



E-Learning Guidelines

Yorkville Early Childhood - Grade 2

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 curriculum outcomes

Guidelines for Students

Before an E-Learning Day	<ul style="list-style-type: none"> ● Bring home any items provided by the teacher ● Bring home designated device and headphones ● Ensure access to: <ul style="list-style-type: none"> ○ Chromebook and charger
During an E-Learning Day	<ul style="list-style-type: none"> ● Check the Seesaw platform to gain access to learning activities ● Participate in synchronous live instruction ● Engage in asynchronous activities and complete ● Together parent/student check for teacher feedback daily and submit work by Friday

	<ul style="list-style-type: none"> ● Communicate with teacher if difficulty arises in completing work ● Participate in teacher daily office hour via Zoom (if needed) ● Complete the required hours of coursework - 2.5 hours for early childhood and kindergarten, 5 hours for grades 1-2 (Illinois School Code Section 10-19.05)
After an E-Learning Day	<ul style="list-style-type: none"> ● Review feedback and complete assignments and independent activities

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 you have access to the learning activities assigned by the teacher
During an E-Learning Day	<ul style="list-style-type: none"> ● Monitor and confirm that your child completed the daily required hours (2.5 for EC and kindergarten and 5 hours for grades 1-2) of school work (Illinois School Code Section 10-19.05) ● Monitor and assist your child as needed as they complete assigned tasks ● Encourage your child to meet the weekly minute/lesson goal on his/her on-line learning platforms (Raz/Lexia/Dreambox). ● Maintain open lines of communication with your child's teacher ● Offer feedback and encouragement to your child on Seesaw platform
After an E-Learning Day	<ul style="list-style-type: none"> ● Ensure your child does not have any incomplete work

Guidelines for Teachers	
E-Learning Day Procedural Expectations	<ul style="list-style-type: none"> ● Share the student schedule that includes the student's live Zoom lessons ● Take attendance via eschool ● Ensure that students have access to daily learning activities by 8:00 a.m. ● Provide consistent, scheduled synchronous instruction for ELA and Math via Zoom and follow time/group number guidelines ● Ensure that daily learning activities equal approximately 2.5 hours for EC and Kindergarten students and 5 hours for 1st and 2nd-grade students

	<ul style="list-style-type: none"> ● Design meaningful activities aligned to the Wonders/Savvas curriculum that are consistent with priority standards and course pacing ● Design meaningful activities that support virtual collaboration and/or independent engagement with learning outcomes ● Communicate to parents, and students if appropriate, that paper assignments should be returned to school once school resumes ● Set a daily office hours as needed ● 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 ○ 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 ● Revisit learning activities with students once school resumes

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 for and document 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
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"> ● 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 of taking home their Chromebooks and chargers each night ● Schedule and be available for one (1) office hour daily for students
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**After an
E-Learning Day**

- Provide ongoing feedback to students on submitted learning activities
- Revisit learning activities with students once classes resume