





	<ul style="list-style-type: none"> <li>● 30 minutes of “live” instruction and independent practice Specials</li> <li>● 30 minutes of Power Time (Intervention/Enrichment)</li> <li>● 180 minutes of Invite Only “live” instruction or asynchronous independent practice</li> </ul> <p><b>Grades 6 - 8</b></p> <ul style="list-style-type: none"> <li>● Students will follow their regular bell schedule with shortened periods.</li> <li>● 120 minutes of Invite Only “live” instruction or asynchronous independent practice</li> </ul>
<p><b>Additional Student Minutes</b></p> <p><i>Students complete on their own during asynchronous learning time if not invited to small group instruction.</i></p>	<ul style="list-style-type: none"> <li>● Lunch: 30 minutes</li> <li>● Online instructional programs: Dreambox, Read 180, Math 180, Reading/Vocab. A-Z, etc.</li> <li>● Students may be invited to meet with their teacher for small group instruction between 12:00 and 2:30 p.m. (Walsh), 12:30 and 2:30 p.m. (Reed), or 11:30 and 1:30 p.m. (Ludwig/Oak Prairie). This is an “invite-only” learning time.</li> </ul>
<p><b>Total minutes</b></p>	<p><b>Grades K - 1</b>  “Live” instruction: 150 minutes  Independent Work/Invite Only: 150 minutes  Total learning time: 300 minutes (270 minutes plus lunch)</p> <p><b>Grades 2 - 5</b>  “Live” instruction: 180 minutes  Independent Work/Invite Only: 120 minutes  Total learning time: 300 minutes (270 minutes plus lunch)</p> <p><b>Grades 6 - 8</b>  “Live” instruction: 157 minutes  Independent Work/Invite Only: 120 minutes  Total learning time: 307 minutes (277 minutes plus lunch)</p>
<p><b>Miscellaneous</b></p>	<ul style="list-style-type: none"> <li>● e-learning day student hours: <ul style="list-style-type: none"> <li>○ 8:00 - 1:30 pm <b>Ludwig</b></li> <li>○ 7:50 - 1:30 pm <b>Oak Prairie</b></li> <li>○ 9:00 - 2:30 pm <b>Walsh/Reed</b></li> </ul> </li> <li>● e-learning day staff hours: <ul style="list-style-type: none"> <li>○ 8:00 am - 2:30 pm <b>Ludwig</b> <ul style="list-style-type: none"> <li>■ <b>Teacher Planning/Prep</b> 1:30 - 2:30 pm</li> </ul> </li> <li>○ 7:50 am - 2:30 pm <b>Oak Prairie</b> <ul style="list-style-type: none"> <li>■ <b>Teacher Planning/Prep</b> 1:30 - 2:30 pm</li> </ul> </li> <li>○ 9:00 am - 3:30 pm <b>Walsh/Reed</b> <ul style="list-style-type: none"> <li>■ <b>Teacher Planning/Prep</b> 2:30 - 3:30 pm</li> </ul> </li> </ul> </li> <li>● Staff will receive 30 minutes of planning time during synchronous learning.</li> <li>● Staff/Students will receive 30 minutes for lunch.</li> </ul>



	<ul style="list-style-type: none"><li>● Staff will respond to student/family correspondence in a timely manner.</li><li>● Staff will use additional time to provide student feedback when not instructing synchronously.</li><li>● Students will access meeting links from a document from their teacher.</li><li>● Each teacher will provide a schedule with links for the day.</li></ul>
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## Oak Prairie Jr. High e-learning Plan

In the morning, all students will receive “live” virtual instruction via Google Meet, which they will access in Google Classroom. Students will report to each class during the morning following the schedule below. In the afternoon, students will engage in asynchronous (independent) work, completing learning tasks assigned during live instruction in the morning.

1st	7:50 AM	8:07 AM	17 min
2nd	8:11 AM	8:31 AM	20 min
3rd	8:35 AM	8:55 AM	20 min
4th	8:59 AM	9:19 AM	20 min
5th	9:23 AM	9:43 AM	20 min
6th	9:47 AM	10:07 AM	20 min
7th	10:11 AM	10:31 AM	20 min
8th	10:35 AM	10:55 AM	20 min

11:00 - 11:30 - Lunch

11:30 - 1:30 - Asynchronous/Independent Work Time or  
Invite Only Small Group Instruction  
(Teachers will be available during this time)



## Attendance

Grades K-5: If your child will be absent, please call your child's school before instruction begins. Valid causes for an absence include illness, observance of a religious holiday, death of an immediate family member, family emergency, and situations beyond a student's control. A student will be marked "absent" for a half-day in the a.m. if he/she misses the required morning synchronous (live) Google Meet video meeting.

