



E-Learning Guidelines

Yorkville High School

Guidelines and expectations for the D115 learning community to support e-learning days due to inclement weather or emergencies in which school is closed.

Overview of E-Learning Days

What are E-Learning days?	<p>E-Learning Days may be used in place of emergency days in order to ensure that learning is continuous and uninterrupted. District 115 believes that students can learn, regardless of whether or not they are physically in a school building.</p>
Purpose of E-Learning Days	<ul style="list-style-type: none"> ● To provide meaningful, independent learning activities that occur outside of the physical school environment ● To allow students an opportunity to continuously engage in course curriculum and apply content area skills ● To provide opportunities for virtual collaboration and independent practice ● To apply emerging technological skills, employ various modes of learning, and share ideas and thoughts virtually ● To allow students opportunity to demonstrate their abilities to be: creative, adaptive, independent, collaborative, analytical, and socially & globally responsible
Types of Activities on E-Learning Days	<ul style="list-style-type: none"> ● Content specific lessons that students can complete using technology and resources that can be accessed outside of school ● Skills-based lessons that support course outcomes

Guidelines for Students

Before an E-Learning Day	<ul style="list-style-type: none"> ● Ensure access to: <ul style="list-style-type: none"> ○ Chromebook and charger ○ Google Accounts ○ Canvas Account ● Check and read any communication that has come from teachers (school email, Canvas, etc.)
During an E-Learning Day	<ul style="list-style-type: none"> ● Check school email and read and reply to any ongoing communication with teachers or peers ● Check Canvas courses for each class daily to gain access to learning activities ● Check for feedback daily and submit work by the established due date ● Communicate with teacher if difficulty arises in completing work ● Participate in teacher office hours as needed

	<ul style="list-style-type: none"> ● Complete the required 5 hours of coursework (Illinois School Code Section 10-19.05) ● Complete the online attendance form by 10:00 a.m.
After an E-Learning Day	<ul style="list-style-type: none"> ● Review feedback and complete any make up work or revisions in a timely fashion ● Bring Chromebook and charger back to school

Guidelines for Parents	
Before an E-Learning Day	<ul style="list-style-type: none"> ● Consider appropriate working conditions for your child to be successful throughout the school closure ● Ensure that your child’s Chromebook connects to your home internet ● Check to make sure that your child brings home his/her Chromebook and/or has access to an electronic device
During an E-Learning Day	<ul style="list-style-type: none"> ● Monitor and confirm that your child completed the daily required 5 hours of coursework (Illinois School Code Section 10-19.05) ● Monitor and confirm that your child has completed the online attendance form by 10:00 a.m. for required courses ● Encourage your child to access their Canvas classrooms daily to check due dates and complete assignments ● Have discussions with your child about assigned work and topics ● Maintain open lines of communication with your child’s teacher
After an E-Learning Day	<ul style="list-style-type: none"> ● Ensure your child does not have any work outstanding

Guidelines for Teachers	
E-Learning Day Procedural Expectations	<ul style="list-style-type: none"> ● Post learning activities to Canvas by 8:45 a.m. ● Ensure daily learning activities does not exceed the length of a class period (45 minutes each period) ● Design meaningful activities aligned to the curriculum that are consistent with course pacing ● Design meaningful activities that support virtual collaboration and/or independent engagement with course outcomes ● Communicate with students about the importance of taking home their Chromebooks and chargers each night ● Be available via electronic communication throughout the day ● Schedule and be available for one (1) virtual office hour weekly on Wednesdays between 10:00 am and 5:00 pm for students ● Make necessary accommodations and/or modifications to learning activities in accordance with a student’s IEP ● Governing Board of Education Policies <ul style="list-style-type: none"> ○ Policy 6:235 Access to Electronic Networks ○ Policy 6:185 Remote Educational Program ○ Policy 5:130 Responsibilities Concerning Internal Information

	<ul style="list-style-type: none"> ○ Policy 5:125 Personal Technology and Social Media: Usage and Conduct ○ Policy 5:120 Employee Ethics; Conduct; and Conflict of Interest ○ Policy 7:340 Student Records
After an E-Learning Day	<ul style="list-style-type: none"> ● Provide ongoing feedback to students regarding submitted learning activities ● Revisit learning activities with students once classes resume

Guidelines for Student Services Staff (Special Ed Teachers, OT, PT, Psychologists, SW, Nurses, SLP, Hearing Itinerant, Vision Itinerant, Vocational Coordinator, Guidance Counselors)

E-Learning Day Procedural Expectations	<ul style="list-style-type: none"> ● Ensure necessary accommodations and/or modifications are provided to learning activities in accordance with a student’s IEP ● IEP case managers monitor student progress and provide support to students on caseload and attempt daily contact using Zoom ● Provide virtual support services when appropriate and document in Service Log ● Communicate with students about the importance of charging their Chromebook each night. ● Be available via electronic communication throughout the day ● Related Service providers shall attempt to provide individual, group, and consultation minutes per the students IEP and 504 plan. Provide activities for students to complete as appropriate: including using a flipped classroom format and Zoom; complete evaluation reports; develop home based lessons for parents and students to complete together. Contact students and/or parents on your caseload to monitor the effectiveness of services. This includes Psychologists, Social Workers, Counselors, OT/PT, SLP, Nurses, VI, HI. ● If you are an LBS1 working with a paraeducator(s), please coordinate 5 hours of activities for the paraeducator(s) to follow up with students with whom they work with on a daily basis. ● Paraeducators will work a 5 hour workday including: <ul style="list-style-type: none"> ○ student contact via Zoom (re-teaching concepts, providing accommodations, participating in direct instruction with LBS1 or gen ed teacher, daily check-ins) ○ supporting students ○ other trainings as assigned by supervising teacher/administration ○ provide support as needed at the building level as assigned by administration ● Social Workers, Psychologists, and Counselors provide individual, group, and consultation minutes per the students IEP, 504 and RtI plan; develop SEL and skill based lessons for students; check in with students who require regular support; continue to follow up on gaggle reports as well as: <ul style="list-style-type: none"> ○ Follow certified staff work day guidelines ○ Provide Zoom direct therapy services (group or individual) document in My Service Tracker as well as consult services in My Service Tracker ○ Crisis response, gaggle follow ups, virtual Columbia assessment ○ Contact students and/or parents on your caseload to monitor the
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	<p>effectiveness of services</p> <ul style="list-style-type: none"> ○ Document communication in a log
After an E-Learning Day	<ul style="list-style-type: none"> ● Provide ongoing feedback to students on submitted learning activities ● Revisit learning activities with students once classes resume

Guidelines for English Language Staff	
E-Learning Day Procedural Expectations	<ul style="list-style-type: none"> ● Make necessary accommodations to learning activities in accordance with a student's language needs ● Monitor student caseload digitally and contact each student by phone daily ● Provide virtual support services and resources when appropriate ● Communicate with students about the importance of taking home their Chromebooks and chargers each night ● Schedule office hours and virtual meetings to meet the needs of students
After an E-Learning Day	<ul style="list-style-type: none"> ● Provide ongoing feedback to students on submitted learning activities ● Revisit learning activities with students once classes resume