
CareerTEC / EFE #220 E-Learning Plan (FY24-FY26)

E-Learning Plan Timeline

- April 6, 2023: Board of Directors discuss possibility of developing an E-Learning Plan and filing an E-Learning Program Verification Form to ROE#8.
- April 17: E-mailed *The Journal-Standard* in order to post a notice of public hearing in the newspaper; published Thursday, April 20.
- April 18: E-mailed CareerTEC employees to notify them of public hearing; also emailed member district principals, asking them to post notice of public hearing on their school websites no later than Sunday, April 23 in order to meet 10-day notice requirement.
- May 4: Board hearing on E-Learning. CareerTEC Board of Directors considers the adoption of the resolution to utilize E-Learning as part of its E-Learning Plan for emergency days, starting in the 2023-2024 school year and continuing for the next three years
- May 5: E-Learning Verification Form and E-Learning Plan sent to ROE#8
- May 8: E-Learning Verification Form verified by ROE#8 Regional Superintendent Aaron Mercier and sent back to CareerTEC
- June 8: CareerTEC Board of Directors hold first reading of E-Learning Resolution
- August 10: CareerTEC Board of Directors hold second reading and formally adopt a resolution to utilize E-Learning for emergency days for three years, starting in the 2023-24 school year and expiring at the end of the 2025-2026 school year.

Historical Context

- The Illinois State Board of Education (ISBE) established an E-Learning pilot in 2015 with the purpose of recording the efficacy of E-Learning during emergency/non-attendance days pursuant to state statute (105 ILCS 5/10-20.56).
- A new law – Public Act 101-0012 – took effect July 1, 2019, that 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.
- Since the implementation of Public Act 101-0012 in 2019, CareerTEC has opted to not pursue E-Learning days (until now).
- Outlined in Public Act 101-0012 of the 101st Illinois General Assembly, schools/districts must approve an E-Learning plan. In order to move forward with an E-Learning plan for emergency days, CareerTEC/EFE #220 was required to approve E-Learning days and submit a plan and verification form to the Regional Office of Education #8 for final approval. Following approval from ROE #8, the CareerTEC Board of Directors needed to formally adopt a resolution to utilize E-Learning for emergency days.

E-Learning Days at CareerTEC

E-Learning days will only be used in lieu of emergency days and will be limited to five (5) per year. E-Learning days are instructional days and are not required to be made up.

Currently, there is no plan to utilize E-Learning days for any days other than emergency days. If this was ever considered for anything other than emergency circumstances, it would go through the normal adoption procedures at CareerTEC and with its Board of Directors.

This plan only applies to the following CareerTEC programs: Careers in Business, Computer Information Systems, Health Occupations Youth Apprenticeship, Culinary Arts, and Construction Trades Youth Apprenticeship. CareerTEC classes at Highland Community College and Freeport High School will follow the policies and plans set forth by its Boards of Control and administrators.

Rationale

The rationale for this plan is that it will provide CareerTEC further flexibility in its learning environment, and it will lead to more student contact days. Because emergency days result in days added to the end of the calendar year for EFE #220-member schools, CareerTEC programs lose contact days with many of its students, especially its seniors who are permitted by their home schools to finish coursework in mid-May regardless of the number of emergency days added.

INTRODUCTION

CareerTEC E-Learning Plan

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. CareerTEC/EFE #220 will utilize E-Learning as a part of the plan to utilize E-Learning on emergency days. Since students in CareerTEC/EFE #220 are used to digital learning experiences in the classroom, this enables our teachers to take educational experiences beyond the walls of the classroom and comply with the statutory requirements.

Teaching & Learning and Curricular Connections

Student learning activities will be tied to the existing curriculum within CareerTEC. Learning objectives will align with the content and skills students must master to be successful in each course and upon completion of the current academic year. Teachers will develop synchronous and/or asynchronous activities in line with the expected curriculum. Suggested activities include formative assessment, student collaboration, and/or activities that provide an extension of learning. It is the expectation that the E-Learning activities will be at least 45 minutes and no more than 90 minutes in length per class period.

Student & Staff Access and Connectivity

Student learning will be implemented utilizing email, the school texting platform and/or other application platforms such as Remind. Students will use member school-issued laptops or Chromebooks and work can be completed on any device, including a home device. Students will be able to check out CareerTEC laptops if they do not have access to a computer and have reason to believe that classes will be canceled on the following day due to incoming weather. Learning experiences may be non-digital in nature if that makes educational sense for the unit and/or class/program. If instruction is asynchronous, teachers will be available to interact with their students digitally during contract time on the E-Learning day, and students may also have the opportunity to engage with their peers via digital tools.

Student Attendance

Teachers will take and report student attendance to the CareerTEC office, and various types of assessment will result in grades to be issued for assignments. Attendance may also be collected via Google Form for some classes.

IEP and EL Students

Students will be afforded direct services with accommodations and modifications outlined in their IEP, 504, and/or support plan(s). Teachers will be available during the hours of instruction to provide services to students. Individual approaches will be determined based on what is appropriate for each student and family.

Staff Training

Continual professional learning occurs throughout the year for staff at CareerTEC's St. John UCC and construction trades. Similarly, the staff understands how to use age-appropriate digital resources for student work and collaboration. Initial professional development is planned for August in-service days before school starts. Teachers will submit three E-Learning lesson plans to the system director by the first Monday of October each year in which this E-Learning Plan is approved. If a third E-Learning day is utilized, teachers will share two additional E-Learning plans with the system director within 24 hours of the third E-Learning day notice.

