

## **District 113 E-Learning Plan 2023-26**

### **Emergency Days and e-Learning**

The Illinois State Board of Education (ISBE) provides local school districts the flexibility to employ e-Learning days in place of emergency days. Districts may use a maximum of five (5) e-Learning days annually to replace emergency days. It is essential that on these e-Learning days, students are provided with meaningful learning experiences, and both students and staff are engaged productively.

- E-Learning days will be employed on all emergency days.
- E-Learning days will follow the previously communicated class schedule for that day (e.g. Giant Day, 34 Day). Since some classes only run on certain days, not all classes may run on a given e-Learning day.
- The base expectation is that all scheduled classes will run asynchronously on e-Learning days. However, teachers and/or course teams may choose to meet synchronously with students and/or plan synchronous (live) lessons as appropriate.
  - Asynchronous lessons mean assignments/activities will be given to the class that is to be completed independently and/or at any time.
  - Synchronous lessons mean there will be some portion of the class conducted via Google Meet. Students are expected to sign in, have cameras on, and engage and participate in the lesson with their peers. If a teacher chooses to hold a synchronous class, it must occur during the regularly scheduled class time.
- Homerooms will not meet on e-Learning days.
- Daily attendance will be collected via our learning management system (Schoology) sign-ins.

### **For Licensed Staff Members (LSMs)**

- By ten minutes prior to the start of the first period of the day each e-Learning day, LSMs must update their Schoology pages (on the

“updates” page) for the entire day with details about that day’s classwork and instruction. Teachers with an “Early Bird” class must update their Schoology ten minutes prior to the scheduled start of their initial class.

- Homeroom classes will not meet on e-Learning Days. If there are homeroom announcements, LSMs should update their Homeroom Schoology update page.
- Teachers and/or course teams may choose to teach synchronously (live) for the entire class period or, if not, should provide a relevant learning activity that can be completed within a regular class period.
- Please be mindful when designing activities so that all students are able to complete work independently. Work collaboratively with your co-teacher and consider differentiated assignments for students who may need additional support. This includes, but is not limited to, students with an IEP, Section 504 plan, and students receiving multilingual services.
- Learning activities on e-Learning days should appropriately advance the curriculum, and maintain the level of instructional expectations as during the rest of the year. Given that e-Learning days may not be called with much advance warning, and that staff and families will likely have additional complications due to the abrupt schedule change, LSMs, staff, and students should remember to exercise patience, flexibility, and grace.
- All district policies and procedures, including those for personal and sick days, will be in effect during e-Learning days. LSMs are encouraged to reach out to their supervisors with questions.
- Teachers needing technology support should contact [helpdesk@dist113.org](mailto:helpdesk@dist113.org).

## **For Students**

In the event of school closure due to emergency and the implementation of an e-Learning day, the following protocols will be in place:

- Students should sign into the learning management system (Schoology) at the beginning of their first class of the school day to record their attendance as present, check if any classes are meeting synchronously, and review their assignments and expectations for the day.

- While some classes may be meeting asynchronously, follow the previously arranged schedule for each e-Learning day. Students will have learning activities for every class; some classes will be asynchronous, and some will be synchronous. Lunch periods, homeroom, and study halls will not meet.
- Students unable to sign into Schoology must have a parent or guardian report their absence via a telephone call. Students unable to sign into Schoology should contact their teachers via email to obtain make-up work promptly. Students needing technology help should contact [helpdesk@dist113.org](mailto:helpdesk@dist113.org).
- All school rules will be enforced during e-Learning days.

### **For Longer Emergencies**

In the unfortunate event of a longer emergency this plan will be revised to address the new situations.