



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 is an E-Learning day?	<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 school email and read any communication that has come from teachers ● Student may request a mouse
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

	<ul style="list-style-type: none"> ● Participate in teacher office hours as needed ● Complete the required 5 hours of coursework (Illinois School Code Section 10-19.05) ● Attend scheduled Zoom meetings. ● On Wednesdays students must take attendance using the attendance form by 9:15 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 9:15 a.m. (Wednesday only) ● 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 the beginning of the class period ● Ensure daily learning activities does not exceed the length of a class period (85 minutes each period) ● Set reasonable due dates for work submission ● 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 virtual office hours as needed for students ● Make necessary accommodations 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 ○ 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 Service Staff	
E-Learning Day Procedural Expectations	<ul style="list-style-type: none"> ● Ensure necessary accommodations 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 video conferencing ● Provide virtual support services when appropriate ● 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) office hour daily for students (reduced due to Zoom contract expectation)
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 ● Complete service log of related services provided

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