Zion Elementary District 6

eLearning Plan

District 6 Schools Emergency Closures

In extended periods of closure, additional modifications and/or additions to this plan may be incurred.

Rev. 11012025

Zion Elementary District 6 has developed this eLearning plan so our students can continue learning while our school buildings are closed due to emergency closure situations. This plan represents Zion Elementary District 6's commitment to making every effort to ensure that the learning of each and every registered student continues to be successful.

During an emergency school closure, District 6 teachers will continue to provide students with instruction that is designed to build upon the learning trajectory already established in the classroom. This plan is founded on the following principles:

- supporting continuous instruction
- providing access for all students
- maintaining connectedness to the community

Zion Elementary District 6 may declare a snow or emergency day, resulting in no school. In this case, students must attend an additional day at the end of the school year. These days are listed in June as "Emergency Day."

Alternatively, the district may implement an "eLearning day." This document provides information about how students will participate remotely during eLearning sessions.

The district will likely designate one or two emergency days (i.e. snow days) before transitioning to eLearning to avoid extending the school calendar too far into June.

Providing Access For All

A Flexible Approach

A flexible approach to access includes ensuring that all students' needs are taken into account, and provided with the necessary resources and tools during emergency eLearning situations.

SUPPORTING CONTINOUS INSTRUCTION

The District will continue to support instruction through a variety of digital and non-digital materials to maintain academic growth for grades PreK-8.

District 6 will support the whole child by providing flexible learning options and adjustments along the way.

PROVIDING ACCESS FOR ALL STUDENTS

District 6 is committed to providing technology devices and school supplies to all students in graded K-8.

PreK-8 students will receive an at-home readiness and skills packet to be utilized during emergency eLearning days.

K-8 students will be assigned a Chromebook for the school year to be used for at-school and at-home instruction.

MAINTAINING CONNECTEDNESS TO THE COMMUNITY

Families may qualify for low-cost internet service through the Internet Essentials program from Xfinity Visit https://www.xfinity.com/learn/internet-service/internet-essentials to learn more.

Internet resources can be located at www.zion6.org/families.

Best Practices For eLearning

General Guidance

PRIMARY GOAL: Provide students with opportunities to continue their trajectory of learning consisting of providing students with access to content, support, and feedback.

ESTABLISH STRUCTURE: Utilize SeeSaw, Google Classroom and Zoom (remote video conferencing) for delivery instruction with a focus on maintaining human interaction.

CONTINUOUS IMPROVEMENT: Maintain a focus on continuous improvement. Practices should evolve and improve as we continue to learn.

SUPPORTING TEACHERS: School leaders should work to ensure all teachers have the resources, support, and flexibility needed to promote student learning to the best of their ability. Support should include adjusting expectations based on the mental and physical health of our staff and their families.

SUPPORTING STUDENTS AND FAMILIES: Teachers should be flexible regarding expectations and processes for student learning, with an understanding that online learning conditions will vary across students.

Special Education Guidance

According to Federal guidance from the Office of Special Education and the Office for Civil Rights, if a district closes its schools due to an emergency day, such as an act of God and continues to provide educational opportunities to general education student populations, the schools must ensure that students with disabilities also have equal access to the same opportunities. Included in this requirement, schools must implement the IEP of a student with a disability to the greatest extent possible. This means every attempt possible has been tried and documented to ensure equitable access for students with a disability.

District 6 is committed to equity, and this includes services and programs for students with disabilities. Special Education departments nationally and locally recognize that this will be challenging in certain circumstances and that compensatory services may be necessary to ensure equity for all students.

A Holistic Approach

Support For eLearning

eLearning delivery options will be dependent upon grade level enrollment and/or student's access to internet connectivity at time of instruction.

1 District-Provided Instructional Materials with Teacher Support [PreK-8]

Instructional materials/kits are provided by the district, within a backpack resource, for students to access independently.

Students access instruction directly from supplied emergency lessons (contained within the materials/kits/backpack resources).

