SeeSaw, Google Classroom, and Schoology; therefore, they can assign their students activities through these platforms and check it when it gets returned. Another option is to create a separate assignment for students on their caseload - this could be a modified task based on the General Education teacher's assignment or it could be something completely different related to the student's goals or needs. All teachers will be available either during video conferencing instruction or via email from 9:00-2:45 to support student learning and answer questions.

Teachers will implement a daily lesson plan designed to mirror the schedule and subject matter specific to that day's schedule when an e-Learning day is called. Assignments will either be given during video conferencing instruction, posted on the teacher's SeeSaw, Google Classroom, Schoology site, or sent via email directly to students/parents/guardians. Special Education teachers will provide assignments based on students' goals. Teachers will be available either during video conferencing instruction or via email from 9:00-2:45 to support student learning and answer questions.

Staff Access and Connectivity

All Lincolnwood School District 74 teachers are issued a mobile device in the form of a laptop and/or iPad. They may access GSuite (Google Suite), PowerSchool, Google Mail, Schoology, Google Classroom, SeeSaw, and other web-based applications remotely via the Internet to engage in video conferencing instruction and posting/responding to assignments as needed. These activities can be completed on any device including home and District provided devices. Learning experiences may also be non-digital in nature if the activities are meaningful and aligned to the District curriculum. Teachers will be available to interact with their students digitally during contract time on the e-Learning days. Students may also collaborate with their peers on e-Learning assignments through online learning platforms such as Google Classroom.

Ensure that non-electronic materials are made available for students participating in the program who do not have access to the required technology or to participating teachers or students who are prevented from accessing the required technology.

Students in grades K-2 do not take an iPad home but it is understood that most households have access to the Internet either on a computer or cell phone. In the event that students are not able to access technology hardware or the Internet on the day an e-Learning day is called, students may pick-up non-electronic copies of lesson materials by calling the District office and the staff on-site will secure necessary resources. Additionally, the students can receive the resources from the teachers on the next school day following a school closing. Students have five school days from the date of the e-Learning day to turn in any work either electronically or non-electronically.

Ensure appropriate learning opportunities for students with special needs.

Teachers work to create relevant, meaningful, and manageable assignments for students on e-Learning days. Activities will be varied according to the grade level, subject, unique skills, and knowledge required for the lesson. Social workers will be checking in each day with their students. Speech and language staff will send practice suggestions to their students based on specific goal areas.

Monitor and verify each student's electronic participation.

Teachers must log student assignments for the e-Learning day in the gradebook through PowerSchool. This assignment does not need to be graded, but it must be added to PowerSchool with the prefix "EDay" (no-hyphen) in the title of the assignment. It may be added to any category. The e-Learning day specific assignments will be reviewed to verify student participation. Teachers will take attendance in PowerSchool during live video conferencing instruction in accordance with regular school day procedures.

Parents/Guardians can submit an excused absence similar to existing District policies for students who are unable to sign-in for an e-Learning day. Students will have five days to make up any missed work.

Address the extent to which student participation is within the student's control as to the time, pace, and means of learning.

To meet the required five (5) clock hours of instruction, all students will be engaged in a minimum of 2.5 hours of live instruction via video conferencing. The remaining hours in the day will be dedicated to on-demand lessons and/or time to complete work independently.

Provide effective notice to students and their parents or guardians of the use of particular days for e-Learning.

Students and families will learn about the expectations and student responsibilities for an e-Learning day through direct communication from the Superintendent and Director of Community Relations. They will also be directed to the e-Learning day page on the Lincolnwood SD74 website (www.sd74.org) for a full overview of the program.

Provide staff and students with adequate training for e-Learning days' participation.

A detailed outline of e-Learning requirements and expectations was shared with all staff. The Administration met with staff to answer questions and further explain elements of the e-Learning plan. Additionally, the Building Administration and Instructional Technology Coaches are resources to assist teachers in preparing or implementing any aspect of this plan. Grade levels work together collaboratively to ensure students with Special Needs and English Language are included.

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 may be required for the program.

All Lincolnwood School District 74 teachers are issued a mobile device in the form of a laptop and/or iPad. They may access GSuite (Google Suite), PowerSchool, Google Mail, Schoology, Google Classroom, SeeSaw, and other web-based applications remotely via the Internet to engage in posting and responding to assignments as needed. Teachers will be available for support from 9:00am to 2:45pm. Parents/guardians/students can email their teacher, do a virtual chat with them via video conferencing, or post a question in SeeSaw/Google Classroom/Schoology.

Ensure an opportunity for any collective bargaining negotiations with representatives of the school district's employees that would be legally required, and including all classifications of school district employees who are represented by collective bargaining agreements and who would be affected in the event of an e-Learning day Training.

