

District 65 E-Learning Plan

Adopted by D65 Board of Education - September 27, 2021

Procedures for Implementation

Revised as of December 2021

[Approved Plan](#)

[Approval Verification](#)

Please send any feedback or corrections to beardsleys@district65.net

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Decision-Making - Use of E-Learning Days

The Superintendent or designee will evaluate the specific situation that may require the use of an emergency day and make the decision to use the emergency day with considerations for health and safety.

The announcement of an e-Learning day will be made as soon as possible but no later than 5:00 am on the morning of the emergency. The announcement will be made through the standard modes of communication used by the school district (district email, District website, Facebook, and Twitter).

Communication: Announcing an Emergency Day

In the event of an Emergency Day, all efforts will be made to communicate with District 65 educators, support staff, and administrators with as much notice as possible. The decision will be formally communicated via District 65 staff email accounts with additional communication sent via phone and text. Please note that communication of the decision and any related instructions will likely be sent both by district and school leaders.

Please ensure that your personal contact information remains up-to-date with the Human Resources Department. Change of Employee Information forms can be found on the [HR Employee Website](#).

Communication of the E-Learning Plan

Community Communication:

Upon approval of the District's e-learning plan, a communication plan will be enacted in order to build awareness of the model, expectations, and resources to support ongoing teaching and learning. To ensure convenience and accessibility, the plan will be posted and available year-round on the District 65 website which can be translated in dozens of languages. In addition, a high level summary and frequently asked questions will be developed to supplement communication efforts.

To increase awareness of the availability of the plan, a combination of email, phone, and text communications will be sent to families.

To more broadly engage our community in the release of the e-learning plan, the District will also include announcements in our *Fast Five* community newsletter along with social media postings on Facebook, Twitter, and Instagram. The District will also tap into family and community partners to support outreach and awareness efforts with an

emphasis of meeting families where they're at and working to build a clear understanding of what to expect as it relates to e-learning in District 65.

Additionally, information regarding e-learning will also be added to the Student Handbook.

Initial communication of the e-learning plan will occur using these methods once approved regardless of the time of year.

PK-8th Grade General Information

District 65 will ensure that all students have access to 5 clock hours of instruction or work as required by the Illinois school code for students participating in eLearning days. The instruction will be a combination of synchronous and asynchronous work that is designed and appropriate based on the age/grade level of the student.

Teachers will utilize our current online platforms to deliver instruction, directions, and assignments (Seesaw, Google Classroom) These provide a secure learning network for teachers, students, and schools. It provides a safe way for us to connect, share content, access classrooms, participate in discussions, and receive important class information or announcements.

Educator Expectations:

- Classes need to start on the times directed in this document with live instruction unless the school principal or designee has been notified of a necessary change.
- Learning assignments and student expectations are posted no later than 8:00 AM for middle school and 9:00 a.m. for K-5 on the e-Learning day.
- Every class shall have a reasonable plan posted and aligned to state standards with assignments that are connected and aligned to current areas of learning in the course curriculum.
- If a student cannot attend synchronous learning, an additional learning opportunity needs to be provided to allow the student to access 5 hours of learning. This could include a video of instruction, a Zearn lesson, a reading that shares the learning the student needs from the lesson, etc.
- Follow all attendance expectations as outlined within this plan
- Work with your school leadership team to address any attendance or technology concerns that a student or family may experience.

Student Expectations:

- Students are expected to join the synchronous learning sessions and complete the synchronous and asynchronous work during an emergency day.
 - K-5 starts at 9:05 AM
 - Grades 6-8 start at 8:00 AM
- If a student cannot attend the synchronous learning window, they are to notify their classroom teacher who will provide an additional learning option to ensure that the student receives the 5 hours of learning required.
- Students are expected to use the links provided in order to complete the items that are assigned.
- Students should utilize platforms to ask questions and communicate with staff.
- It is expected that students keep interactions online positive and constructive.
- Educators will monitor platforms and email and work to respond to student requests in a timely manner.

Pre-Kindergarten

For individual students who are quarantined, PK will issue a choice board that provides learning activities for a student to engage in while enacting E-learning. Assignments will be issued using a learning management system (SeeSaw) and submitted for feedback via the same system.

- [PK Sample Choice Board English](#) [PK Sample Choice Board Spanish](#)

When entire classrooms are quarantined, as we often have to do in early childhood settings, ELearning will be led by the teacher (unless they are ill when an appropriate substitute will be identified) following the same schedule expectations as in SY21. Those expectations vary according to program and are [linked here](#).

K-5th Grade (Elementary and Magnet Schools w. K-5 students)

Educators will lead synchronous learning via zoom for a minimum of 2.5 hours. The instruction will be focused on math, literacy and social emotional learning. Educators will incorporate science or social studies depending upon the current unit of study in either the synchronous or asynchronous learning time. If students have a special (arts or PE) during the synchronous learning block then students will attend the class via zoom. It is recommended that the PE/Arts teacher joins the zoom of the classroom teacher and the classroom teacher makes the new teacher a co-host.