Teachers provide instructional lessons via classroom virtual conference (Zoom), other digital platforms, and/or ParentSquare (phone/text) communication platform.

Teachers offer online office hours and/or telephone feedback for students.

An instructional kit will be sent home with each child at the beginning of the school year to be used, if needed, during an emergency school closure.

2 Teacher-Led Fully Online Digital Instruction [K-8]

Every class begins with a Zoom meeting. Teachers will be available throughout each class via Zoom to answer questions.

Teachers design the sequence of learning based on where they left off and what their students are working on.

Resources housed in Seesaw, Clever, and/or Google Classroom (e.g., videos, live instruction).

Student communication via classroom virtual conference (Zoom), other digital platforms, and/or ParentSquare (phone/text) communication platform.

[Pre-K]

PreK students will have activities to complete, but will not meet online.

3 Teacher-Led Hybrid Offline Digital Instruction [K-8]

A model of instruction that can occur at any time – students independently self-pace their learning once teachers share the resources.

Teachers curate and provide materials (e.g., assignments from district materials or supplemental materials) which students work on independently through the Google Suite offline and submit once internet connectivity is restored.

Teachers design the sequence of learning based on where they left off and what their students are working on.

Student communicate via classroom virtual conference (Zoom), other digital platforms, and/or ParentSquare (phone/text) communication platform.

[Pre-K]

PreK students will have activities to complete, but will not submit online.

Attendance

Daily attendance is taken for PreK-Grade 5. Period attendance is taken each class for grades 6-8. Parents/guardians are expected to notify the school office 30 minutes prior to school start for any student not in attendance. A message can also be left on the school attendance line. **Attendance will be taken and daily participation is required.**

For students without internet access to receive instruction, the parent/guardian can contact the school office to place a message for the teacher to contact them by their desired mode (phone, email, or text message) to share the day's lessons/activities or utilize the eLearning paper packet provided to students.

Sample eLearning Schedules

	M,T,W,TH,F		W (Early Release)	
Grade	**Start**	**End**	**Start**	**End**
PreK AM	9:00 am	11:30 am	9:00 am *Based upon AM/PM rotation.*	11:30 am
PreK PM	1:00 pm	3:30 pm		
K-2	9:00 am	3:30 pm	9:00 am	2:00 pm
3-5	8:00 am	2:30 pm	8:00 am	1:00 pm
6-8	7:55 am	2:35 pm	7:55 am	1:05 pm

All students will continue their normal class schedule as they would if in school. Schools will work with their staff and families to determine the best way to engage in eLearning while maintaining the trajectory of learning that was occurring in person.

Technology Systems to

Support eLearning

With regards to the school's core technological and communications systems, Zion District 6 offers the following FAQs to describe how we will communicate and manage learning during the implementation of emergency eLearning days.

HOW WILL ZION DISTRTICT 6 COMMUNICATE WITH PARENTS, STUDENTS, AND FACULTY/STAFF DURING A CAMPUS CLOSURE?

Zion District 6 will continue to use the same channels it employs for normal day-to-day communications with parents, students, and faculty/staff. All of these systems are remotely accessible and will function in an emergency situation. The adjacent table describes these systems.

HOW WILL ZION DISTRICT 6 ENSURE THAT STUDENTS HAVE ACCESS TO DIGITAL TOOLS FROM OFF-CAMPUS?

All students in grades K-8 have a school-issued chromebook. Also, most of our technology tools are not device-specific, which means students can also access learning through other personal devices in the event that they cannot access their device.

In the event a student does not have access to internet, specific activities will be assigned in which the student can complete on their device without internet access or through alternate artifacts of learning.