The draft e-Learning plan was shared with Union leadership for their suggestions and input in July 2021.

District Responsibilities

Prior to exercising an e-Learning Day option, it is the District's responsibility to make sure the students and parents/guardians are aware of the overall e-Learning expectations. Students and families will be able to access the e-Learning activities/assignments and expectations on the morning of an actual e-Learning day.

It is also the District's responsibility to ensure that students have the relevant assistive technology available when an e-Learning day is implemented.

Please see the proposed e-Learning structures for General Education, Special Education/Related Services personnel, and classified personnel:

CERTIFIED STAFF EXPECTATIONS

Marvin Garlich Administration Building / 6950 N. East Prairie Road Lincolnwood, IL 60712 / P: (847) 675-8234 F: (847) 675-4207

Purpose

To define the expectations of an e-Learning day for general education teachers so that they can adequately plan and implement e-Learning activities within the Lincolnwood School District 74 framework.

Definition

If the e-Learning option is exercised, the school day shall be considered made-up on the date of the emergency event.

Communication

It is expected that educators are notified of the emergency day per the usual Lincolnwood School District 74 communication protocols.

Updated lessons/video conferencing links shall be communicated by 8:45am on the emergency event date. Student attendance will be determined by completion of the posted assignments and regular attendance taken during video conferencing instruction. If students are called in with an excused absence, they will have five (5) days from the date of the e-Learning day to complete all assignments.

Learning Experience Expectations

Teachers will respond in a timely manner to student questions through email and their respective learning management system during the normal work hours (9:00am - 2:45pm) on the e-Learning day.

To ensure and verify at least five (5) clock hours of instruction or school work, as required under Section 10-19.05, for each student participating in an e-Learning day, Lincolnwood School District e-Learning schedule is as follows:

8:00 - 8:45am - Planning and preparation

8:45 - 9:00am - Learning modules posted and period of availability, student engagement, instruction, supervision and support as needed begins

9:00am - 2:45pm - 5.75-hour block of student engagement, instruction, supervision, monitoring, support, and lunch

2:45 - 3:30pm - Verification/assessment of student work/engagement; planning/prep

Expectations by level of instruction shall be:

Learning activities should include a way for students to demonstrate or provide evidence of learning. Students are not required to have a completed "product" for each activity. For example, parents may confirm reading minutes and online platforms may record engaged learning time.

If students are called in with an excused absence, they shall have five (5) school days to complete the learning experience. Attendance shall be tied directly to successful completion/demonstration of the learning experience and attendance taken during video conferencing instruction.

SPECIAL EDUCATOR EXPECTATIONS**Special Education Teacher/Student Services Staff Responsibilities:**

A teacher should create activities/assignments with the individual student in mind. These activities/assignments may include, but are not limited to, PDFs, podcasts, presentations, multimedia lessons, Google Docs, and any combination of the above.

Staff will be available on e-Learning days, via email and/or through video conferencing, SeeSaw, Google Classroom, and Schoology to answer student and parent/guardian questions regarding the assignments.

Related Service Responsibilities

Related service providers, as appropriate, should operate as consultants when the teachers are putting together the learning activities for students who receive special education services. Related service providers will also utilize e-Learning to create opportunities for the delivery of their services.

NON-CERTIFIED EXPECTATIONS

Purpose

To define the expectations of an e-Learning day for non-certified personnel. These activities will align with the professional development and strategic planning objectives developed by the District.

Definition

An e-Learning day will count as an attendance day for students. The day will count as a work day for all staff.

There are many different and essential roles that non-certified personnel serve within Lincolnwood School District 74, and depending on the role, the experience will be differentiated to better meet the needs of these employees.

Work Plan(s)

There will be different expectations for non-certified employees depending on the nature and timing of their work. Supervisors will communicate the expectations to staff in a timely fashion. The four work plans for e-Learning days are as follows:

- 1) Employees who are required to be on site due to maintenance, technology, and potential snow removal will have timing and expectations communicated to them via normal channels before and on the date of the emergency event. Standard operating procedures will remain in place for this group of employees.
- 2) Non-certified staff such as classroom aides may assist special education students by modifying assignments consistent with students' IEPs. They may also complete online professional development.
- 3) Employees that will not have a clear work role on the e-Learning day will be required to participate in appropriate online professional development activities. These activities will be related to the staff member's role in the building.
- 4) Office staff that can effectively work from home will be allowed to do so with supervisor approval.

Program Evaluation

Periodically, the District will survey stakeholders to review and revise the program as implemented to address difficulties confronted.