
Orland School District 135 e-Learning

Inclement Weather - e-Learning and Remote Learning

The State of Illinois provides e-Learning as an approach to teaching and learning during emergency school closures due to inclement weather, such as a snow day. As a result, Orland School District 135 has a plan to address learning remotely if there is an emergency school closure due to inclement weather. This innovative approach to learning ensures that instruction does not stop during emergency closures. The goal of our e-Learning plan is for students to continue learning and receiving feedback from their teachers. E-Learning days will apply to all students in Early Childhood through Grade 8. Remote learning, including e-Learning, is defined by the Illinois State Board of Education as *learning that happens outside of the traditional classroom because the student and teacher are separated by distance and/or time.*

Public Act 101-0012 (105 ILCS 5/10-20.56)

Communication for e-Learning day(s)

E-Learning days will be called in the same way an emergency day has been called in the past. Depending on the circumstances, it may be called either a traditional school closing day (to be made up at the end of the year) or an e-Learning Day. Communication includes email, text, robocall, social media, and the District mobile app.

e-Learning

Public Act 101-0012 allows school districts statewide to utilize e-Learning days in lieu of emergency days and maintains flexibility for students to engage in purposeful learning outside of the classroom. It is important to emphasize that the 'e' in an e-Learning Day represents 'engagement' more so than 'electronic' given the guidance around building a definition of 'an instructional day' and to establish clear expectations around 'student attendance'. The primary purpose of technology is to maintain communication with students and provide feedback from our educators.

Credit for the e-Learning Day

E-Learning day schedules follow the schedules of a regular school day. Teachers will interact with students on Zoom to provide instruction and assignments during the day, which will take place during regular school hours. Every attempt should be made to attend Zoom meetings hosted by your teacher(s). This is your opportunity to interact with your teacher and ask questions. If a student needs to be absent on an e-learning day, families should follow up with the teacher(s) as would be done for a regular absence.

Schedules for e-Learning Days

Early Childhood and PreK (First Step) e-Learning Student Schedule

Teachers will share activities for the day with parents through Seesaw at their scheduled class time to access the schedule for the day. All activities will relate to the current learning target in each classroom and align with the Illinois Early Learning Standards.

Kindergarten - 5th Grade e-Learning Student Schedule

All schedules are based on a regular, full day for students. E-learning days will be remote learning days for all students; instruction will take place from 7:30 a.m. -2:00 p.m. for grades K-2 and 8:00 a.m. - 2:30 p.m for grades 3-5 via zoom. This will continue to allow all classmates to engage together through Zoom. During this time frame, students will have live instruction through Zoom, a lunch break, screen/movement breaks, independent work time, as well as an opportunity to participate in their special for that day.

Teachers will share the Zoom links and schedule on Seesaw for the day by the start of school on the morning of the emergency closure day (i.e. Snow Day).

6th - 8th Grade Remote Students:

All schedules are based on a full instructional day for students. E-learning days will be remote learning days for all students; instruction from 8:32 a.m. - 3:15 p.m. via zoom. This will continue to allow all classmates to engage together through Zoom. During this time frame, students will have live instruction through Zoom, a lunch break, screen/movement breaks, and independent work time. Students will follow their regular schedule for an e-learning day.

Teachers will share Zoom links in Google Classroom by the start of the school day on the morning of the emergency closure day (i.e. Snow Day).

Teacher Interaction with Students

Teachers can be reached the following ways:

- Class Zoom meeting
- via district phone number
- via district e-mail (EC-8 parents)

[Seesaw](#) (EC-5 students and parents)

[Google Classroom](#) (6-8 students)

During remote learning, teachers will be adhering to regular daily schedules. While it is always our goal to return communication promptly, teachers and staff will do their best to reply to parent

communication as soon as possible based on their daily schedules, or within approximately 24 hours, excluding weekends.

Specials

K-5 students will have their specials class based on their weekly rotation. For example, if it is Monday, and your child has PE on Monday, your child will participate in PE on Monday on Zoom. Specials teachers will join the homeroom Zoom meeting.

IEPs/504 plans, EL, and/or Intervention Services

For students with IEPs and 504 plans, the accommodations built into those plans will apply to e-Learning. Students will follow their regular schedule for the day. Zoom links will be provided by the Special Education, EL, and intervention staff.

Classified staff will follow their regular schedules to support students.

Due dates and attendance for E-Learning Assignments

Students are expected to engage in e-learning throughout the day based on their schedules. It is the goal for assignments to be submitted based on the expectations of the teacher(s).

Student Attendance

Each day, at the beginning of the school day or class period, your child will indicate their presence by joining their classroom teacher(s) Zoom meeting. If a child is going to be absent, or unable to participate in e-learning, parents should follow the regular absence protocol and leave a message at the child's school to report the absence. If a child does not complete work or interact with remote learning on a given day, he or she will be marked 'absent.'

Technical Assistance

Please reach out to the District's Technology Help Desk [here](#).

Access to Technology

iPads are provided by the District to all of our students, kindergarten through Grade 8. Each certified staff member has one MacBook and one iPad provided by the District, and Apple devices are available via check out for classified staff. The District provides on-site and off-site security/filtering software, installed on devices, and the District provides hot spots for students as needed.

Wifi Access

Kindergarten - 8th Grade Students - If you do not have access to Wifi, please call the Technology Help Desk at 708-364-3382.

Zoom Expectations (Appendix B)

Teachers will be making live contact with students during an emergency closure day. This will include conducting lessons, checking in with the whole class, as well as the teachers meeting with small groups of students.

For student and staff Zoom expectations, please [click here](#).

