

DISTRICT 90 E-LEARNING PLAN OVERVIEW 2022-2025

(Faculty and Staff)



River Forest District 90
E-Learning Plan Overview
(Faculty and Staff)

Purpose of E-Learning

The purpose of developing an E-Learning option for District 90 schools is to provide an alternative method of delivering instruction for students in case physical attendance at school is not possible. E-Learning usually defines a method of instruction in which the teacher affords learning experiences for students using remote learning or a virtual learning platform. Students typically show evidence of learning by engaging in online activities or completing independent assignments/activities that demonstrate mastery of instructional concepts, learning objectives, or learning standards. E-Learning may provide a suitable substitute for traditional instruction in District 90, including inclement weather, pandemic illness closings, or compromised school facilities.

Daily Instructional Time for Elementary and Middle School E-Learning

Elementary students will receive daily reading, writing, and math assignments, as well as an activity from one of their weekly Specials classes. Middle School students will receive daily assignments from all subject areas scheduled for that day, including Exploratories.

Please see the planned daily E-Learning instructional minutes for each grade level below, plus independent reading time to ensure 5 hours of instruction (2 hours and 15 minutes for Preschool and Kindergarten). Based on our findings, these time allocations are similar to those in E-Learning Plans for other local elementary school districts that are comparable to River Forest District 90.

Grade Level	Instructional Minutes/Day	Subject Area/Days
Pre-K, Kindergarten	135 Instructional Minutes*	Reading, Writing, Math + one Specials class (10 min.)
Grades 1 & 2	150, <i>plus</i> Independent Reading/Activities	Reading, Writing, Math + one Specials class (20 min.)
Grades 3 & 4	150, <i>plus</i> Independent Reading/Activities	Reading, Writing, Math + one Specials class (20 min.)
Grades 5 - 8	328, <i>including</i> Independent Learning/Activities	Designated block classes scheduled on a given day (4 classes/82 minutes)

*Independent Reading time will be configured differently for Kindergarten students

Guidelines for Teachers, Students, and Families

Instructional Schedule Considerations

E-Learning work assignments are intended to align with the skills and standards students are engaged with when they are in school. Some assignments will be an extension of the classroom learning they are currently engaged in, and some assignments will be intended as reinforcement or continued practice of recently acquired skills.

In addition to hosting designated teacher-student “virtual office hours” during the E-Learning Day, teachers will conduct virtual meetings with their teaching teams or departments. Teachers will also plan learning and instruction for the following day, and review student assignments or evidence of engagement as they are submitted throughout the day.

It is important to acknowledge that during E-Learning Days, teachers will require flexibility to conduct effective remote teaching. This need is reflected in the design of the instructional day. Some of our D90 students may have supervisory responsibility for siblings on E-Learning Days or other limitations. The schedule is intended to be maximally responsive to D90 student learning needs, while also providing teachers and students with the flexibility to respond to the unique dynamics of teaching and learning remotely.

Elementary School Assignments

Teachers will post all daily assignments by 9:00 a.m. on the designated E-Learning Day. Students will log into Seesaw to access their assignments and log into their Classroom Zoom. The E-Learning Day will end at 3:00 p.m.

Middle School Assignments

Teachers will post all daily assignments in Schoology courses by 8:30 a.m. on the designated E-Learning Day. The E-Learning Day will end at 3:07 p.m.

Daily Attendance

Elementary and middle school teachers will take attendance using the PowerSchool platform. School secretaries will contact parents/family members by phone and/or email to inform them of unreported absences. If your student must be absent from E-Learning on a given day, please send a message to the following email address to notify the school:

Lincoln Elementary School - duboist@district90.org
 Willard Elementary School - olivaress@district90.org
 Roosevelt Middle School - krusinskil@district90.org

If your child is ill with suspected or diagnosed coronavirus (COVID-19), influenza, or other communicable diseases (i.e., pertussis, measles, etc.), please contact the school nurse at the following email address to notify us. We will monitor and report incidences of these conditions to the appropriate health agencies.