Channel	Audience	Description & Access
Email	Faculty, Staff, Parents, Students	Email will be used for all major communications and announcements, including those from building administration and/or superintendent.
Google Suite	All Schools	Google Suite (including Docs, Sheets, Slides, etc) will continue to be the platform used by teachers for student work submission during remote emergency days.
Zoom	All Schools	Zoom is an online video conferencing platform that allows for live group meetings hosted by teachers.
Seesaw	Students in Grades K-2	Learning Management Systems (LMS) where Zoom links and days instruction will be posted.
ParentSquare	PreK-8	Phone communication systems (phone, email, and text messaging) that staff will continue to use to communicate with individual families as needed.
Blackboard	All Schools	Mass communication platform that will be used to inform families of an emergency day via email, phone, and text message.
Public Website	General Public	Zion District 6 will maintain general information on its closure status for the public at www.zion6.org.
Facebook	General Public	Zion District 6 will maintain general information on its closure status for the public through the district/schools social media accounts.

Plans for No Technology Access

If a student does not have access to technology or internet access the day of an emergency closure, the parent/guardian will be responsible for notifying the teacher via a call to the school office, email to the classroom teacher, or connect through ParentSquare. The classroom teacher will contact the families via the preferred mode available to the family.

While we are working to ensure all students have access to technology, we realize this will not be the reality for every student at every moment. The classroom teacher will collaborate with the family to identify steps to complete assignments offline in these instances.

Responsibilities to

Support eLearning

TEACHERS ROLES & RESPONSIBILITIES FOR eLEARNING:

- Determining which eLearning option is best for each student in collaboration with their leader.
- Provide instructional resources and materials through remote means such as Seesaw/Google Classroom, Zoom, optional non-technology related assignments etc.
- Review district-supplied materials.
- Set office hours to connect with students and support their learning remotely.
- Connect with parents/students via alternate communication modes if Zoom or internet access is not available.
- Ensure that staff are monitoring District communication for up-to-date information regarding school closures and eLearning plans.
- Create and distribute Zion District 6 Emergency eLearning Plan
- Establish clear channels of communication between faculty, staff, families, and students.

SCHOOL LEADERS ROLES & RESPONSIBILITIES FOR eLEARNING:

- Provide social-emotional support and an overall positive remote school culture.
- Support teachers in determining which eLearning option is best for students.
- Support teachers by providing instructional resources and materials through remote means.
- Review district-supplied eLearning materials.
- Set office hours to connect with parents to support eLearning for students.
- Ensure staff monitor District communication for up-to-date information regarding school closures and eLearning plans to then ensure communication systems are created and implemented for families.
- Create and distribute Zion District 6 Emergency eLearning Plan.
- Establish clear channels of communication between faculty, staff, families, and students.

SPECIALS TEACHERS ROLES & RESPONSIBILITIES FOR eLEARNING:

- Physical Education: Develop a bank of exercises, physical activities, and competitions for students.
- Art: Staying mindful of the resources and tools families may not have in their home, develop a bank of projects and activities for students.
- Music: Staying mindful of the instruments or resources families may not have in their home, develop a bank of activities for students.
- Additional Specials Content: Staying mindful of the resources families may not have in their home, develop a bank of activities for students.
- All: Communicate regularly with students and families and provide timely feedback.
- All: Collaborate with classroom teachers on how to integrate music, art, and physical education into classroom projects and experiences.

TECHNOLOGY ROLES & RESPONSIBILITIES FOR eLEARNING:

- Review and develop how-to tutorials, ensuring teachers, students, and parents have the necessary manuals to excel in a eLearning environment.
- Continually monitoring the needs of teachers, students, and parents and troubleshoot their challenges, as needed.
- Be available in person or remotely to provide on-demand technology support help.
- Audit usage to identify students or parents who may be unavailable or out of reach.

