



E-Learning Guidelines

Yorkville Middle 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 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 ● Follow the e-learning schedule for core instruction, PE/Health, and elective classes - YMS E-Learning Bell Schedule (Attendance will be taken through Zoom in each class period.) ● Log in to Zoom sessions on time

	<ul style="list-style-type: none"> ● 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 ● Complete the required instructional learning activities ● Optional learning activities (i.e. ongoing projects, enrichment, practice) will be provided and encouraged but not required
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

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 <ul style="list-style-type: none"> ○ If a device is not functioning properly please contact the student support help desk at studentsupport@y115.org ● Check to make sure that your child's Chromebook is charged each night. ● Ensure student updates Chromebook Operating System weekly
During an E-Learning Day	<ul style="list-style-type: none"> ● Monitor and confirm that your child completed the daily required amount of direct instruction and learning activities ● Ensure that your student logs on to Zoom sessions on time. The teacher will be taking attendance through Zoom daily ● Encourage your child to access their Canvas classrooms daily to check due dates and complete assignments ● Have discussions with your child about instruction/assigned work and topics ● Maintain open lines of communication with your child's teacher/s
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 8:00 a.m. ● Schedule and share Zoom links with students by 8:00 a.m. ● Design meaningful activities aligned to the curriculum that are consistent with course prioritization and pacing ● Design meaningful activities that support virtual collaboration and/or independent engagement with course outcomes ● Communicate with students about the importance of charging their Chromebooks each night ● Be available via electronic communication throughout the day ● Make necessary accommodations and/or modifications to learning activities in accordance with a student's IEP

	<ul style="list-style-type: none"> ● 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 on submitted learning activities

Guidelines for Student Service Staff	
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 ● Communicate with students about the importance of taking home their Chromebooks and chargers each night ● Be available via electronic communication throughout the day
After an E-Learning Day	<ul style="list-style-type: none"> ● Provide ongoing feedback to students on submitted learning activities ● Complete service log of related services provided

Guidelines for English Language Staff	
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 language needs ● Provide virtual support services and resources when appropriate ● Communicate with students about the importance charging their Chromebooks each night
After an E-Learning Day	<ul style="list-style-type: none"> ● Provide ongoing feedback to students on submitted learning activities