



E-learning Plan 2027-2029

The purpose of the Roselle School District 12 e-Learning plan is to provide guidance for students, staff, and families in the event that a short term interruption to in-person delivery of instruction should occur. The Roselle School District 12 e-Learning plan is approved through the 2028-2029 school year.

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e-Learning Details

e-Learning Day:

- Roselle School District 12 will only activate an e-Learning day when a school closure is anticipated (for example, a multi-day emergency weather concern is approaching or a school closure order is in place due to the pandemic). With an anticipated e-Learning day approaching, staff and families will be notified immediately so that all instructional materials can be sent home with students
- An e-Learning day will not be activated during an unanticipated school closure (for example, a weather emergency that happens overnight or during a weekend). In these cases, emergency days will be used and student attendance days may be added to the end of the school year calendar
- This plan was developed with consideration of families who will need to use alternative plans for child care (for example, student attendance is based on work completion with an extended due date past the e-Learning day, teacher availability throughout the day for additional support, learning activities that are completed asynchronously)

Communication:

- Roselle District 12 Board of Education was presented this plan at the September 15, 2026 meeting
- The e-Learning plan will be shared with all families and posted on the school district website in advance of an e-Learning day
- Staff will use the recommendations in this plan to familiarize students and families with e-Learning procedures and material locations (Google Classroom, etc)
- School closure and the use of an e-Learning day will be communicated from the Roselle Administration Office through the notification system

Technology:

- Roselle School District 12 has invested in providing our students and staff with the tools to access learning materials through site-based and remote access methods. Professional development will continuously be provided to staff on best practices for consistent instruction in preparation for e-Learning. Students in grades Kindergarten through Eighth grade receive a district-provided Chromebook. Students in grades 3rd-8th grade are encouraged to take these devices home regularly. Should an anticipated e-Learning day occur, students in Kindergarten through Second Grade may also be directed to take their devices home. Accommodations will be made to provide

learning access for all students including those that are unable to connect remotely (i.e. assignments that do not require technology, hot spots)

Review:

- Success and areas for improvement will be assessed after each e-Learning day. An annual review and revisions will take place at the end of each school year for the duration of this plan.

eLearning Day Requirements - Teachers

- Digital workflow assignments may be posted on Google Classroom, emailed to families, or sent home in advance.
- Teachers will post assignments before the start of the regular school day.
- Teachers will create authentic learning experiences related to the curriculum.
- Teachers will ensure appropriate learning opportunities for students with special needs and ELs.
- Students will complete daily lessons for all classes, including art, music, band, and PE.
- Participation must be monitored (see below)
 - As a requirement of the State e-Learning Plan, if students are unable to complete the assignments on the e-Learning Day, he/she is responsible for either doing alternative assignments or completing the work requiring technology when they return to school. Students who are unable to complete eLearning day work remotely will have the ability to make up work within 5 days so that they are not counted as absent.
- Teachers may choose to create a video with instructions for the entire day's learning.
- Teachers will be available during school hours. Teachers will check their email hourly for communication from their building principal or District Office. They will minimally check their Google Classroom at least once an hour to respond to student inquiries.
- Work that the student completes will count, and they will be marked fully present.
- Teachers will have 5 days after the resumption of on-site schooling to make final changes to the attendance for all of their students.
- Teachers will establish a protocol to meet virtually via phone, Google Docs, Google Meet, or other system(s) for planning purposes.
- Teachers will communicate with their grade level team and principal if they are sick. There should be a process to upload the activities for students with a message that they are not available due to illness. A substitute may be provided. Team members will help to coordinate teacher absences to ensure assignments and activities are pushed out to students. Team members can be collaborators on your Google Classroom. Teams should plan together so that most activities and expectations are consistent across a grade level.
- It is expected that co-teaching pairs will discuss e-Learning Day protocols beforehand and agree on how they share information and communication. They should plan common times to collaborate via phone, text, Google Docs, Google Hangouts, or other.

