

## SEAPCO Remote Learning Plan

### Goal:

*It is our mission to provide remote learning opportunities to all our students that best meets the unique needs of each student and family, engages students in learning appropriate to their situation, and provides connection and support from the educators and therapists that are a part of the individualized educational plan.*

### Students Served:

*SEAPCO provides special education programs and services to the 17 member school districts in Peoria County. This plan covers SEAPCO Academy and SEAPCO RISE programs, as well as provides additional guidance and support to center-based programs housed in member districts that are following their host district's Remote Learning Plans. Center-based programs include those for Early Childhood, Life Skills, and Emotional Disabilities.*

### Plan:

*This plan was developed with our overall goal being to engage all SEAPCO staff in supporting a continuity of education for our students and/or supporting the staff delivering these activities during this mandated closure.*

*The following principles will guide the development of the Remote Learning Activities:*

- *They meet the unique needs of each student*
- *They are appropriate for that student based on:*
  - *Their current circumstance and accessibility to learning materials*
  - *Focused on their current goals and maintaining skills*
  - *Reasonable in light of the family's unique circumstances*
- *Grading embraces the principle of 'no educational harm'*

*Parental contact guidelines:*

- *Initial contact to determine the level of need for support*
  - *Take into consideration unique family circumstances*
  - *Collaborate to determine the most convenient platform for communication and education*
  - *Coordinate with other service providers when communicating*
- *Contact all parents with upcoming meetings to agree on upcoming meeting arrangements: video, telephone, postpone until back in session.*

Additional Information:

*The following activities will take place when we transition from Remote Learning to On-sight Learning:*

- *Member districts, staff and families will be notified of dates for returning to school*
- *SEAPCO administration will communicate to families and districts any specific activities needed to ensure a smooth transition (ie. IEP meetings)*
- *Data will be collected upon return to school and will be reviewed along with Remote Learning data to determine the appropriate continuation of the students individual plan and goals. Progress reports and recommendations will be shared with parents.*

*Up to 5 days may be utilized as Remote Learning Planning Days at the discretion of the director.*

*Specific responsibilities by position are listed on the attached document.*

*This Remote Learning Plan was initially developed with mutual agreement between SEAPCO Administration and the SEAPCO-IEA union on March 25, 2020 and modified March 31, 2020 to reflect the new requirements for Remote Learning as defined by ISBE.*

*This Remote Learning Plan will be reviewed periodically by the SEAPCO administration and union representatives. This plan may be amended based on mutual agreement by both parties.*

Position and Responsibility Grid:

POSITION	RESPONSIBILITIES
Director and CSBO	<ul style="list-style-type: none"> <li>● Normal duties and COVID-19 Preparation/Response</li> <li>● Communicate with District, regional, and state personnel regarding COVID-19 and changing news</li> </ul>
HR Manager	Normal duties
Special Education Administrators	<ul style="list-style-type: none"> <li>● Normal Duties</li> <li>● Communicate with school district administration regarding specific district/building plans and information</li> <li>● Schedule and Conduct electronic meetings with staff in assigned districts and related service areas - including district-hired CC teachers</li> <li>● Respond to parent &amp; staff emails</li> <li>● Communicate with their staff members about IEP information, how to provide e-learning and provide daily direction</li> <li>● Document what you have done to meet the students needs and IEP requirements using the e-learning service log located in the All Employee Resources Folder in Google Drive</li> </ul>
Teachers	<ul style="list-style-type: none"> <li>● Provide alternative learning assignments for students               <ul style="list-style-type: none"> <li>○ If necessary go into building to print materials</li> <li>○ Send out apps and e-learning resources to students</li> <li>○ Create on-line classrooms via Google classroom or other platforms</li> </ul> </li> <li>● Check and respond to emails every hour between 9:00am and 2:00pm M-F</li> <li>● Contact each parent for annual reviews scheduled during the closure to determine method of meeting and/or concerns; share this information with your administrator</li> <li>● <u>District-Based Staff</u> Follow your district Remote Learning plans and directives</li> <li>● Attempt to make contact with students in your classroom multiple times a week (base the level on student age, needs, method of instruction, etc)</li> <li>● RISE and SA will receive additional direction from their SEAPCO administrator</li> <li>● “Grade” papers to ensure student understanding</li> <li>● Document what you have done to meet the students needs and IEP requirements using the e-learning service log located in the All Employee Resources Folder in Google Drive Make contact weekly with parent or families</li> <li>● Attempt to contact parents in a variety of ways to provide resources</li> </ul>

