

TMCSEA/Schramm Educational Center Remote & Blended Remote Learning Plan

E-Learning Activities may be accessed at www.tmcsea.org/e-learning.html

Schramm Educational Center students will receive special education services in-person and/or remotely. In-person instruction will take place on alternating days from 8:30am-2:00pm during Phase 4, or until further notice. We will continue to revisit this plan throughout Phase 4 to determine if additional in-person days can be offered.

- The following member district students will receive in-person instruction on Tuesdays & Thursdays (beginning on Thursday, August 20): Districts #50, 51, 52, 98, 102, 108, 137, 189, 303, 308; and these resident district students will receive remote instruction on Mondays, Wednesdays, and Fridays.
- The following member district students will receive in-person instruction on Wednesdays & Fridays (beginning on Friday, August 21): Districts #76, 86, 126, 191, 309, 701, 702, 703, 709; and these resident district students will receive remote instruction on Mondays, Tuesdays, and Thursdays.

The TMCSEA/Schramm Educational Remote and Blended Remote Learning Plan is posted at www.tmcsea.org. Remote instruction will occur through a mutually agreed upon Individual Remote Learning Plan developed in consultation with parents/guardians and on-going documentation recorded in a Remote Service Log for each student. Daily attendance and engagement of students should be expected whether students are participating in classes in-person or remotely. Staff should make daily contact with all students and families, especially those who are not in attendance or not engaging in classes, whether in-person or remotely. All Schramm Educational Center Staff should report to work in-person daily, even on remote instruction days during Phase 4, or until further notice. A Blended Remote Planning Day was utilized for Schramm Educational Center staff on August 19, 2020.

Schramm Educational Center

- Teachers and Speech/Language Pathologists
 - Teachers and SLPs provide educational materials and on-line learning activities that students can access at home. Instructional activities are based on student IEP goals/objectives and reflect Illinois Learning Standards.
 - Incorporate life skills activities. This includes, but is not limited to, cooking, chores, cleaning, hygiene, and social conversations, etc.
 - Utilize games, toys, or household items to which the students and parents may have access.
 - Teachers will develop and implement an individualized Schramm Student Remote Learning Plan to assure accessibility of instruction to all students in collaboration with parent and related service providers for each student on caseload. (See attached for Student Remote Learning Plan)
 - Attendance will be taken daily for students. Staff will contact remote learners by phone call or email daily.
 - Teachers will send a schedule and activities for remote learners to complete daily.
 - Teachers will maintain documentation in the remote service log for remote learners daily.
 - Teachers and SLPs will complete IEP documentation and participate in IEP meetings.
 - Teachers and SLPs will be available via email from 8:00 am - 3:30 pm and keep a daily log of remote activities. Students/parents will have access to communicate with teachers via web-based or phone on a regular basis. Teachers will respond to parent emails/phone calls within 24-48 hours.
 - Assistive technology will be provided to students as needed on an individual, case-by-case basis to access learning activities. Teachers will notify the Schramm Program Coordinator of any technology access issues noted by families.
 - Teachers will notify the kitchen staff if families request any assistance with meals.

- Paraprofessionals and Job Coaches
 - Paraprofessionals and job coaches will be available via email or phone from 8:00 am - 3:00 pm and keep a daily log of remote activities. Paraprofessionals and job coaches are still required to complete a weekly timesheet.
 - Paraprofessionals will maintain contact daily with classroom teachers and offer assistance with preparation of lesson materials and making parent contacts as requested.
 - Paraprofessionals and job coaches will complete on-line classroom professional development through Infinitec. In the event of a closing, you will be sent an email with a listing of training videos. If you do not have home Internet access, a book study or other appropriate projects will be assigned by your Program Coordinator.

- Nursing Staff
 - RN will be available via email from 8:00 am - 3:30 pm and LPN will be available via email from 8:00 am - 3:00 pm and keep a daily log of remote activities.
 - Nursing staff will maintain contacts with Schramm families as needed to follow up on medical needs of students and return medication/health supplies to home as needed.
 - Nursing staff will keep Medicaid log updated, work on medical reviews, and complete IEP documentation as needed. RNs will participate in IEP meetings.
 - RN and LPN will complete on-line classroom professional development through Infinitec. In the event of a closing, you will be sent an email with a listing of training videos.

- Head Cook & Cook Assistant
 - Head Cook will be available via email from 6:00 am - 2:00 pm and keep a daily log of remote activities. Assistant Cook will be available via email from 8:30 am - 1:00 pm and keep a daily log of activities.
 - Head Cook and/or Assistant Cook will contact parents and resident districts to coordinate outreach efforts for the provision of meals.
 - Head Cook and/or Assistant Cook will maintain kitchen supplies/equipment, complete food orders, documentation, and menus updated.
 - Head Cook and Assistant Cook will complete professional development as required by ISBE and the health department.