Classes will begin at 9:05 AM Districtwide unless a school needs to adapt the starting time for reasons related to the emergency. Any change in the start time must be approved by the Assistant Superintendent of Schools and communicated in a timely manner to school families. Educators will post aligned learning activities for any student who could not attend the synchronous session. These activities could include videos, articles, worksheets, etc. that provide access to the learning and the opportunity to practice.

Additional asynchronous activities will be issued to students to provide 2.5 hours of asynchronous learning. The asynchronous learning will be focused on additional practice or extension activities that can be completed without access to instruction. A sample of core ideas will be provided to educators and they may customize for their learners.

- [English](#)
- [Spanish](#)

Educators will post activities in the grade appropriate learning management system (currently SeeSaw (K-2) and Google Classroom (3-5) and students will submit work through the same systems. Educators will provide feedback on the work in a manner similar to their onsite classroom practices.

6th-8th Grade Middle and Magnet School Students

Educators will lead synchronous learning via zoom for a minimum of 2.5 hours. Students will engage in a schedule that is specific to e-learning referred to as an e-learning skinny schedule. Each period will meet but for a shorter period. A sample schedule is shared below

Period	Start	End	Transition
1	8:00	8:20	5
2	8:25	8:45	5
3	8:50	9:10	5
4	9:15	9:35	5
5	9:40	10:00	5

6	10:05	10:25	5
7	10:30	10:50	5
8	10:55	11:15	5
9	11:20	11:40	5
10	11:45	12:05	5

Educators will post activities in the learning management system (Google Classroom - 3-8) and students will submit work through the same systems. Educators will provide feedback on the work in a manner similar to their onsite classroom practices.

Additional asynchronous activities will be issued to students to provide the balance of the 5 hour day. The asynchronous learning will be focused on additional practice or extension activities that are connected to the synchronous learning time. The amount of time per subject and the subject areas that issue asynchronous practice will be determined by the school to ensure that students end up with a manageable amount of asynchronous work.

Serving Students with an IEP, 504 of Language Support Plan (Emergent Bilingual) during E-Learning Days

District 65 classrooms will execute the following plans to ensure full access inclusive of special education students and English learners with attention to meeting necessary mandates.

The approach for supporting students during Elearning includes providing access to core grade level learning for all students as well as required support for students who have an IEP, language support plan, or a 504. Free Appropriate Public Education (FAPE) requires school districts to develop programming based on students' individual and unique needs; therefore, students will be provided with core and more during E-Learning Days. Please see the plan for various student groups below.

Students with IEPs and Emergent Bilingual Students

Students will be part of the ELearning classes. They will also have the opportunity to continue to receive support from their special education or emergent bilingual teacher

based upon the requirements of their individual plans. A student will be invited to participate in these services and will join a remote meeting. Ideally the services are provided outside of the Elearning time. If this is not possible then IEP, 504 or language services take precedence.

A child's case manager and/or Emergent Bilingual teacher will be the designated point person to communicate the schedule to parents or guardians. It is recommended the service providers maintain the same schedule in order to not disrupt the child's day.

Low Incidence - Park Students

Students attending Park school will continue to have access to IEP and related services. Educators will lead synchronous learning via zoom so that students receive 2.5 hours including related services. Additional asynchronous activities will be issued to students to provide 2.5 hours of asynchronous learning. The asynchronous learning will be focused on additional practice or extension activities that can be completed with a learning partner. If Elearning needs to be extended beyond three days, a student schedule will be coordinated by the case-manager based on the student's individual needs.

Rice Students

Students will be part of the ELearning classes. They will also have the opportunity to continue to receive support from their special education, emergent bilingual teacher and related services providers based upon the requirements of their individualized plans. A student will be invited to participate in these services and will join a remote session.

Attendance

Family Information

Families should notify the school if their child is unable or will not be present in the online learning in the same manner that is used to report a traditional absence.

It is important to note that attendance on the make-up day will be counted in our student management system for attendance, PowerSchool.

Students accessing the instruction online will have an opportunity to complete an exit slip and/or have teachers take attendance which will allow us to electronically track their attendance.

Provision of Student Technology and Non-Electronic Materials

All students are provided access to learning.

The majority of our students will access learning with District issued 1:1 learning devices (K-8). The pre-kindergarten classes rely on learning packets.

Our K-8 schools maintain a list of students who do not have wifi access at home. Schools issue hotspots to students when there is notice of a potential school closure and the District makes pick up of hotspots available at the District office if travel is safe and there is an extended closure. **If you do not have access to wifi at your place of learning for e-learning, please contact your school principal.**

Educators provide access to learning via zoom with the hyperlink and the phone number to provide an additional opportunity to access learning. Educators are instructed to provide alternative assignments or extended time if a student does not have adequate materials at their learning site.