eLearning Day Considerations

- Lessen the workload since it takes longer to complete work online.
- Create assignments that can be done online and offline (ex. Read a book or article and write (not type) a response. Snap a picture and upload the writing assignment). Students may not necessarily be turning in a product but they can reflect, complete a rubric, etc.
- Some households will have multiple students impacted at different grade levels so take this into consideration.
- Provide digital resources that students use regularly. Don't try new tech at this time!
- Teachers should be readily available throughout the day for questions or clarification since this is considered a workday for teachers. Students will be able to contact you via email or through Google Classroom.
- Assume that students will complete the tasks at different rates, similar to when they are in school. You can address this in the 5 days after the emergency day, as well.
- Contact our Technology Department by completing a One-to-One Plus ticket or directly emailing tech support for assistance.
- Consider that a younger student will likely require adult support regardless of his or her academic level. Be more concerned with writing clear directions for the parent, guardian, or day care leader than for the child.
- Consider these questions when designing online learning experiences:
 - How will a student know where to start?
 - How will a student know what to do next?
 - How will a student know he or she is finished?
 - How will you know a student completed an activity?

Teacher Checklist for Preparing Daily Lessons

- ☐ Collaborate with your team on assignments
- ☐ Plan for daily assignments with clear objectives, expectations and estimated times for completion
- ☐ See all “Lesson Components” below
- ☐ Assignments must total 5 clock hours to be considered an eLearning day
- ☐ Post lessons by the start of the regular school day
- ☐ Post how and when you are available for support
- ☐ Keep a log of what completed work should be submitted (digitally through Google Classroom or turned in when school resumes)

Daily eLearning Lesson Requirements

eLearning Activities Should Be...	eLearning Activities Should NOT Be...
● Academically worthwhile ● Able to be completed independently in 20-30 minutes by most students ● Related to content/unit	● “Free time” ● Punitive in nature (ie 200 pt quiz) ● Busy work ● 100% online

Primary/Elementary Time

Subject	Expected Time to Complete Contents of Lesson*	Lesson Components
ELA	2 hours	☐ Post tasks and directions for the day, with clearly defined objectives ☐ Videos ☐ Choice boards ☐ Direct instruction pieces may include: ☐ Modeling, Direction explanations, Small-group Instruction, Answering Questions ☐ Assessment piece ☐ Share clear expectations and estimated times ☐ Share clear explanation where students submit work ☐ Share how to get support/help and your availability ☐ Consider higher-level thinking activities ☐ Be creative and flexible
Math	2 hours	
Science/ Social Science	30 mins.	
Special (synchronous)	30 mins.	

Middle School Time

Subject	Expected Time to Complete Contents of Lesson*	Lesson Components
ELA	80 mins.	☐ Post tasks and directions for the day, with clearly defined objectives ☐ Videos ☐ Choice boards ☐ Direct instruction pieces may include: ☐ Modeling, Direction explanations, Small-group Instruction, Answering Questions ☐ Assessment piece ☐ Share clear expectations and estimated times ☐ Share clear explanation where students submit work ☐ Share how to get support/help and your availability ☐ Consider higher level thinking activities ☐ Be creative and flexible
Math	80 mins.	
Science/ Social Science	80 mins.	
P.E. (Synchronous)	30 mins.	
Specials/ 8th Elective (Synchronous)	30 mins.	

Students will only participate in one special a day. The special/elective will be whatever course they are scheduled to be in for the Trimester.

WIN Time - provided services (Special Education, English Language, Math/Reading Intervention and Enrichment, Speech, Social Work) should occur as usual during daily WIN times. Small groups may be provided synchronous instruction. At RMS, all students should virtually join WIN time at their usual starting time (attendance is also taken).

*Minutes are adjusted to model a SMART day schedule if e-Learning day occurs on a SMART day. The school day ends for students at the regular SMART day time and teachers will join their SMART day professional learning until the end of the regular SMART day time.