- Pool Staff
 - Pool Staff will be available via email during part-time established work hours and keep a daily log of remote activities.
 - During Phase 4, Pool Staff will help with sanitation, cleaning/organizing, and student feeding / transition throughout the building when the pool is closed.
 - Pool Staff will complete on-line classroom professional development through Infinitec or professional book study assigned by Program Coordinator.

- Part-time hourly staff will have remote, individualized work responsibilities approved by Program Coordinator/Director in the event of school closure and keep a daily log of remote activities on the Staff Remote Learning Log.

Administrative/Office Support Staff & Custodial Staff

- During Phase 4, Administrative/Office Staff will report to work unless a remote work day is approved in advance by the Director and/or Program Coordinator. In the event of school closure, Administrative/Office Staff will work remotely and only report to the building for essential tasks approved by Program Coordinator/Director.
- Custodial Staff will work regular hours to clean the building and maintain safe operations.
- All Administrative/Office Support Staff and Custodial Staff will be available by email during regular established work hours.

School Psychologists/Social Workers

- If you are contracted to a member district or Schramm, please follow their Remote Learning Plan.
- School Psychologists and Social Workers will be available by email from 8:00 am - 3:30 pm and keep a log of daily remote activities including but not limited to completing reports and IEP paperwork, Medicaid billing, planning future activities and online professional development opportunities.
- IEP related services will be provided to students and documented on service logs.
- School Psychologists and Social Workers will provide social/emotional learning resources/supports as requested by districts and families.
- Conduct record reviews, evaluations as appropriate, and participate in IEP meetings.

Vision Itinerant Teachers, Hearing Itinerant Teachers, SLP

- Teachers and SLPs should follow their district's Remote Learning Plan.
- Teachers and SLPs will provide educational materials and Remote Learning activities that students can access at home.
- Teachers and SLPs will be available via email from 8:00 am - 3:30 pm and keep a daily log of remote activities, including but not limited to, completing reports and IEP paperwork, billing, planning future activities, and online professional development opportunities.
- Conduct record reviews, evaluations as appropriate, and participate in IEP meetings.

Behavior Services

- BCBA and RBT will be available via email from 8:00 am - 3:30 pm and keep a daily log of remote activities including but not limited to conducting FBAs, completing BIPs and consultation reports, preparing trainings, and completing online professional development opportunities.
- IEP related services will be provided to students and documented on service logs.
- Participate in IEP meetings.

PT/PTA, OTR/COTA

- COTA/PTA will be available via email from 8:00 am -3:00 pm and OT/PT will be available via email from 8:00 am - 3:30 pm and keep a daily log of remote activities.
- Staff will work with the Program Coordinator to arrange working remotely. These staff members will be available via email and turn in a remote learning log of activities on a weekly basis.
 - Activities including, but not limited to, completing reports and IEP paperwork, Medicaid billing, planning future activities, on-line classroom professional development through Infintec and/or other online professional development opportunities.
 - Provide therapy services based on TMCSEA member districts or Schramm Remote Learning Plan.
- IEP related services will be provided to students remotely and/or in-person depending on the individual student's needs and documented using established therapy paperwork.
- Complete IEP documentation as needed.
- Conduct record reviews, evaluations as appropriate, and participate in IEP meetings remotely and/or in person.
- If contracted to a member district, Schramm, or providing direct billing services, work with the individual school/district regarding their Remote Learning Plan.

Additional Information:

Remote, individualized work responsibilities will be approved for all staff by their Program Coordinator/Director. In the event of school closure, all staff will keep a daily log of remote activities on the Staff Remote Learning Log and submit it to their Program Coordinator on a weekly basis.

The following transition activities from remote learning to on-site learning will take place upon the State Superintendent's declaration that Remote Learning Days are no longer deemed necessary:

- TMCSEA Director/Schramm Educational Center Program Coordinator will notify member districts, staff and families of dates to return to school.
- Data will be reviewed from remote learning days and collected upon student return to school based on current progress of IEP goals/objectives for appropriate continuation of educational programming and services. Progress Reports will be shared with parents.

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

This Remote Learning Plan was developed with mutual agreement between TMCSEA and the SOS-IEA-NEA Union President on August 24, 2020.

The TMCSEA/Schramm Educational Center Remote Learning Plan will be periodically reviewed by the TMCSEA Superintendent/Director, Program Coordinators, and SOS-IEA-NEA Union Representatives. This plan may be amended based on mutual agreement between both parties.



TMCSEA Superintendent/Director



SOS-IEA-NEA Union President

