



**D219 e-Learning Plan**  
For Pandemic Preparedness  
**2019-20**

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## **e-Learning Days**

District 219 will employ e-Learning days as part of its District Pandemic Preparedness Plan. The goal is to provide continuity of education for students on days when school otherwise would have been canceled due to an emergency situation. On e-Learning Days, students use their district-issued Chromebook, home computer, or mobile device to connect to Google Classroom to access assignments for the day and submit their attendance. They will be required to check-in for attendance and then complete assignments as a continuation of what they are learning in their classes.

## **Access**

### **Students**

#### **General Education**

All D219 Students are assigned a Chromebook through the District's 1:1 Anywhere, Anytime Learning Initiative. Students who do not have high-speed Internet at home are eligible to check out a mobile hotspot through D219 at no charge and may keep the hotspot for the duration of the closure. Students whose Chromebooks are not working can also receive a loaner device for the duration of the closure.

#### **Student(s) with Special Needs/Accommodations**

Before e-Learning Day: Individualized plans will address the needs of students who required specialized instructional supports; teachers will work with parents on specific learning needs to ensure families are familiar with the student's plan.

During e-Learning Day: Teachers work to create relevant, meaningful, and manageable assignments for students on e-Learning days. Activities will be varied according to the course,

subject, unique skills, and knowledge required for the lesson. Case Managers and teachers (and/or paraprofessionals) will ensure specific needs with students and families are met.

## **Teachers**

All D219 teachers and staff will be surveyed to determine technology needs. A mobile device in the form of a Chromebook will be issued if a need is expressed. Additionally, all efforts will be made to provide internet access as well. Teachers and staff will use G-Suite (GMail, Google Classroom, Google Hangout, Google Meet, Google Drive, e.t.c) and Infinite Campus to engage in posting and responding to assignments as needed.

## **Instruction**

Classwork on e-Learning days should substantially align with what the course is currently doing and should move the curriculum forward. It should add value to the class and be a coherent part of the curriculum. E-Learning assignments will follow state content standards and learning targets.

For each class period, a teacher will design their instruction to take 42 minutes. Teachers should have a lesson ready in the event that an e-Learning day is called. Lessons should be stored in Google Drive for easy off-site access in the event of an e-Learning day.

Teachers must log student assignments for the e-Learning day in their Google Classroom. All directions and instructional materials must be posted in Google Classroom. Teachers may link to resources outside of Google Classroom, but all of those links and directions must be posted in Google Classroom. The e-Learning day-specific assignments will be reviewed to verify student participation.

## **Expectations for Teaching and Learning**

- Students may engage in more detailed research, as long as an initial template and rubric is given. Quality is more important than quantity.
- Course teams may lesson share to assist in workload. Teams will determine a consistent method for collaboration and include directors. Teams will collaborate often to ensure a smooth rollout.
- Teachers will post to Google Classroom daily one checklist that contains all lessons that are expected to be completed each day.

- Lessons should capitalize on the home environment. Reduce screen time and include physical activity as much as possible.
- Teachers will track student progress to ensure participation and check-in with students if students are struggling or non-participatory. Grace and understanding should always govern decisions.
- Feedback to students will be given on every assignment, even if it is just a thumbs up. Voice and video feedback is extremely valuable to your students when possible.
- Video is encouraged as much as possible. Please do not make video lectures that exceed the length of a mini-lesson.
- Monitor the morale of your class and the workload of the students carefully. You have the latitude to make good decisions for the well being of your students.
- Please report student concerns as soon as possible. If needed, discuss these concerns with your director or counselors. Remember to lead with understanding and an open mind.
- Please maintain a healthy work/life balance. Keep lines of communication open between all teams and consult your director. If you are having any difficulty in this new frontier of learning. We are here to support you!

## Attendance

Students will sign in to Google Classroom for each class period and respond to a daily attendance question. Teachers will have access to student responses for each period and then submit attendance on Infinite Campus.

Students who are unable to sign in to Google Suite applications (e.g. unable to access the Internet) can submit an excused absence similar to existing school policies. Refer to the [“D219 Student Handbook, Section C - Attendance and Truancy.”](#)

## Training

Staff will learn about the expectations for an e-Learning day through email communication, an informational website, and digital resources. Opportunities for in-person support and consultation will be made available in each school’s Professional Development Center (PDC).

Students and families will learn about the expectations and student responsibilities for an e-Learning day through direct communication from the D219 Communications Office via email and in writing. They will also be directed to the e-Learning day page on the D219 website for a full overview of the program.

## Non-Instructional Staff

In the event of an e-Learning day, non-instructional staff (grouped by collective bargaining groups) shall operate under the following:

The following D219 staff are expected to work their normal shifts:

- Maintenance

The following D219 staff should refer to their supervisor for instructions:

- Administrators
- Confidentials
- Food Service
- Support Staff
- Technology

## Program Evaluation

After holding an official e-Learning day, the district will survey stakeholders including students, teachers, non-instructional staff, and families for feedback on how the e-Learning day went and how it could be improved in the future.

## Communication

Every attempt will be made to determine that an e-Learning day will be used by 8pm the night before. Email and Google Chat groups will be used for communications between staff. Email will be used to communicate formally with parents. Information will also be posted on the District 219 website.

## Students & Families

- **8AM:** Students can access their e-Learning day classwork in Google Classroom for all of their classes. Each teacher will decide when the classwork is due. Generally, student work is not due until at least the next day, to allow for dealing with the emergency.
- **By 1PM:** Students must complete the attendance question for each class period in Google Classroom before 1PM on the e-Learning day.

## Staff

- **By 8AM:** All instructional resources, instructions, assignments and/or assessments are posted in the Google Classroom for each course that they teach.
- **By 8AM:** Every teacher will post an attendance question in their Google Classroom for each course that they teach.
- **By 8PM:** Record attendance in Infinite Campus for every class period.

**During Regular School Hours:** Be available to your students in Google Classroom and via Gmail should they have questions or need assistance. Use your additional time during the school day for planning and preparation.

## References

Bell, Kasey. (n.d.) *Essential Agreements for Online Learning*. Google Document.

Consolidated High School District 230. (n.d.) *E-Learning Days: FAQs*. Retrieved from <https://www.d230.org/Page/1747>

Evanston Township High School 202. (2019). *E-learning Program Plan: Evanston Township High School*. North Cook Intermediate Service Center. Retrieved from <https://www.ncisc.org/Page/2142>.