# Will County School District 92

Public Act 101-0012 allows Illinois school districts to use e-learning days in place of emergency days to engage students outside of the classroom on regular school days. In most cases, an e-learning day would likely be used when closing school due to poor weather conditions, but it could also be used for other emergencies (power outage, water main break, etc.). The e-learning plan must be reviewed, approved, and resubmitted to the Illinois State Board of Education every three years.

## Schedules

The State Superintendent has determined that each student participating in an e-learning day must complete at least five clock hours of instruction or school work under Section 10-19.05.

*Asynchronous learning* (independent work time) is an approach in which teachers and students are not simultaneously online. The teacher provides learning resources and tasks so students can access the conversation and content anytime.

*Synchronous learning* is when teachers and students are online simultaneously with a set schedule. The teacher provides learning and resources during the set class time. There will be periods of instruction and independent practice.

*Invite Only learning* is when students are invited to small group instruction by general education, special education, interventionists, or service providers. Please note that "invite only" is not for all students. Those students who are invited will receive

## Early Childhood / Elementary E-learning Plan

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| **Core Instruction**<br><br>E-learning schedules for Walsh, Reed, and Ludwig | **Early Childhood - AM**<br>● 30 minutes of asynchronous learning<br><br>**Early Childhood - PM**<br>● 30 minutes of asynchronous learning<br><br>**Grades K - 1**<br>● 30 minutes of social-emotional learning / Morning Meeting<br>● 45 minutes of "live" instruction and independent practice ELA<br>● 45 minutes of "live" instruction and independent practice Math<br>● 30 minutes of asynchronous and independent practice Specials<br>● 150 minutes of Invite Only "live" instruction or asynchronous independent practice<br><br>**Grades 2 - 5**<br>● 30 minutes of social-emotional learning / Morning Meeting<br>● 45 minutes of "live" instruction and independent practice ELA<br>● 45 minutes of "live" instruction and independent practice Math<br>● 30 minutes of asynchronous and independent practice Specials |

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| | • 30 minutes of asynchronous PowerTime (Intervention/Enrich)<br>• 120 minutes of Invite Only "live" instruction or asynchronous independent practice<br><br>**Grades 6 - 8**<br>• Students will follow their regular bell schedule with shortened periods.<br>• 120 minutes of Invite Only "live" instruction or asynchronous independent practice |
| **Additional Student Minutes**<br><br>*Students complete on their own during asynchronous learning time if not invited to small group instruction.* | • Lunch: 30 minutes<br>• Online instructional programs: Dreambox, Read 180, Math 180, Learning A-Z, 99 Math, Boost, etc.<br><br>• 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. |
| **Total minutes** | **Grades K - 1**<br>"Live" instruction: 120 minutes<br>Independent Work/Invite Only: 180 minutes<br>Total learning time: 300 minutes (270 minutes plus lunch)<br><br>**Grades 2 - 5**<br>"Live" instruction: 120 minutes<br>Independent Work/Invite Only: 180 minutes<br>Total learning time: 300 minutes (plus 30 minutes for lunch)<br><br>**Grades 6 - 8**<br>"Live" instruction: 157 minutes<br>Independent Work/Invite Only: 120 minutes<br>Total learning time: 307 minutes (277 minutes plus lunch) |
| **Miscellaneous** | • e-learning day student hours:<br>  ○ 8:00 - 1:30 pm **Ludwig**<br>  ○ 7:50 - 1:30 pm **Oak Prairie**<br>  ○ 9:00 - 2:30 pm **Walsh/Reed**<br>• e-learning day staff hours:<br>  ○ 8:00 am - 2:30 pm **Ludwig**<br>  ■ **Teacher Planning/Prep** 1:30 - 2:30 pm<br>  ○ 7:50 am - 2:30 pm **Oak Prairie**<br>  ■ **Teacher Planning/Prep** 1:30 - 2:30 pm<br>  ○ 9:00 am - 3:30 pm **Walsh/Reed**<br>  ■ **Teacher Planning/Prep** 2:30 - 3:30 pm<br>• Staff will receive 30 minutes of planning time during synchronous learning.<br>• Staff/Students will receive 30 minutes for lunch.<br>• Staff will respond to student/family correspondence in a timely |

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| | manner.<br>● Staff will use additional time to provide student feedback when not instructing synchronously.<br>● Students will access meeting links from a document from their teacher.<br>● Each teacher will provide a schedule with links for the day. |

# 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.

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| 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

Early Childhood: If your child will be absent, please call the school before instruction begins. Valid reasons 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.

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 - 4 will have access to a district-issued iPad. Students in grades 5 - 8 will have a district-issued Chromebook. Any questions on accessing online resources should be directed to the classroom teachers. In the event that additional technology/device assistance is needed, please use the available technology email, technology@d92.org or call the school building's main line and connect to technology help at extension x7501. 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.

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 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 supplemental computer programs designed to practice targeted language skills.