



# E-Learning Guidelines

## Grade 3 - Grade 6

*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

<b>What are E-Learning days?</b>	<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>
<b>Purpose of E-Learning Days</b>	<ul style="list-style-type: none"> <li>● To provide meaningful, independent learning activities that occur outside of the physical school environment</li> <li>● To allow students an opportunity to continuously engage in course curriculum and apply content area skills</li> <li>● To provide opportunities for virtual collaboration and independent practice</li> <li>● To apply emerging technological skills, employ various modes of learning, and share ideas and thoughts virtually</li> <li>● To allow students opportunity to demonstrate their abilities to be: creative, adaptive, independent, collaborative, analytical, and socially &amp; globally responsible</li> </ul>
<b>Types of Activities on E-Learning Days</b>	<ul style="list-style-type: none"> <li>● Content specific lessons that students can complete using technology and resources that can be accessed outside of school</li> <li>● Skills based lessons that support curriculum outcomes</li> </ul>

### Guidelines for Students

<b>Before an E-Learning Day</b>	<ul style="list-style-type: none"> <li>● Ensure access to:             <ul style="list-style-type: none"> <li>○ Chromebook and charger</li> <li>○ Google Accounts</li> <li>○ Google Classroom</li> </ul> </li> <li>● Student may request a mouse</li> </ul>
<b>During an E-Learning Day</b>	<ul style="list-style-type: none"> <li>● Check Google Classroom daily to gain access to learning activities and engage in asynchronous lessons</li> <li>● Participate in scheduled synchronous live instruction</li> <li>● Engage in asynchronous <b>videos</b> if live Zoom lesson is missed</li> <li>● Check school email and/or document comments and reply to any ongoing communication with teachers or peers (3rd - 6th grade)</li> <li>● Check for feedback daily and submit work by the established due date</li> </ul>

	<ul style="list-style-type: none"> <li>● Communicate with teacher if difficulty arises in completing work</li> <li>● Participate in teacher daily office hour via Zoom (if needed)</li> <li>● Complete the required 5 hours of coursework (Illinois School Code Section 10-19.05)</li> </ul>
<b>After an E-Learning Day</b>	<ul style="list-style-type: none"> <li>● Ensure your child does not have any work outstanding by the deadline</li> </ul>

<b>Guidelines for Parents</b>	
<b>Before an E-Learning Day</b>	<ul style="list-style-type: none"> <li>● Use the district parent support email if there are device/hotspot needs</li> <li>● Consider appropriate working conditions for your child to be successful throughout the school closure</li> <li>● Ensure that your child's Chromebook connects to your home internet</li> <li>● Check to make sure that your child's Chromebook is charged each night</li> </ul>
<b>During an E-Learning Day</b>	<ul style="list-style-type: none"> <li>● Monitor and confirm that your child completed the daily required 5 hours of school work (Illinois School Code Section 10-19.05)</li> <li>● Share the student schedule that includes the student's live Zoom lessons</li> <li>● Encourage your child to meet the weekly minute/lesson goal on his/her online learning platforms (Raz/Lexia/Dreambox).</li> <li>● Oversee that your child checks Google Classroom daily for due dates and assignments</li> <li>● Have discussions with your child about his/her instruction/assigned work and topics</li> <li>● Maintain open lines of communication with your child's teacher(s)</li> </ul>
<b>After an E-Learning Day</b>	<ul style="list-style-type: none"> <li>● Ensure your child does not have any work outstanding</li> </ul>

<b>Guidelines for Teachers</b>	
<b>E-Learning Day Procedural Expectations</b>	<ul style="list-style-type: none"> <li>● Post learning activities to Google Classroom by 8:00 a.m.</li> <li>● Ensure daily learning activities should not equal more than the required 5 hours of coursework (Illinois School Code 10-19.05)</li> <li>● Provide consistent, scheduled synchronous instruction for ELA and Math via Zoom and follow time/group number guidelines</li> <li>● Design meaningful activities aligned to the curriculum that are consistent</li> </ul>

	<p>with curriculum prioritization and pacing, utilizing district curriculum resources and platforms</p> <ul style="list-style-type: none"> <li>● Design meaningful activities that support virtual collaboration and/or independent engagement with curriculum outcomes</li> <li>● Communicate with students about the importance of charging their Chromebooks each night and updating Chrome Operating System</li> <li>● Lessons design should focus on identified priority standards</li> <li>● Make necessary accommodations and/or modifications to learning activities in accordance with a student’s IEP or 504</li> <li>● Governing Board of Education Policies <ul style="list-style-type: none"> <li>○ <a href="#">Policy 6:235 Access to Electronic Networks</a></li> <li>○ <a href="#">Policy 6:185 Remote Educational Program</a></li> <li>○ <a href="#">Policy 5:130 Responsibilities Concerning Internal Information</a></li> <li>○ <a href="#">Policy 5:125 Personal Technology and Social Media: Usage and Conduct</a></li> <li>○ <a href="#">Policy 5:120 Employee Ethics; Conduct; and Conflict of Interest</a></li> <li>○ <a href="#">Policy 7:340 Student Records</a></li> </ul> </li> </ul>
<b>After an E-Learning Day</b>	<ul style="list-style-type: none"> <li>● Provide ongoing feedback to students on submitted learning activities</li> </ul>

**Guidelines for Student Service Staff**

<b>E-Learning Day Procedural Expectations</b>	<ul style="list-style-type: none"> <li>● Ensure necessary accommodations and/or modifications are provided to learning activities in accordance with a student’s IEP</li> <li>● IEP case managers monitor student progress and provide support to students on caseload and attempt daily contact using Zoom</li> <li>● Provide virtual support services when appropriate and document</li> <li>● Communicate with students about the importance of charging their Chromebooks each night</li> </ul>
<b>After an E-Learning Day</b>	<ul style="list-style-type: none"> <li>● Provide ongoing feedback to students on submitted learning activities</li> <li>● Complete service log of related services provided</li> </ul>

**Guidelines for English Language Staff**

<b>E-Learning Day Procedural Expectations</b>	<ul style="list-style-type: none"> <li>● Ensure necessary accommodations and/or modifications are provided to learning activities in accordance with a student’s language needs</li> <li>● Provide virtual support services and resources when appropriate</li> <li>● Communicate with students about the importance of charging their Chromebooks each night</li> </ul>
---	--

	<ul style="list-style-type: none"><li>● Provides office hours to students if needed.</li></ul>
<b>After an E-Learning Day</b>	<ul style="list-style-type: none"><li>● Provide ongoing feedback to students on submitted learning activities</li><li>● Revisit learning activities with students once classes resume</li></ul>