Lincoln Elementary School - godellase@district90.org
 Willard Elementary School - clinkp@district90.org
 Roosevelt Middle School - hardyg@district90.org

Technology Matters

Students will be expected to use their assigned i-Pads to participate in class activities during any designated E-Learning Day(s). Teachers are asked to ensure that students take their assigned i-Pads home on days when E-Learning is anticipated. Families with technology-related problems will be asked to contact the D90 Help Desk (helpdesk@district90.org), which will be actively monitored throughout the day by technology staff to assist during any designated E-Learning Day(s). *Families without internet access are asked to contact their child’s classroom teacher to ensure that internet access is available for online learning throughout the school year.*

E-Learning Daily Schedules:

Elementary School E-Learning Schedule: AM Preschool and Kindergarten

Time	Activity/Description
8:00 - 9:00 a.m.	Individual teacher planning/preparation period
9:00 a.m.	<ul style="list-style-type: none"> ● Class Meeting/Attendance: All students log on to class remotely. ● Daily learning assignments/schedules will be posted for students by this time.
9:00 - 10:15 a.m.	<ul style="list-style-type: none"> ● AM Preschool and Kindergarten Remote instruction, as appropriate by grade level
10:15 a.m. - 11:15 a.m.	<ul style="list-style-type: none"> ● AM Preschool and Kindergarten Students complete independent reading assignments
1:30 p.m. - 3:00 p.m.	<ul style="list-style-type: none"> ● AM Preschool and Kindergarten Students complete assigned activities and independent reading assignments ● Elementary teachers respond to students/families
3:00 p.m.	Student Dismissal All daily student assignments due (electronic submission)

Elementary School E-Learning Schedule: PM Preschool and Kindergarten

Time	Activity/Description
8:00 - 9:00 a.m.	Individual teacher planning/preparation period
10:45 a.m.	<ul style="list-style-type: none"> ● Class Meeting/Attendance: All students log on to class remotely. ● Daily learning assignments/schedules will be posted for students by this time.
10:45 a.m.-12:00 p.m.	<ul style="list-style-type: none"> ● PM Preschool and Kindergarten Remote instruction, as appropriate by grade level
12:30 - 1:30 p.m.	<ul style="list-style-type: none"> ● PM Preschool and Kindergarten Students complete independent reading assignments
1:30 p.m. - 3:00 p.m.	<ul style="list-style-type: none"> ● PM Preschool and Kindergarten Students complete assigned activities and independent reading assignments ● Elementary teachers respond to students/families
3:00 p.m.	Student Dismissal All daily student assignments due (electronic submission)

Elementary School E-Learning Schedule: Grades 1-4

Time	Activity/Description
8:00 - 9:00 a.m.	Individual teacher planning/preparation period
9:00 a.m.	<ul style="list-style-type: none"> ● Class Meeting/Attendance: All students log on to class remotely. ● Daily learning assignments/schedules will be posted for students by this time.
9:00 - 11:30 a.m.	<ul style="list-style-type: none"> ● Remote instruction, as appropriate by grade level
11:30 a.m. – 12:00 p.m.	<ul style="list-style-type: none"> ● Teacher Planning Time (no active student instruction) ● Students complete independent reading assignments
12:00 - 1:00 p.m.	Lunch/break for staff and students
1:00-1:30 p.m.	<ul style="list-style-type: none"> ● Students return for afternoon asynchronous learning. ● Elementary Office Hours-teachers will be available by zoom to provide support and answer student questions if needed.

