

Parent/Student/Staff Notification of an E-learning Day

The superintendent is responsible for calling a remote e-learning day. Remote e-learning days will be called when it is determined it is in the best interest of students to close school due to an emergency or weather related situation. Parents, students and staff will be notified that an e-learning day has called via text, email and it will be posted on our district website: www.sd104.us. In addition, the district will continue to utilize the “Emergency Closing Center” notification system.

District 104 students and parents will receive an email in advance of the first e-Learning day. The e-mail will include information on how to take attendance, and how to access the e-learning materials. Additionally, paper copies of information regarding e-Learning days and assignments will be sent home via hard copy of all District 104 students.

Student Expectations

1. **Student Attendance:** Students will be assumed to be present unless the parent, or guardian notifies the school otherwise by 9:00 AM.
2. **Instructional Material Access:** Students can access work available by paper packet, or electronically through student email by 9:00 am.
3. **Student Assignments:** E-Lessons or paper packets will be given containing daily lessons with work to complete as if students were in the classroom. All lessons and assignments will be given to students ahead of time, or via the internet. E-Assignments will be directly aligned to the area of study the class is currently working on. Students can pick up packets at their child’s school on regular school days from 9:00 a.m. until 12:00 p.m. between the double doors in the main entrance area. All Packets will be sorted by the classroom teacher’s name.
4. **Student Teacher Communication:** Students who choose to complete work electronically (Grades K-8) are expected to check their student email account twice daily. Students can communicate with teachers via email, or other electronic applications, such as Remind, Class Dojo, Schoology, etc. that are in use by the specific teacher.
5. **Work Completion:** We realize that a number of variables may prevent students from completing work continuously throughout the day. Any assignment that is expected to be turned in on the same day can be submitted by 9:00 p.m. (If more time is needed the student may email the teacher and request more time within a 24-hour period). Students who complete the print version the e-Learning modules will be expected to bring in the completed assignments on the next school day.
6. Students without internet access at home can return completed work and pick up new packets from their assigned school. During school closures lasting more than 48 hours

building administrators will facilitate the production of paper packets and distribute to those students with no access to email.

Teacher Expectations

1. **Work Day:** Teachers will be available between the hours of 8:00 and 3:00 to answer student questions via district email, classroom app (i.e. Remind, Dojo, or Schoology). Teachers have all been assigned laptops for work purposes. Teachers will have access to their assigned school building if it is safe to do so.
2. **Student Attendance:** Teachers will submit student attendance in PowerSchool by 3:00 PM each day.
3. **Non- Electronic Materials:** Teachers create paper packet coursework and assignments for students without Wi-Fi access for each E-Learning Day submitted to the building principal using the agreed upon platform (i.e. email, SharePoint, etc.) 24 hours in advance to accommodate copying and distribution.
4. **Communication:** Teachers will be available to answer student questions via (District email and/or Remind, Class Dojo, etc.) each E-Learning day by between 8:00 AM and 3:00 PM.
5. **Assignments:** Classwork should support and cover what the learning in class that day would be if the class had met face-to-face. It should be reasonable in length.
6. **Grading:** Assignments may be collected and graded, as communicated by the teacher. Teachers should update their online gradebook daily so that student participation can be monitored. Coursework and assignments can be pass/fail.
7. **Assignment Rigor:** Assignments should equal approximately 75% of the class time allotted for that subject area. Pre-K and Kindergarten should plan for 2.5 hours of daily instruction; grades 1-8 should plan for 5 hours of instruction.

Specials (Art, PE/Health, Spanish, Music & STEAM) Expectations

1. **Work Day:** Specials teachers will be available between the hours of 8:00 and 3:00 to answer student questions via district email, classroom app (i.e. Remind, Dojo), or Schoology.
2. **Student Assignments:** Specials teachers should submit daily assignments to the students via email, or other classroom communication application by 9:00 AM each day.
3. **Student Communication:** Specials teachers will record student interactions daily on a district created communication log. Call the principal and report any student you have not been able to contact for 2 school days.
4. Specials teachers will create 20 min activities for students. It can be clustered or grouped by grade level. For example, 20 min art activity, 20 min gym activity and 20 min music activity each day.

Interventionist Expectations (Bilingual/Reading/Math)

1. **Work Day:** Interventionists will be available between the hours of 8:00 and 3:00 to answer student questions via district email, classroom app (i.e. Remind, Dojo), or Schoology.

