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Pleasantdale Middle School
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Pleasantdale School District 107 | 7450 S. Wolf Road | Burr Ridge, IL 60527 | 708.784.2013 | Fax: 708.246.0161 | www.d107.org

To: Pleasantdale School District 107 Board of Education
From: Dr. Dave Palzet
Re: eLearning Plan
Date: October 15, 2025

From 2015 to 2018, three Illinois school districts piloted eLearning programs. These school districts included two high school districts (Leyden School District 212 and West Chicago High School District 94) and one elementary school district (Gurnee SD 56). Over the course of the pilot, a total of only four eLearning days were called due to severe weather. Some commonalities in the districts' programs include providing students with devices, ensuring internet connectivity for all students, and requiring teachers to monitor student progress remotely. The success of the pilots can be seen through the expansion of eLearning throughout the state.

In Pleasantdale, eLearning days are used sparingly. These days are only used once we have exhausted all other make-up days, and if not using an eLearning day would require additional days be added onto the end of the school year. The components of our eLearning plan include:

- Both schools: Modified schedule with synchronous instruction in the morning and asynchronous time in the afternoon.
- Each lesson/class period/subject should contain between 15-20 minutes of direct instruction (can be whole class or in small groups), the rest of the period/lesson/subject can be independent work.
- Students should follow the eLearning Expectations
- Teachers post agendas, lessons, and other materials on SeeSaw for Pre-K through 4th grade and on Schoology for 5th-8th grade.

All staff and students go through an eLearning Day refresher training before the winter months. This training includes how to make and submit assignments and the expectations for both teachers and students. The district strives to communicate the potential use of an eLearning day to families as soon as possible. Students use their school issued devices and apps to access the curriculum and activities.

On June 1, 2019, the new eLearning rules went into effect in Illinois. The new law states a school day consists of a minimum of five hours of instructional time. Public Act 101-0012 also allows school districts statewide to utilize e-learning days in lieu of emergency days and maintains flexibility for students to engage in career-connected learning outside of the classroom. Based on this new law, the district has developed a plan to have eLearning as an option for our students.

The requirement for eLearning plans was laid out in an email sent to Superintendents by West Cook Intermediate Service Center director, Dr. Mark Klaisner, on August 9, 2019. This memo contained twelve issues that must be addressed as part of a district's eLearning Day plan. Below are each of these points as well as a description as to how Pleasantdale SD 107 will address each requirement.

- *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.*

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- *All certified staff in PSD 107 are issued an iPad and a MacBook which are able to be connected to the internet and have all applicable software. All ESPs in PSD 107 have been issued an internet enabled iPad which includes all applicable software. Evidence: Device inventory, copy of invoices for Google and Schoology.*
- *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.*
 - *Teachers will provide students with the appropriate lessons, activities, and work in advance of beginning the eLearning Day. Staff will be available from 9:00 AM to 12:00 PM, will have an hour lunch break, and then be available from 1:00 PM to 3:00 PM. All student work will need to be submitted by 9:00 PM the night of the eLearning day. Evidence: Copy of the table of activities and eLearning day work schedule.*
- *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*
 - *Parents are asked to confirm that they have home internet during the registration process. Evidence: Inventory of answers from registration.*
- *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. We will develop procedures and processes to provide students with missed learning experiences that are similar to what we currently do on a normal school day. Each teacher will be assigned a "back up" teacher in the event they are unable to access the internet. Evidence: School policy on make-up work and list of "back-up" teachers.*
- *Ensure appropriate learning opportunities for students with special needs.*
 - *Special Education staff will provide students with modified work and adjust expectations for the work. Likewise, special education staff will be available from 9:00 AM - 12:00 PM and 1:00 PM - 3:00 PM to support students. Evidence: Table of activities.*
- *Monitor and verify each student's electronic participation.*
 - *Teachers will be available to monitor students' progress and participation from 9:00 AM to 12:00 PM and from 1:00 PM to 3:00 PM. Teachers will be able to monitor students using our Learning Management System and Google Drive, and they will be available via email. Additionally, teachers will log students' attendance on an electronic attendance sheet. Evidence: eLearning day work hours sample of attendance sheet (student names redacted).*
- *Address the extent to which student participation is within the student's control as to the time, pace, and means of learning.*
 - *Each student can complete assignments in any order and at whatever pace is appropriate for the individual learner. While teachers will be available on a set schedule, students can work on and submit lessons until 9:00 PM on the night of an eLearning Day. Evidence: eLearning Day Family FAQ*

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- *Provide effective notice to students and their parents or guardians of the use of particular days for eLearning.*
 - *Notification of the usage of eLearning days will be sent to parents in the fall. Parents will be provided with an FAQ that outlines the logistics of an eLearning Day. The district will also use social media as well as our telephone notification system to provide notice to parents. An eLearning Hearing will be held in October of 2025. Evidence: eLearning FAQ for families, Board Agenda, Board Video, Resolution.*
- *Provide staff and students with adequate training for eLearning days' participation.*
 - *Staff will be trained during plan times at both schools in November. Following the teacher training, teachers will train students. Evidence: eLearning Day FAQ for Teachers*
- *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 eLearning day.*
 - *The administration met with TAP leadership to review the proposal and discussed any impacts to bargaining unit members. Evidence: email to staff.*
- *Review and revise the program as implemented to address difficulties confronted*
 - *At the conclusion of each eLearning day, a survey will be distributed to parents, staff, and students in grades four through eight. Evidence: Copies of parent, staff, and student surveys.*
- *Ensure that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, and students at least 30 days prior to utilizing an eLearning day.*
 - *An FAQ will be distributed to parents, students, and staff at least 30 days prior to utilizing an eLearning day. Evidence: eLearning FAQ for families and eLearning FAQ for staff.*

Based on the flexibility provided by the Illinois legislature, school districts in Illinois have the opportunity to develop eLearning Day plans. These plans allow for innovative new ways to ensure the continuity of learning during emergency weather days. It is the administration's recommendation that the Board approve our proposal and give the district the opportunity to call an eLearning Day if warranted.