1:30 - 2:30 p.m.	<ul style="list-style-type: none"> Elementary students complete assigned activities and independent reading assignments Elementary teachers respond to student/family questions or needs via email and provide student academic support, as needed
2:30 p.m. - 3:00 p.m.	Teacher work/collaboration time: <ul style="list-style-type: none"> Teacher/department collaboration Grading Lesson planning Responding to emails/reviewing student assignments Contacting/responding to parents (as necessary)
3:00 p.m.	Student Dismissal All daily student assignments due (electronic submission)

Middle School E-Learning Schedule

Time	Activity/Description
8:00 a.m. - 8:30 a.m. Teacher Prep Time	Class assignments will be posted for students during this time.
8:30 a.m. - 9:52 a.m.	<ul style="list-style-type: none"> Day 1/Block 1 OR Day 2/Block 5
9:57 a.m. - 11:19 a.m.	<ul style="list-style-type: none"> Day 1/Block 2 OR Day 2/Block 6
11:25 a.m. - 12:12 p.m.	Lunch/break for staff and students
12:18 p.m. - 1:40 p.m.	<ul style="list-style-type: none"> Day 1/Block 3 OR Day 2/Block 7
1:45 p.m. - 3:07 p.m.	<ul style="list-style-type: none"> Day 1/Block 4 OR Day 2/Block 8
3:07 p.m.	<ul style="list-style-type: none"> Remote School Day Ends

Middle School Teacher Guidelines:

- Publish in Schoology “remote learning day folder” by 8:30 a.m. (Color Code “Red,” please). ***Note**, if you need to call in sick on a Remote Learning Day, Renee will go in on the back end and share your Schoology folder with your assigned sub. Please make sure that you have added Renee, Lisa, and Yadira as alternative hosts on your Remote Learning Day Zoom so that they can help a sub access your Zoom link if needed.
- Sign in to your Zoom account and launch your Zoom meeting by 8:25 a.m.
- Begin admitting students and take attendance in PowerSchool following the usual process.
- Follow your class schedule and above and implement the e-learning lessons.

- ***Take attendance via PowerSchool in each class per the regular PS link and attendance icons.***
- Students will not attend homeroom class.

English Learner Supports

English learner (EL) accommodations are built into assigned electronic classroom lessons and activities. Students will have access to their accommodations and the English language case manager for necessary guidance and assistance. EL students at Lincoln, Willard, or Roosevelt who receive instruction through pull-out services at different times throughout the day will be able to access their teacher via Zoom during scheduled office hours. EL teachers will communicate their office hours directly with families.

Special Education and Related Services/Supports

Students with IEPs who attend general education courses follow the procedures in place for general education students. Special education accommodations are built-in to assigned electronic classroom lessons/activities. As such, students with IEPs will possess the skills to implement the attendance procedures and assigned activities with access to their accommodations and their Special Education case manager for necessary guidance/assistance.

Students with IEPs at Roosevelt who are enrolled in Instructional courses (courses taught by a Special Education teacher) will follow the same procedures for their Instructional classes as they follow for general education classes. Students at Lincoln and Willard who receive special education instruction in a pull-out setting at different times throughout the day will be able to access their teacher via Zoom during scheduled office hours. Special Education teachers will communicate their office hours directly with families.

Students enrolled in the Multi-Needs Skills Program will receive E-Learning materials from their case manager/special education teacher. These materials are specifically developed with instructional activities that are appropriate for the student based on identified needs and the individualized education plan (IEP). The activities are designed to facilitate students continuing to work on identified IEP goals during the E-Learning Day. Since all the E-Learning activities are extensions of the academic activities students typically complete during a traditional school day, students will be able to continue their progress towards skill acquisition as if school were in session.

Some students with IEPs receive related services. Our related service providers thoughtfully schedule student services to avoid pulling students from core instruction. Given the condensed schedule for synchronous remote instruction, it may be necessary for our related service providers to provide asynchronous services on an E-Learning Day. Related service providers will communicate directly with families in the event of an E-Learning Day.

It is recommended that teachers serving students with IEPs:

- Include instructional assistant directions in your E-Learning lesson plan(s) and share this information in advance of the emergency day with relevant instructional assistant(s).
- Discuss E-Learning parameters with students in advance, and provide instructions about how they can reach you during E-Learning for guidance or support