Logging Attendance After eLearning Day

- ☐ Attendance is taken daily in Skyward.
- ☐ 5 days after returning to school, students who have **NOT** completed their eLearning Day Lessons will be marked absent

FAQ: e-Learning for Staff

- When do assignments need to be posted?
 - All eLearning lessons need to be posted through Google Classroom and/or landing pages by the student start time of each eLearning school day.
- Do I need to be accessible at all times, by electronic means, during the entire eLearning day?
 - No - you should minimally check your email and Google Classroom hourly and respond to student inquiries as you receive them throughout the entire day. There should be direct instruction provided for at least ELA, Math, and Specials at SHS and all content areas at RMS.
- What if a student does not complete all of the learning activities for attendance purposes?
 - This will be the same as if they were in school and did not complete all of their work. The work that the student actually did will count, and they will be marked fully present. This is not meant to be punitive.
 - You will have 5 days after the resumption of on-site schooling to make final changes to the attendance for all of your students.
 - After the 5 days, we report students absent who did not complete any assignments.
- If we know that a long-term eLearning experience is going to occur, may we send information and/or activities home with students that are non-electronic in nature?
 - Yes - however, please send home directions for the activities so that students and guardians understand the process and purpose.
 - Non-electronic activities are encouraged to start preparing ahead of time (bags of books, math manipulatives with activities, journals/notebooks, etc)
- What if students are taking too long to complete the activities sent home?
 - Assume that students will complete the tasks at different rates, similar to when they are in school. Each task you assign should have suggested minutes attached and time flexibility should be communicated. We are directed to plan for 5 hours of tasks per eLearning day.

- What if a student does little-to-no work on the actual emergency days, but does their work during the 5 school day grace period?
 - Then, the student will receive full credit for the work and be marked as present.
- What if I do not have power or my WiFi is down on the emergency day?
 - Please let your grade and/or course teams know, as well as your principal. Send your principal the directions and activities, and they will push information out to parents and students along with a note that you do not have access to your email.
 - Please remember that students have 5 school days to complete activities.
- Am I expected to collaborate with my grade-level or content team during any long-term eLearning experience?
 - Yes, you and your colleagues should establish a protocol to meet virtually via phone, Google Docs, Google Hangouts, or other system(s) on a daily basis during the school closure.
- What if I am sick during the closure period?
 - You will need to get a substitute for your teaching assignment. Please also communicate with your grade level team and your principal. There should be a process to upload the activities for your students with a message on who will be supporting them that day. Team members can help to coordinate teacher absences to ensure assignments and activities are pushed out to students. Team members can access your class as a collaborator to assign material.
- How should I plan my lessons to meet the 5-hour requirement?
 - You should plan for the students who take the longest and work backward. In other words, students all work at different rates. Be conservative in your estimates. It will not be an exact science. Lessen the workload since it takes longer to complete work online
 - Elementary classroom teachers - Focus on ELA and Math lessons first. These lessons should be approximately 2 hours in length.
 - Be flexible with the students, and communicate with them during the day. If they are struggling too much, then you may amend the work

and address this in the subsequent days. There will be a 5 school day grace period following the school closures, as well.

- What if I have my own child care to attend to?
 - Please do the best you can to communicate and teach your students using the guidelines given above.
- Do classified staff have to work?
 - Yes, classified staff will check in with the teachers/students they work with to see how they can best support that day.
- How should co-teachers handle communications?
 - We encourage co-teaching pairs to discuss these protocols beforehand and agree on how they share information and communication.
 - They should plan common times to collaborate via phone, text, Google Docs, Google Hangouts, or other.
 - Co-teachers can be added to Google Classroom classes so all staff have access to respond to students and monitor lessons.
- Where can I get technical support on eLearning Days?
 - Please contact our Technology Department by completing One-to-One Plus ticket or emailing them directly if urgent.
- What if I have questions about the eLearning Day procedures?
 - Contact your building principal via phone, text, or email.

Compliance

Ensure and verify at least 5 clock hours of instruction or school work, as required under Section 10-19.05, for each student participating in an e-learning day.

