

## **TMCSEA/Schramm Educational Center Remote Learning Plan**

E-Learning Activities may be accessed at [www.tmcsea.org/e-learning.html](http://www.tmcsea.org/e-learning.html)

The TMCSEA/Schramm Educational Remote Learning Plan is posted at [www.tmcsea.org](http://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 when students are participating remotely. Staff should make daily contact with all students and families, especially those who are not not engaging.

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.

### **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.
  - 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 Infnitec. 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.
  - 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**

- 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 Infinitec 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:**

The Illinois State Board of Education recognizes and affirms the fundamental importance of in-person learning for the well-being of students, families, and communities. We know that children learn best – and educators teach best – when they are physically present together in the same space. In-person learning with the appropriate protective measures should be both safe and essential to students' mental health and academic growth. The majority of students need full-time in-person access to their teachers and support network at school to stay engaged, to learn effectively, and to maintain social-emotional wellness.

Restoring full-time in-person learning for all students is essential to our state's commitment to educational equity. That said, there are several sections in School Code that permit or require a district to offer remote learning in certain circumstances.

Disaster Proclamation Remote Learning [105 ILCS 5/10-30](#) and [105 ILCS 5/34-18.66](#) The State Superintendent has the authority under Sections 10-30 and 34-18.66 of the Illinois School Code to declare a requirement for a school district, multiple school districts, a region, or the entire state to use remote learning days when a disaster declaration is in effect.

Districts must provide remote instruction to any student who is under quarantine or excluded from school consistent with guidance or requirements from a local health department or the Illinois Department of Public Health. This includes students who are not in-person due to the district entering into an adaptive pause after consultation with the local health department. Remote learning must be provided during an adaptive pause. The decision to enter into an adaptive pause must be made in consultation with the local health department.

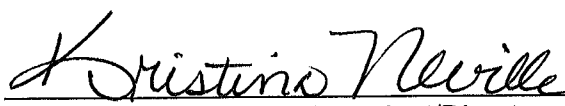
Participation in a district's Remote Educational Program is limited to those students who meet the criteria defined by the district for participation and will have their individualized learning needs best met through participation in remote learning. The criteria for participation must be outlined in the district's Remote Educational Program policy. Per statute, the criteria must include consideration of, at a minimum, a student's prior attendance, disciplinary record, and academic history.

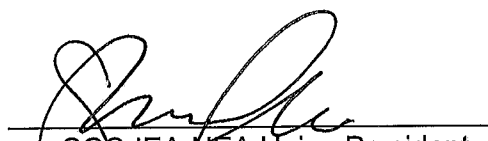
The following transition activities from remote learning to on-site learning will take place when Remote Learning Days are no longer deemed necessary:

- 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.

This Remote Learning Plan was developed with mutual agreement between TMCSEA and the SOS-IEA-NEA Union President on September 1, 2021.

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.

  
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TMCSEA Superintendent/Director

  
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SOS-IEA-NEA Union President