Screen Time throughout the Day

Orland School District 135 recognizes the importance of providing students with different modes of learning and completing tasks, including on and offline tasks. Additionally, while amounts of time are designated for certain subjects, your child will not be expected to be online longer than it takes to complete a lesson or task.

All learning activities may include, but are not limited to, live instruction on Zoom, remote small group work via breakout room, independent/flexible student work time, and virtual teacher-student check-ins.

Grades

Not all student work has to be graded, however, at the teacher's discretion, student work may be graded and the grade may count toward the overall grade using the District's [grading scale](#). The District's [behavioral grading scale](#) and rubric will also continue to apply.

Consistency

Teachers will be adhering to the curriculum guides as they are written and exhibited on our District's website. Lessons and activities will relate to the current learning target in each classroom and align with the Illinois Learning Standards.

Appendix A



D135 Zoom Use Guidelines

Login Procedures

Staff -

Staff can log into orland135.zoom.us or through Clever. You should use the “Sign in with SSO” link on either site.

Students -

Students will now have to log into Zoom in order to attend Zoom meetings. This will prevent unidentified participants entering your meeting even if they have meeting credentials. Students will use the “Sign in with SSO” button within the Zoom iPad app. Students will not be able to create meetings using their district accounts.

Only Authenticated Users in Meetings

Teachers should enable “**Only authenticated users can join meetings**” in their meeting settings for all meetings with students. This will prevent students from joining meetings anonymously even if they have the link and password. Students will have to be sure they are “signed in with Google” within the Zoom iPad app. Note: When hosting meetings without students and with individuals from outside the district, this setting will have to be turned off to ensure all intended participants can join.

Staff Guidelines for Zoom Use

Frequency

During full remote learning, it is the expectation that teachers conduct Live Zoom interactions with students on a daily basis. This can be in a large or small group setting. Teachers are required to Zoom with every student each day in subjects being taught. The duration for an individual Zoom meeting should consider the age and attention span of the students.

Managing Student Behavior

- Just as we would at school, be explicit with your students about expectations during video chatting. (eg. clothing, location, how to interrupt appropriately, how to ask a question, etc.)
- Remind the students that the conversation is not private.
- Students should NOT share any content that contains Personally Identifiable Information (full name, usernames, passwords, etc.)
- Conversations should be in groups and/or students should be connecting from a public area

within their home (eg. dining room or living room).

- Consider student attention spans. Typically, all audiences of all ages have a shorter attention span on video conferences than face to face. Plan to keep synchronous meetings short.
- Remind/restate students of respectful practices/expectations as you would in your classroom

Addressing Behavior Issues

Follow these progressive steps for dealing with student behavior issues

- Remind/restate students of respectful practices/expectations as you would in your classroom
- If necessary, briefly (10-20 seconds) remove student to waiting room as a redirect
- Have a discussion with student responsible for what they did, who it harmed and how it was harmful and what they can do to repair the harm
- Contact home
- Referral and contact home

In the event of a disturbance from an unknown individual, document the participant name and remove individual to the waiting room. Submit a helpdesk ticket including details of the incident, the meeting time and name, and the name of the unknown individual.

General Guidelines and norms for video conferencing:

- Make sure your workspace is presentable and public (students and staff)
- If you are listening, mute yourself
- Make sure to check what is going on in your background
- Invite principals, facilitators, interventionists and support service personnel to your online meetings so others can drop in if they are available
- Video during school hours only

Student Guidelines for Zoom Use

Attendance

Every attempt should be made to attend Zoom meetings hosted by your teacher(s). This is your opportunity to interact with your teacher and ask questions. Content presented during the Zoom may or may not be available after the conclusion of the Zoom meeting.

Zoom Guidelines

- Join Zoom meetings from a public place in your house (living room, etc.)
- Make sure to check what is going on in your background
- Use your first name and not your full name
- Mute the mic when not talking to the group
- Raise your hand when you want to share
- Make eye contact with the camera
- Listen and be respectful
- Minimize distractions
- Never share personal information
- At no time should a student or parent record or redistribute Zoom meeting content without written Orland School District 135 consent.

ROE Required e-Learning Practice Day Outline

Zoom Practice Days & Times

- **8th Grade** Monday, December 5th AM
- **7th Grade** Monday, December 5th PM
- **6th Grade** Tuesday, December 6th AM
- **5th Grade** Tuesday, December 6th PM
- **4th Grade** Wednesday, December 7th AM
- **3rd Grade** Wednesday, December 7th PM
- **2nd Grade** Thursday, December 8th AM
- **1st Grade** Thursday, December 8th PM
- **KG Grade** Friday, December 9th AM

Principal Preparations

- Create a list of Zoom meeting codes for all staff shared with building secretaries, specials teachers and ITA
- Self-contained teachers should have a list of all itinerant teachers Zoom links and passwords. This list can be shared with parents.

Staff preparations should include:

- Bring home all issued devices each evening and have necessary materials at home
- Staff with phone extensions should verify they can use the Jabber app on their D135 iPad
- Set up Zoom meeting with appropriate settings and share with building admin/office
 - **Add the ITA and admin as alternative hosts for the zoom link**

Teacher Class Rehearsals should include:

- Assist all students in successfully connecting to classroom Zoom and review process.
- Review with students procedure for the day
 - Where to check for messages/assignments from teacher
 - Review the basic schedule of the day (what time class first meets on Zoom, etc.)
 - How to turn assignments (practice if needed)
 - Where to check for Zoom meeting codes and passwords
- Review Zoom Expectations with students
- Share summary/recap with parents afterwards