	<p>and supports via email etc.</p> <ul style="list-style-type: none"> <li>● Attend electronic staff meetings held by administrators as scheduled beyond the 9-2 PM time frame (within contract hours ie. may have meetings set for 8:00 am)</li> <li>● Communicate with Administrator for new information and direction</li> <li>● Communicate daily with your paraprofessionals about duties to assist you</li> </ul>
<p>Classroom/1:1 Para-professionals</p>	<ul style="list-style-type: none"> <li>● Check and respond to emails every hour between 9:00am and 2:00pm M-F</li> <li>● Participate in PD activities (if other duties are completed)-</li> <li>● Communicate daily with teacher about how to support their lesson efforts and follow their direction</li> <li>● Fill out service log as directed</li> <li>● Assist teacher with “grading”</li> <li>● At teacher’s request and their supervision, touch base with students via email</li> <li>● Attend electronic staff meetings held by administrators as scheduled - may be beyond the 9-2 PM time frame (within contract hours ie. at 8:00 am)</li> </ul>
<p>OT/PT</p>	<ul style="list-style-type: none"> <li>● Check and respond to emails every hour between 9:00am and 2:00m M-F</li> <li>● Reach out to parents/students on your caseload at least once a week via email, verbal conversation, or other platform</li> <li>● Finish writing evaluations that have already been completed with the students prior to closure</li> <li>● Prepare IEP present levels, goals, accommodations for meetings coming up</li> <li>● Document indirect services provided to families via phone, email, etc keeping track of minutes and description of education provided</li> <li>● Complete monthly billing</li> <li>● Provide supervision to PTA’s &amp; COTA’s to assist with home programs as requested for individual students and/or assist with writing IEP’s when applicable</li> <li>● Continue to work on professional goals i.e. development of Therapy Process Guide</li> <li>● Medicaid billing</li> <li>● Document what you have done to meet the students needs and IEP requirements using the e-learning service log located in the All Employee Resources Folder in Google Drive</li> <li>● Attend electronic staff meetings held by administrators as scheduled - may be beyond the 9-2 PM time frame (within contract hours, ie. 8:00 am )</li> </ul>
<p>COTA/PTA</p>	<ul style="list-style-type: none"> <li>● Check and respond to emails every hour between 9:00am and 2:00pm M-F</li> </ul>

	<ul style="list-style-type: none"> <li>● Document indirect services provided to families via phone, email, etc keeping track of minutes and description of education provided</li> <li>● Reach out to parents/students on your caseload at least once a week via email, verbal conversation, or other platform</li> <li>● Collaborate and assist in preparing IEP present levels, goals, and accommodations for meetings coming up</li> <li>● Assist in development with home programs for individual students as requested by families</li> <li>● Complete monthly billing</li> <li>● Prepare necessary paperwork, such as prescriptions &amp; new service logs to be printed and faxed/used when returning to regular work schedules</li> <li>● Medicaid billing</li> <li>● Document what you have done to meet the students needs and IEP requirements using the e-learning service log located in the All Employee Resources Folder in Google Drive in Covid 19 Folder</li> <li>● Attend electronic staff meetings held by administrators as scheduled - may be beyond the 9-2 PM time frame (within contract hours ie. 8:00 am)</li> </ul>
Social Workers	<ul style="list-style-type: none"> <li>● Check and respond to emails every hour between 9:00am and 2:00pm M-F</li> <li>● Reach out to parents/students on your caseload at least once a week via email, verbal conversation or other platform</li> <li>● Connect with parents/students via phone or teleconference as needed to provide support</li> <li>● Provide SEL related activities for students <ul style="list-style-type: none"> <li>○ If necessary go into building to print materials</li> <li>○ Send out apps and e-learning resources to students</li> </ul> </li> <li>● Gather SDS information on outstanding cases through phone conference or mail</li> <li>● Finish writing reports for outstanding cases</li> <li>● Medicaid billing</li> <li>● Document what you have done to meet the students needs and IEP requirements using the e-learning service log located in the All Employee Resources Folder in Google Drive called Covid 19</li> <li>● Attend electronic staff meetings held by administrators as scheduled - may be beyond the 9-2 PM time frame (within contract hours, ie. 8:00am)</li> </ul>
Speech	<ul style="list-style-type: none"> <li>● Check and respond to emails every hour between 9:00am and 2:00pm M-F</li> <li>● Provide alternative learning assignments for students <ul style="list-style-type: none"> <li>○ If necessary go into building to print materials</li> <li>○ Send out apps and e-learning resources to students</li> </ul> </li> <li>● Reach out to parents/students on your caseload at least once a week via email, verbal conversation or other platform</li> </ul>

