

## **Lincolnshire-Prairie View School District 103 eLearning Day Plan**

An eLearning Day provides the opportunity for educational experiences aligned to the grade-level curriculum, to be facilitated through technology on a school day that otherwise would have been disrupted by unexpected events. This memo contains procedural information for the use of eLearning days in Lincolnshire-Prairie View School District 103, including general and special education expectations and communication procedures. After an eLearning Day occurs, feedback will be solicited from teachers, students, and parents.

### **Communication**

- Details regarding the process for participating in an eLearning Day will be shared via the Lincolnshire-Prairie View School District 103 Emergency School Closings procedure outlined in the Parent-Student Handbook. Staff, parents, and students are notified in a number of ways: web pages; an eNotice; an Emergency Alert notification; and TV/Radio announcements through the Emergency School Closing Center.

### **Technology**

- Should an eLearning Day be anticipated, each District 103 student in grades K-8 will be allowed to take home their iPad device the day before.
- Instructional activities for Early Childhood students will be emailed directly to parents.
- Through our 1:1 initiative and other supports, District 103 will ensure access from home or other appropriate remote facilities (i.e. public libraries) so all students participating in the program have access to all necessary learning materials (electronic or non-electronic). Students who do not have Internet access on the eLearning Day will be granted one additional day after returning to school to complete assignments without penalty.
- All certified educators have district-issued laptops that are able to connect to the Internet and have all applicable software.

### **Administrators**

- Administrators will review eLearning Day plans to ensure the appropriate level of rigor for students.
- Administrators will review expectations for participation with all staff upon ROE approval at the beginning of each school year thereafter.

### **Teachers**

- Learning target(s) and eLearning activities will be emailed to parents and students (when applicable) by 9:00 a.m. on the eLearning Day.
- Synchronous activities will be facilitated unless the reason for the emergency day does not provide the opportunity. In the event that synchronous activities cannot be facilitated, asynchronous learning activities will be provided.

- Assignments will be meaningfully connected to the course curriculum.
- In the event that asynchronous assignments are provided, students shall have two (2) school days to complete the learning experience.
- Teachers will respond within a 1-hour window during the normal work hours on the actual eLearning Day when asynchronous assignments are provided.
- Attendance shall be tied directly to the successful completion/demonstration of the learning experience.
- Students will be expected to demonstrate and provide evidence that learning occurred.
- The plans should meet the 5-hour school day requirement for eLearning Days.
- Procedures for eLearning Days will be explained during a staff meeting before an eLearning Day is scheduled.

### **Special Education Teachers and Related Service Providers**

- Students with IEPs will have eLearning plans that match their individual learning goals.
- If related services cannot be provided during the eLearning Days, those services will be made up in a reasonable time frame.

### **Students**

- Though a district-issued iPad is suggested for use during an eLearning day, students are allowed to use any device to participate in the eLearning Day, as long as they can access the required learning tools and communications.
- Students with a district email are required to check their email to access the plans and lessons for the day.
- In the event that asynchronous activities are provided, each student is allotted two (2) days to complete assignments and turn in evidence of completion to their teachers to receive credit for attendance.
- In the event that asynchronous activities are provided, each student can complete the assignments in any order and at whatever pace is appropriate for the individual learner.
- In the event that asynchronous activities are provided, students are not required to complete the work on the actual eLearning Day. Teachers, however, will only be accessible during the eLearning Day hours for assistance.
- Questions or concerns may be brought to the teacher during the regular school day or via email.
- Teachers will explain the eLearning Day procedures to students prior to an eLearning Day occurring.
- Student attendance will be determined by the completion of assignments. The classroom teacher will specify evidence of completion. Incomplete or missing work will result in an unexcused absence.

### **Parents**

- Parents are expected to check the email address provided to the school upon registration for student assignments.
- An FAQ will be distributed to parents before an eLearning Day occurs.