Our plan includes the use of Google Classroom for digital workflow. Teachers will post their lessons through Google Classroom by the start time of the school day. Students in grades K-2 will receive 5 clock hours worth of assignments to complete which may include both digital and non-digital materials.. Students in grades 3-8 will be assigned a variety of electronic and non-electronic activities to total 5 clock hours of instruction or school work. Students will have up to 5 days after school resumes to complete and submit their work. After 5 days, a Google Form will be used to report students who did not complete assignments. These students will be counted absent for the e-learning day(s) when work is not completed. Intervention teachers, instructional coaches, media center directors, nurses, English Language teachers and speech teachers will be issued assignments from their immediate supervisors.

Ensure access from home or other appropriate remote facility for all students participating, including computers, the Internet, and other forms of electronic communication that must be utilized in the proposed program.

If an e-learning day is anticipated, all students will take their Chromebooks and any necessary non-digital educational materials home beforehand. It is our understanding that almost all families have access to the internet. Hotspots are available to our families upon request. Students may, if conditions allow, go to our public library or a local business that offers public WiFi. If families request more information about how to obtain low-cost internet, they can visit the website: <https://www.internetessentials.com/apply>. If students are unable to access the internet due to issues such as power outages or other acts outside of their control, teachers will allow students extra days to make-up their work once students are back in the school building.

Ensure that non-electronic materials are made available for students participating in the program who do not have access to the required technology or to participating teachers or students who are prevented from accessing the required technology.

Non-electronic materials will be made available for students. If assignments are not completed on e-learning days, students will have five days once school is back in session in their buildings to complete and submit their work.

Ensure appropriate learning opportunities for students with special needs.

Our plan includes accommodations and modifications as determined by a student's IEP or 504 plan. Special education teachers will ensure that student needs will be met. For students who do not have the ability to access their learning due to their disability, case managers, teachers, or other school staff will provide additional support. Students who may miss required minutes, such as with social workers or therapists, will receive compensatory minutes once students are back in the school building and/or over the summer

Monitor and verify each student's electronic participation.

Our plan includes monitoring each student's participation during e-learning days. Teachers will use Google tools to maintain accurate records of student participation. Participation will also be verified by the completion and submission of student work. Teachers will monitor student progress throughout the day to support verification of the 5 clock hours of work completed.

Address the extent to which student participation is within the student's control as to the time, pace, and means of learning.

Our plan includes flexibility for students. Our teachers will be available on a set schedule, however,

students can work on and submit their work up to 5 days once they have returned to school. Each student can complete assignments in any order and at whatever pace is appropriate for the individual learner.

Provide effective notice to students and their parents or guardians of the use of particular days for e-learning.

Our plan includes the same notification procedures that we use for any emergency school closing. Our district has established a plan for communication that includes posting on our district website and app, emailing and texting families through Finalsite XR Messenger, an automated phone call system, and Emergency Closing Center postings. The district will communicate expectations for e-learning days to families and students which will be reinforced by the teachers on assignments. For technical assistance, families can contact their child's teacher.

Provide staff and students with adequate training for e-learning days' participation.

Our plan includes meeting with staff for planning purposes and collecting questions about e-learning days. Teachers have access to the entire e-learning plan for additional support. Teachers will use common time dedicated to preparing for e-learning days' participation and planning for how to provide support to students on procedures and expectations. For technical assistance, staff can contact our district technology support.

Ensure that all teachers and staff who may be involved in the provisions of e-learning have access to any and all hardware and software that may be required for the program.

Staff are provided with the technology needed to successfully teach and support students with e-learning. Students will use their district provided Chromebook and non-electronic materials during e-learning. The district supplies and monitors the use of appropriate software and other technology that supports student learning.

Ensure an opportunity for any collective bargaining negotiations with representatives of the school district's employees that would be legally required, and including all classifications of school district employees who are represented by collective bargaining agreements and who would be affected in the event of an e-learning day.

Review and revise the program as implemented to address difficulties confronted.

Feedback received from stakeholders will be addressed and the e-learning plan will be revised if needed.

Ensure that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, and students at least 30 days prior to utilizing an e-learning day

Google Classroom will be used for digital workflow throughout the entire school year. E-learning expectations and responsibilities will again be communicated to all stakeholders if there is an anticipated e-learning day.