Benefits of E-Learning for Emergency Days

- Allows for the end of the school year to be predictable and constant, regulates the number of emergency days.
- As structured, it allows educators to advance learning more effectively, given the ability to plan within the normal school year.
- It supports educators with families while maintaining the long-term fidelity of course/class scope and sequence, in that, educators will have a reasonable amount of time to post assignments and are not expected to be available at all times, yet they can still provide meaningful educational experiences.
- Promotes flexible learning and operations in the digital age beyond the school walls.
- Enables students to maximize instructional time and not lose attendance days due to weather-related closures.

E-Learning Structures & Rationale

There are a number of ways to implement E-Learning within any school district and consortium. CareerTEC/EFE #220 will offer a legitimate learning experience for all students that advances learning within each class/course. The E-Learning day shall be made up on the day of the emergency day. This plan will maintain a truer end to the school year while ensuring that educational time is compensated for with fidelity.

On an emergency day, CareerTEC will alert the necessary parents, students, and staff that the emergency day is commencing and that assignments and/or activities will be posted no later than 7:30 a.m. of the emergency day. This will allow parents, students, and educators to make E-Learning plans that advance their classes/courses. It allows for the process of developing and implementing lessons for the day to be collaborative, via educator devices, so that students have a higher degree of continuity.

It is important to note that attendance on the E-Learning day will be documented. Student attendance on the E-Learning day will count as a regular attendance day for all students, and absences and tardies will be recorded as they would on any school day. Failure to check in with the course instructor or sign into an attendance sheet on a Google Form by 1 p.m. on an E-Learning day will count as an absence.

If a teacher elects to hold a synchronous class, students who sign in late will receive a tardy, which will reflect the number of minutes he or she was late. Per CareerTEC's Student Attendance Guidelines, "Tardies will accumulate to become counted as absences. Two (2) tardies between 6 and 30 minutes will equal one (1) absence. Three (3) tardies between 1 and 5 minutes will equal one (1) absence. One (1) tardy of over 30 minutes will count as one absence. Students leaving class early for any amount of time will be counted as absent."

Communication will be a critical piece in implementing E-Learning on emergency days. CareerTEC will communicate its plan prior to the first student attendance day to introduce families to the concept of E-Learning on emergency days, and provide some infrastructure to what this experience will look like for their children. The E-Learning Plan also will be posted to the CareerTEC website at www.careertec-il.org. Teachers will have support in implementing this plan, prior to any potential weather events. Finally, families can have access to supports in CareerTEC's E-Learning Plan in advance of any weather events/emergencies.

This E-Learning Plan is subject to change. CareerTEC's system director and Board have the right and duty to make changes if they deem them to be necessary.

PROPOSED E-LEARNING STRUCTURES FOR PERSONNEL

EDUCATOR EXPECTATIONS

Purpose

To define the expectations of an E-Learning (E-Learning) day for general education teachers so that they can adequately plan and implement lesson plans within the CareerTEC framework.

Definition

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

Communication

- It is expected that educators are notified of the emergency day per the usual CareerTEC communication protocols.
- Educators will post their learning plans by no later than 7:30 a.m. on the emergency event. Attendance should be recorded for synchronous learning. If asynchronous learning is utilized, teachers should record attendance and acknowledgement of assigned activities through email correspondence and/or a Google Form by 1 p.m. of the E-Learning Day.
- Instructors are to be available during normal school hours (7:15 a.m. – 2:45 p.m.) on E-Learning days, via email or other application platforms to answer student and parent questions regarding the day's lesson plan.

Learning Experience Expectations

- Learning target(s) and experiences are posted by 7:30 a.m. on the E-Learning day.
 - Teachers may utilize one of the lesson plans that were submitted to the system director or may opt to create his or her own educational plans for the day.
- Teachers will respond in a timely manner during the normal work hours on the actual E-Learning day.
- Students should communicate with their teachers if they experience any problems. Teachers will establish reasonable deadlines for the completion of assigned work.
- Synchronous or asynchronous learning activities must be at least 45 minutes and no more than 90 minutes in length per class period. Synchronous lecture/meeting time shall count toward the 45 to 90 minutes of learning activities.
- Must be authentic learning directly connected to the curriculum that is taught throughout the year and in alignment with state/national standards
- Must have the ability to demonstrate or provide evidence that learning occurred.
- A product is not required for evidence of learning to occur, nor for attendance purposes. If a product is assigned, it is at the teacher's discretion when it is due and whether it will be graded.
- If a special-education student typically receives support, the same level of support should be available through direct and indirect services, including telephone, Internet, texts, chat rooms, or other similar means of electronic communication for instruction.

CareerTEC's Responsibilities

1. If the E-Learning day option is exercised, it is CareerTEC's responsibility to make sure the students and parents can access the E-Learning activities/assignments.
2. Provide support for parents and students.

NON-CERTIFIED STAFF EXPECTATIONS**Purpose**

To define the expectations of an E-Learning (E-Learning) day for non-certified personnel so that they can adequately plan and make proper use of their work time within the CareerTEC framework.

Definition

If the E-Learning option is exercised, non-certified personnel must choose whether to attend work in person or utilize a vacation or personal day (or sick day, if warranted) for the weather-related day. Non-certified personnel will not be permitted to work electronically from home in the event of an E-Learning day.