



Department of Teaching & Learning

Danielle Arnold, Asst. Supt for Curriculum & Instruction
Jason Jezuit, Director for Learning
Patti Kalaytowicz, Administrative Assistant

To support an eLearning Day in District 109, the following will be in place:

Communication: Specifics regarding the process for participating in an eLearning Day are shared via the DPS 109 website at <https://www.dps109.org/Page/5988>.

Notification: An eLearning Day announcement will be shared via phone call, text and email blasts, using the District 109 platform. The announcement will also be called into local media outlets to run on their school closing segments. E-learning days will be utilized when prior notification (a “heads up”) is able to be provided to DPS109 staff for purposes of planning and preparation. Examples of days where we can predict the potential for a school closure would be, for example, a looming snow or cold day. In the event of an emergency school closure (ie. gas leak, water main break), when staff are unable to prepare for a day of at-home learning, the school district may choose to institute an emergency closure.

Technology: Students in grades 2-8 take their district-issued devices home daily. Should an eLearning Day be anticipated, K-1 students and District 109 staff will also be asked to take home their district-issued device. Students who do not have access to wifi should contact the building principal for alternative options.

Administrators:

- Administrators will review all eLearning Day plans posted to assure the level of rigor and appropriateness for the targeted students.
- Administrators will review expectations for participation with all staff.
- Administrators will send an email to parents via Blackboard to distribute building-specific information.

Teachers:

- Each Deerfield 109 teacher will use Google Classroom and Seesaw to communicate links and assignments.
- The teacher is responsible for maintaining the eLearning Day plans for their students. Plans should be appropriate for the time of year, current topics of study, and should align with curriculum goals and objectives.
- The plan should meet the 5 hour school day requirement for an eLearning Day.

- Each teacher will remain online and accessible via their email and Google Classroom throughout their contractual day (see language below):
 - Elementary Teachers: All full-time teachers will have a maximum student contact time of twenty-six (26) hours and forty (40) minutes and a minimum planning time of two (2) hours thirty (30) minutes per each five (5) full attendance days.
 - Middle School Teachers: All full-time teachers will have a maximum student contact time of two hundred forty (240) minutes, plus a homeroom assignment, a supervision assignment, and eighty (80) minutes of planning time per day.
- Special Education teachers will support the general education teachers by differentiating and modifying assignments for students on their caseloads. They will also remain online and accessible throughout the hours of the regularly scheduled school day.

Support Staff

- Teacher and Library/Intervention Assistants are given a teacher or teachers to partner with so they can monitor and support a caseload of students throughout an eLearning Day.
- Custodians are expected to report onsite, as usual.
- Nurses will assist with attendance and use these days to complete reports and paperwork. Students with existing medical conditions should be contacted by phone for a wellness check.
- Instructional Coaches will work with classroom teachers to continue the development of eLearning activities. They will also assist teachers in monitoring student questions throughout the regular school day hours.
- Administrative Assistants will monitor voicemail messages coming into the schools throughout the day, work on outstanding clerical responsibilities, including SIS reports, data clean up and preparation for upcoming events.
- Technicians will be monitoring Net56 inquiries throughout the regular school day hours.
- Related Service Providers will be available to their caseload of students to support accommodations, differentiation, and/or provide virtual instruction as needed.
- EL Teachers will be available to their caseload of students to support accommodations, translation, and/or provide virtual instruction as needed.
- Library Information Specialists will create activities using digital tools available to the districts' libraries. These activities will be shared with teachers to be used as needed to support other assigned learning.

Students

- Students are allowed to use any device to participate in the eLearning Day. The Deerfield 109 Chromebook and iPad are preferred, as this will provide access to the appropriate digital tools.
- Students are required to login to Seesaw or Google Classroom to access the lessons.
- Each student is expected to complete and turn in assignments to receive credit for attendance. Incomplete assignments may result in an absence for the eLearning day.

- Teachers will only be accessible for assistance during the eLearning Day hours. Questions or concerns may be brought to the teacher via email.
- Students may access tech support via network providers, Net56, at 847-934-8100, Option 2.
- Students who receive special education services and/or educational accommodations per an Individualized Education Program (IEP) will receive additional guidance for completing activities from their case manager. Any learning that is not able to be completed independently will be supported by the classroom teacher or case manager upon the students' return to school.