2. Student Assignments: Interventionists should submit their daily assignments to the students by 9:00 AM each day. Daily activities/lessons required in addition to homeroom teacher's activities.
3. Student Communication: Interventionists will record student interactions daily on a district created communication log.

Learning Behavior Specialist Expectations

1. Work Day: LBS will be available between the hours of 8:00 and 3:00 to answer student/parent questions via district email, classroom app (i.e. Remind, Dojo), or Schoology.
2. Student Assignments: LBS should contact every student (or parent if a transitional classroom LBS) on their case load daily to assist in the completion of assigned schoolwork.
3. Student Communication: LBS will record student interactions daily on a district created communication log.
4. Co-teacher Communication: LBS should communicate daily with co-teacher to ensure accommodations/modification are made to student work expectations as required per IEPs.

Social Workers/Psychologists/Speech Pathologists/Occupational Therapist

1. Work Day: Will be available between the hours of 8:00 and 3:00 to support classroom teachers, virtually attend IEP meetings and assist in progress monitoring.
2. Duties: Complete activities and projects assigned by immediate supervisor. Complete IEP paperwork/ reports. Make calls home to check on the status of students normally seen during the school day.
3. Student Communication: Record student interactions daily on a district created communication log.
4. Complete online non-mandatory Professional Development (Cannot be used for salary advancement)

Instructional Coaches Expectations

1. Work Day: Will be available between the hours of 8:00 and 3:00 to support classroom teachers as requested.
2. Communication: Coaches will communicate via email the work they are doing to the building principal.
3. Duties: Support the work of the classroom teachers as requested. Provide Professional Development via conference calls, zoom, or PowerPoint presentations. Complete online non-mandatory Professional Development (Cannot be used for salary advancement). Complete coaching logs, conduct virtual coaching sessions, prepare for future coaching sessions when school resumes.
4. Create PowerPoints and lessons /activities that can be used for e-learning for each grade level. For example, 4th grade SLA activity or a 2nd grade ELA activity.

School Nurse Expectations

1. Student Attendance: Nurse will check attendance in PowerSchool and continue to monitor attendance daily. Communicate with Principal regarding students who are absent.
 - Contact absent families, as needed by phone. When using telephone, use *67 to block personal phone numbers and prohibit return phone calls to protect teacher privacy.
 - Monitor illness and make reports to the administration and Illinois Department of Public Health as required.

Work Day: Will be available between the hours of 8:00 and 3:00 to support classroom teachers, virtually attend IEP meetings and assist in progress monitoring.

Nurses will work on one of the following suggested activities, or complete another project that has been pre-arranged with their immediate supervisor. ○ IEP/504 plan updates

Nurses will participate via phone meetings, as needed, per Special Education Coordinator.

FAQ s

How will student attendance be verified? All students will be assumed present unless we are informed otherwise by a parent or guardian.

Should a student expect assignments daily? Having students work on assignments outside of class will help mitigate the loss of direct instructional time. Each teacher will determine what assignments and formative assessments will be assigned daily.

What about a student who doesn't have access to the internet at home? Students who currently do not have internet access at home will be provided paper alternatives.

Should teachers and students be available for all five hours on an E-Learning Day?

Teachers will be available by email 8:00 AM-3:00 PM. Students are expected to check in during that time.

Can teachers come to the school to work? Teachers may report to work in person at their assigned work site (provided the work site is deemed safe for entry) or from a remote location.

How will parents and students be notified that an e-learning day has been called? e-Learning days will be called in the same way an emergency day has been called in the past. A text and email will be sent to all families and it will be posted on our district website: www.sd104.us In addition, the district will continue to utilize the "Emergency Closing Center" notification system.

District 104 students and parents will receive an email in advance of the first e-Learning day. The e-mail will include information on how to take attendance, and how to access the e-learning materials. Additionally, paper copies of information regarding e-Learning days and assignments will be sent home via hard copy of all District 104 students.

What plans have been made to review and revise the program as needed? The Administration and Union will add E-learning Days as an on-going topic and form an E-Learning Days

Committee to review procedures, guidelines, and provide feedback associated with the E-learning Program. Each building leadership team will continuously review the E-learning plan and add suggestions and revisions to the committee on a monthly basis.

What if teachers or students need help with their devices? District technology staff will be available from 8:00-3:00 to help with technology issues and provide teachers and students with assistance with their devices or with the use of new technology programs.