	<ul style="list-style-type: none"> <li>● Connect with parents/students via phone or teleconference as needed to provide support</li> <li>● Provide accomodation reminders or assistance to teachers for those speech IEPs where indicated</li> <li>● Continue to take case notes/documentation</li> <li>● Medicaid billing</li> <li>● Document what you have done to meet the students needs and IEP requirements using the e-learning service log located in the All Employee Resources Folder in Google Drive called Covid 19</li> <li>● Attend electronic staff meetings held by administrators as scheduled - may be beyond the 9-2 PM time frame (within contract hours, ie. 8:00 am)</li> </ul>
Psychologist	<ul style="list-style-type: none"> <li>● Check and respond to emails every hour between 9:00am and 2:00pm M-F</li> <li>● Review any upcoming re-evaluations to determine if there are any that do not need additional information collected - lead contact for parents in Initial and Re-evaluations</li> <li>● Finish writing any outstanding reports</li> <li>● Medicaid billing</li> <li>● Document what you have done to meet the students needs and IEP requirements using the e-learning service log located in the All Employee Resources Folder in Google Drive called Covid 19</li> <li>● Attend electronic staff meetings held by administrators as scheduled - may be beyond the 9-2 PM time frame (within contract hours, ie. 8:00 am)</li> </ul>
Consultants	<ul style="list-style-type: none"> <li>● Check and respond to emails every hour between 9:00am and 2:00pm M-F</li> <li>● Work on 'projects' for your area of consultation</li> <li>● Create supports for staff/parents as requested</li> <li>● Document what you have done to meet the students needs and IEP requirements using the e-learning service log located in the All Employee Resources Folder in</li> <li>● Attend electronic staff meetings held by administrators as scheduled - may be beyond the 9-2 PM time frame (within contract hours, ie. 8:00 am)</li> </ul>

<p>Screeners</p>	<ul style="list-style-type: none"> <li>● Check and respond to emails every hour between 9:00am and 2:00pm M-F</li> <li>● Complete child count for vision/hearing</li> <li>● Complete Medicaid report</li> <li>● Schedule Fall preschool screenings with churches</li> <li>● Complete EI referral paperwork</li> <li>● Conduct transition meeting with EI staff and parent -conference calls</li> <li>● Forward any new EI reports to appropriate staff</li> <li>● Calls parents to cancel upcoming screenings if needed</li> <li>● Assist with alternative methods for face to face screenings</li> <li>● Complete v/h referrals</li> <li>● Answer questions from parents and EI in regards to screening and transition</li> <li>● Document what you have done to meet the students needs and IEP requirements using the e-learning service log located in the All Employee Resources Folder in Google Drive</li> <li>● Attend electronic staff meetings held by administrators as scheduled - may be beyond the 9-2 PM time frame (within contract hours, ie. 8:00 am)</li> </ul>
<p>Job Coaches</p>	<ul style="list-style-type: none"> <li>● Check and respond to emails every hour between 9:00am and 2:00pm M-F</li> <li>● Work on projects as assigned by Vocational Coordinator with your supervisor</li> <li>● Send home encouraging notes to student workers with basic job info/job skill worksheets</li> <li>● Participate in PD activities (if other duties are completed)</li> <li>● Document what you have done to meet the students needs and IEP requirements using the e-learning service log located in the All Employee Resources Folder in Google Drive</li> <li>● Attend electronic staff meetings held by administrators as scheduled - may be beyond the 9-2 PM time frame (within contract hours, ie. 8:00 am)</li> </ul>
<p>Nurse/Transition/ Screener Coordinator</p>	<ul style="list-style-type: none"> <li>● Check and respond to emails every hour between 9:00am and 2:00pm M-F</li> <li>● Work on 'projects' for your area</li> <li>● Normal duties that do not include in-person activities</li> <li>● Complete paperwork required for IEPs, attend meetings remotely</li> <li>● Document what you have done to meet the students needs and IEP requirements using the e-learning service log located in the All Employee Resources Folder in Google Drive called</li> <li>● Attend electronic staff meetings held by administrators as scheduled</li> </ul>

	<p>- may be beyond the 9-2 PM time frame (within contract hours, ie. 8:00 am)</p>
Clerical	<ul style="list-style-type: none"><li>• Work normal hours from home or office (this will be directed by your supervisor)</li><li>• Attend electronic staff meetings held by supervisor as scheduled</li><li>• Check and respond to emails every hour between 9:00am and 2:00pm M-F</li><li>• Continue normal duties</li><li>• Work on projects as agreed to with your supervisor</li><li>• Participate in PD activities(if other work is completed)</li></ul>
Maintenance	<ul style="list-style-type: none"><li>• Check building daily or coordinate with supervisor if unable to do so</li><li>• Continue regular duties</li><li>• Work on projects as agreed to with your supervisor</li><li>• Assist contractors with questions</li></ul>