STUDENTS ROLES & RESPONSIBILITIES FOR eLEARNING:

- Establish daily routines for engaging in the learning experiences (e.g. follow your daily schedule).
- Engage in eLearning activities being offered by their teachers, school and/or the District.
- Ensure students know the usernames and passwords for instructional resources that are accessible via the district portal and/or website.
- Ensure they set up a remote work space and calendar to manage their time.
- Identify a comfortable, quiet space in your home where you can work effectively and successfully.
- Regularly monitor online platforms (Google, Seasaw, Zoom, etc.) to check for announcements and feedback from your teachers.
- Attend class meetings via Zoom according to your class schedule and available through your classroom LMS.
- Zoom Class Expectations:
  - When attending a Zoom class, students must wear appropriate school attire
  - Have your camera "on" with a generic background, if directed to do so by your teacher.
  - Sit at a desk or table (not on a bed), if possible.
  - Communicate and behave in the same respect and consideration you would use in your classroom setting
- Complete assignments with integrity and academic honesty, doing your best work.
- Do your best to meet timelines, commitments, and due dates.
- Communicate proactively with your teachers if you cannot meet deadlines or require additional support.
- Comply with Zion District 6 Acceptable Use Policy, including expectations for online etiquette.

For Questions About	Contact
A course, assignment, or resource	The relevant teacher
A technology-related problem or issue	District 6 Technology Department via the hotline at 847-379-0099
A personal, academic or social-emotional concern	Your assigned building administrator, social worker, or counselor
Other issues related to eLearning	School administration (principal, assistant principal, and/or dean)

PARENTS/GUARDIANS ROLES & RESPONSIBILITIES FOR eLEARNING:

- Assure that a device and internet access are available at home (complete the school application to indicate the need for support in securing internet access for at-home use. if needed).
- Ensure that they are monitoring District communication for up-to-date information regarding school closures and instructional continuation plans.
- Verify current phone and email address for parent/guardian is on file at the school.
- Encourage their students' participation in eLearning content.
- Ensure that they know their students' usernames and passwords for instructional resources that are accessible via the District portal and instructional programs.
- Provide support for your children by adhering to the 10 guidelines for Zion District 6 parents as well as you can:
  - Establish routines and expectations
  - Define the physical space for your child's study
  - Monitor communication from your child's teacher
  - Begin and end each day with a check-in
  - Take an active role in helping your children process their learning
  - Establish times for quiet and reflection
  - Encourage physical activity and/or exercise
  - Remain mindful of your child's stress or worry
  - Monitor how much time your child is spending online for personal interests
  - Keep your children social, but set rules around social medial interactions

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Ten Guidelines For Parents

Support For eLearning

eLearning may be challenging for families. Parents will need to think differently about how to support their children, how to create structures and routines that allow their children to be successful, and how to monitor and support their children's learning. Some students will thrive with eLearning, while others may struggle. The ten guidelines provided below are intended to help parents think about what they can do to help their children find success in a distance learning environment.

1: ESTABLISH ROUTINES AND EXPECTATIONS

Parents need to establish routines and expectations. District 6 encourages parents to set regular hours for their children's school work. Students should plan to follow their regular schedule using Zoom. Keep normal bedtime routines for younger In the daily instruction, we have scheduled in breaks for your child to move, stretch, and log off zoom. You too can encourage your children to move regularly and take periodic breaks as they study. It is important that parents set these expectations for how their children will spend their day starting as soon as an emergency eLearning day is implemented.

2: DEFINE THE PHYSICAL SPACE FOR YOUR CHILD'S STUDY

Your child may have a regular place for doing schoolwork under normal circumstances, but this space may or may not be suitable for a eLearning day. We encourage families to establish a space/location where their children will learn most of the time. This should be a public/family space, not in a child's bedroom. It should be a place that can be quiet at times and have a strong wireless internet signal, if possible.

3: MONITOR COMMUNICATIONS FROM YOUR CHILDREN'S TEACHERS

Teachers will communicate with parents through ParentSquare via email/text messages, when and as necessary. The frequency and detail of these communications will be determined by your children's ages, maturity, and their degree of independence. When you need to contact teachers, please remember that teachers will be communicating with many students as well as other parents and that communications should be essential, succinct, and self-aware. We also encourage parents to have their children explain the online platforms (e.g. Seesaw, Google Suite, etc.) their teachers are using.