Grades 6-8: If your child will be absent, please call your child's school before instruction begins. Valid causes for an absence include illness, observance of a religious holiday, death of an immediate family member, family emergency, and situations beyond a student's control. Any student who does not attend a synchronous (live) class meeting will be marked "absent" from that period for the day.

## Technology

Students in grades K - 5 will have access to a district-issued iPad. Students in grades 6 - 8 will have a district-issued Chromebook. Please use the district help desk, [D92 Tech Support](#), for assistance with a student device or internet access. Parents/Guardians and junior high students can create accounts and enter helpdesk tickets. The helpdesk uses email to communicate with our technology department, so check your incoming mail after submitting a ticket. If families have indicated no internet access with a school device at home, the teacher can provide paper material to accomplish the instructional tasks upon request. Paper materials will also be available for our students with a disability or physical impairment, limiting their ability to access technology.

## Expectations

### *District*

- Inform students, families, and staff about the school closure and the use of an e-learning day.
- Communicate clear expectations for teachers, families, and students.
- Provide the necessary supports and resources to ensure high-quality learning continues through remote learning.

### *Teacher*

- Develop remote lessons and learning activities that are age/grade-appropriate.
- Communicate the schedule, learning activities, and assignments.
- Be accessible to communicate and interact with students and families during the scheduled school day.
- Teachers are encouraged to regularly communicate with students and their families through email, Google Meet, Google Classroom, Seesaw, or phone calls to ensure student participation and engagement.
- Teachers will check for communication from students, parents, staff, and administration throughout the school day.
- Provide timely feedback on student work.

### *Student*

- Complete the assigned daily learning activities and submit assignments by the established deadline.
- Participate in Google Meet meetings with teachers.
- Access assignments in Google Classroom, Seesaw, or Google Meet.
- Read, watch, or listen to the directions and work carefully.
- Ask for help and explanation if needed.
- Use the D92 district-issued device to complete assignments.



### *Families*

- Ensure your child keeps up with assignments.
- Ensure your child communicates with their teacher for assistance.
- Support your child's needs by establishing and managing the daily schedule.
- Provide a designated learning space for your child at home to learn comfortably and with minimal distractions.
- Provide support and encouragement, and expect your children to do their part.

### **Expectations for e-learning**

Will County School District is committed to providing a complete educational experience during e-learning. Face-to-face instruction and interactive lessons remain essential for learning, and the district will support the use of Google Meet as a platform to facilitate virtual meetings.

### [Google Meet Tutorial](#)

Teaching remotely allows people to stay connected with their peers and engage in instructional activities. However, some essential requirements must guide our usage of this technology.

- Students must have their cameras on and be ready for face-to-face learning. If a student has a social-emotional need that would make camera-ready learning problematic, a parent should contact their child's teacher to explain the concern.
- Consider using headphones during live sessions; remember that background noise can be picked up when microphones are on.
- Use the link provided by students' teachers to be admitted into the Google Meet meeting.
- No student is allowed to enter a classroom they have not been invited to.
- **THE RULES IN THE CLASSROOM APPLY TO ONLINE LEARNING.** When students are in class, they are in school. The same disciplinary consequences may still occur - including being removed from the Google Meet meeting by the teacher with an alternative setting for the lesson.
- All Google Meet protocols apply when participating in breakout rooms.
- Class meetings MAY NOT be recorded. Due to student privacy concerns, participants or families may not make audio and/or video recordings during live-streamed classroom instructions during live-streamed classroom instruction, take screenshots, or share images online without explicit permission.
- Students should be encouraged to problem-solve when experiencing various technology issues. They should advocate for themselves by troubleshooting and asking for help. If tech issues arise, please email the technology help desk at [technology@d92.org](mailto:technology@d92.org).

To maintain students' confidentiality and adhere to parent permissions for sharing student photos and work, **we ask staff and parents NOT to record videos or photos of students** participating in a Google Meet. Please take a moment to review [Student Use of Virtual Platforms](#) regarding using various platforms to support small groups, individuals, and other types of service delivery. Please be especially aware that we should not share any photos or videos of these meetings on the school or personal social media accounts.



## **Special Education**

Special education teachers and related services staff will create meaningful and manageable assignments for students on e-learning days. Services, supports, and activities will vary according to your child's needs, course, and Individualized Education Plan. Services may include the following accommodations and modifications: student assignments, consulting services, or phone or video conferencing. Parents will be notified of remote learning services in varying formats depending on the length, duration, and intensity of remote learning services. If you have any questions, please contact your child's case manager or the Special Education Department.

## **English Language Learners**

English language teachers will work alongside classroom teachers to ensure relevant and appropriately supported learning experiences for students on e-learning days, considering the student's academic needs and language proficiency levels. Parents are encouraged to contact their child's classroom and/or English language learning teacher to ask questions, find additional support, or provide input. Students will have access to Connect Learning and supplemental computer programs designed to practice targeted language skills.

