Parent Guide to e-Learning for Emergency Days

This school year, should an Emergency Day be called due to inclement weather, Kaneland School district may utilize **e-Learning days** in lieu of **non-attendance** days. The following are the guidelines for how learning will continue on the e-Learning Days in order to keep the learning progression continuing for all students.

- The District will provide a regularly scheduled school day on emergency days via an e-Learning platform if the inclement weather is called prior to 8:00 pm the evening before. Students should access the Google Meets link for *each* class using the Canvas system. Classes will be held according to the schedule below with all Google Meet links posted at least 30 mins prior to the class session.
- If inclement weather is called after 8:00 pm or the morning of the day, the district will have a traditional snow or extreme heat day with no classes and the session will be made up at the end of the school year.

Overall for Early Childhood (EC) - 12th Grade Guidelines:

- 3rd-12th grade students will access Google Meet links using Canvas. Students should log onto the class period using the posted Google Meets link at the designated time as scheduled.
- Teacher instruction is scheduled to take place through Google Meets for the schedule below. Additional learning activities are to be done independently during the afternoon Independent Work Time.
- All EC, 1st grade, and 2nd grade students will engage in activities through the Blizzard Bags and not be required to log into a Google Meets session.
- If an emergency day occurs on Friday (a regular non-attendance day for all EC), EC will not be in attendance
- EC-2nd grade staff members should hold 3 hours of office hours through Google Meet to address parent/family questions. EC- 2nd grade staff members should email the Google Meet link and times of availability by 9:00 am that morning. Please send the link through the Infinite Campus email system to families.
- Learning activities will be posted on Canvas to support the instruction on Google Meets for all classes on an emergency day on the Canvas learning management system
- A school *may* be opened for extra-curricular activities on an individual basis
    - This information will be shared from individual coaches or club sponsors

Student Expectations:

- Students will need to log onto all class sessions in Canvas and check for the activities to be completed as well as log onto the live class session using Google Meet
- If you are unable to attend to learning activities due to illness, technology connectivity issues, etc, please call the attendance secretary for your school in order to be counted as an excused absence
- All work is to be completed by the noted due date (some due dates may be the next school day).

Class Schedules by Grade Span

Elementary Schools

EC-2: Students will complete blizzard bag activities during the days.

8:05-8:50: Teacher plan time: During this time, students will ***not*** be logged onto their Google Meets link. Please have your child find an effective place to work and collect whatever materials they may need.

Teacher Plan Time:	**8:05 am - 8:50 am** *Teacher plan time: During this time, students will **not** be logged onto their Google Meets link. Please have your child find an effective place to work and collect whatever materials they may need.*
Morning Meeting	8:50-9:00 *Morning meeting is an opportunity for homeroom teachers to prepare students for the day of e-Learning and make sure they are prepared.*
ELA Instruction	9:05-9:30
Math Instruction	9:35-10:00
Social St Instruction	10:05-10:30
Science Instruction	10:35-11:00
Common Lunch	11:05-11:50
Exploratory Asynchronous Activities	11:50-12:50
Independent Work Time	12:50-3:30 *Teachers will post a 45 minute window in which they will have an open Google Meets for office hours. They will closely monitor their email during the remainder of the afternoon to support student learning.*

Harter Middle School

Teacher Plan Time:	**7:25 am - 8:05 am** *Teacher plan time - During this time, students will **not** be logged onto their Google Meets link. Please have your child find an effective place to work and collect whatever materials they may need.*
Period 1	8:10-8:35
Period 2	8:40-9:05
Period 3	9:10-9:35
Period 4	9:40-10:05
Period 5 (7th grade lunch)	10:10-10:35
Period 6 (8th grade lunch)	10:40-11:05
Period 7 (6th grade lunch)	11:10-11:35
Period 8	11:40-12:05
Period 9	12:10-12:35
Common Lunch	12:35 - 1:20
Independent Work	1:20-2:40 *Teachers will post a 45 minute window in which they will have an open Google Meets for office hours. They will closely monitor their email during the remainder of the afternoon to support student learning.*

*Students will not have homeroom on an e-Learning Day

Kaneland High School

Teacher Plan Time	**7:35 am - 8:15 am** *Teacher plan time - During this time, students will **not** be logged onto their Google Meets link. Please have your child find an effective place to work and collect whatever materials they may need.*
Period 1	8:20-8:45
Period 2	8:50-9:15
Period 4	9:20-9:45
Period 5	9:50-10:15
Period 6	10:20:10-45
Period 7	10:50-11:15
Period 8	11:20-11:45
Period 9	11:50-12:15
Common Lunch	12:15-1:00
Independent Work	1:00-2:50 *Teachers will post a 45 minute window in which they will have an open Google Meets for office hours. They will closely monitor their email during the remainder of the afternoon to support student learning.*

*Students will not have homeroom on an e-Learning Day