4: BEGIN AND END EACH DAY WITH A CHECK-IN

Parents are encouraged to start and finish each day with a simple check-in. In the morning, ask what is your child learning today? What are their learning targets or goals? How will they spend their time? What resources do they require? What support do they need? This brief grounding conversation matters. It allows children to process the instructions they've received from their teachers. It helps them organize themselves and set priorities. Older students may not want to have these check-ins with parents (that's normal!), but they should nevertheless. Parents should establish these check-ins as regular parts of each day. Not all students thrive in a distance learning environment; some struggle with too much independence or lack of structure. These check-in routines need to be established early, before students fall behind or begin to struggle.

5: TAKE AN ACTIVE ROLE IN HELPING YOUR CHILDREN PROCESS AND OWN THEIR LEARNING

In the course of a regular school day at District 6, your child engages with other students or adults dozens if not hundreds of times. These social interactions and opportunities for mediation include turning to a peer to exchange a thought or idea, participating in small or large group discussions, asking questions for clarification, collaborating on group projects, and countless other moments. While some of these social interactions will be re-created on virtual platforms, others will not. Human beings learn best when they have opportunities to process their learning with others. Beyond the check-ins recommended at the start and end of each day, parents should regularly circle back and engage with their children about what they're learning. However, it's important that your child complete their own work; don't complete assignments for them, even when they are struggling.

Ten Guidelines For Parents

Support For eLearning

6: ESTABLISH TIMES FOR QUIET AND REFLECTION

A huge challenge for families with multiple children will be how to manage all of their children's needs, especially when those children are different ages and have different needs. There may be times when siblings need to work in different rooms to avoid distraction. Parents may even experiment with noise-cancelling headphones (no music necessary!) to block out distractions.

7: ENCOURAGE PHYSICAL ACTIVITY AND/OR EXERCISE

Make sure your children remember to move and exercise. This is vitally important to their health, wellbeing, and to their learning. District's 6 physical education teachers will recommend activities or exercises, but it is important for parents to model and encourage exercise! Think also about how your children can pitch in more around the house with chores or other responsibilities. Don't let your children off the hook – expect them to pitch in!

8: REMAIN MINDFUL OF YOUR CHILD'S STRESS OR WORRY

It is imperative for parents to help their children manage the worry, anxiety, and range of emotions they may experience. Difficult though it may be, do your best not to transfer your stress or worry to your children. They will be out of sorts, whether they admit it or not, and need as much normal routine as parents can provide. Please reach out to your child's principal, assistant principal, or dean should he/she experience high levels of stress or worry.

9: MONITOR HOW MUCH TIME YOUR CHILD IS SPENDING ONLINE

District 6 does not want its students staring at computer screens for 7–8 hours a day. We ask that parents remember most teachers are not experts in eLearning and that it will require some trial-and-error before we find the right balance between online and offline learning experiences. Know that we may routinely give your child a task to do independently that provides them a break from screen time. We do this intentionally to allow them time to work but also to take a break from the device. Teachers, or related staff, will periodically check in with you to assess what you're seeing at home and what we need to adjust. We thank you in advance for your patience and partnership!

10: KEEP YOUR CHILDREN SOCIAL, BUT SET RULES AROUND THEIR SOCIAL MEDIA INTERACTIONS

Help your children maintain contact with friends and see them in person when circumstances permit. Please also monitor your children's social media use, especially during an extended school closure. Older students will rely more on social media to communicate with friends. Social media apps such as SnapChat, Instagram, WhatsApp, or Facebook are not official, school sanctioned channels of communication and those apps are restricted on all student-issued technology devices. These apps will continue to remain filtered and monitored for the safety and security of our student population.

District 6 asks parents to monitor their children's use of social media. Remind your children to be polite, respectful, and appropriate in their communications and to represent your family's values in their interactions with others. A student's written words and tone can sometimes offend or cause harm to others.

Additional Resources

For up-to-date families resources information, please visit our district website:

www.zion6.org/families

Each school also has a parent resources tab which contains information relating to internet, lunches, devices, etc.

TECHNOLOGY HOTLINE

847-379-0099

Please contact the technology hotline for support of student technology devices, login difficulties, or general technology questions.