

*River Forest District 90*  
***E-Learning Plan Overview***  
*For Parents and Families*

*December 2023*

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**E-Learning Plan Overview**  
*for Parents and Families*

**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). 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.

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

\*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](mailto:duboist@district90.org)

Willard Elementary School - [olivaress@district90.org](mailto:olivaress@district90.org)

Roosevelt Middle School - [krusinskil@district90.org](mailto:krusinskil@district90.org)

### **Technology Matters**

Students will be expected to use their assigned iPads to participate in class activities during any designated E-Learning Day(s). The Zoom app will be automatically deployed to all student devices in the event of an E-Learning day being announced. Teachers are asked to ensure that students take their assigned iPads 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](mailto: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 in advance 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**

<b>Time</b>	<b>Activity/Description</b>
8:00 - 9:00 a.m.	Individual teacher planning/preparation period
9:00 a.m.	<ul style="list-style-type: none"><li>● Class Meeting/Attendance: <b>All students log on to class remotely.</b></li><li>● Daily learning assignments/schedules will be posted for students by this time.</li></ul>
9:00 - 10:15 a.m.	<ul style="list-style-type: none"><li>● AM Preschool Remote instruction as appropriate for Preschool.</li></ul>
10:15 -10:45 a.m.	<ul style="list-style-type: none"><li>● AM Preschool students complete assigned learning activities</li></ul>
10:45-11:15 a.m.	<ul style="list-style-type: none"><li>● AM Asynchronous Special Class (Art, Music, PE, STEM or Library)</li></ul>
11:15 a.m.	Student Dismissal

### Elementary School E-Learning Schedule: PM Preschool

Time	Activity/Description
8:00 - 9:00 a.m.	Individual teacher planning/preparation period
10:45 a.m.	<ul style="list-style-type: none"> <li>● Class Meeting/Attendance: <b>All students log on to class remotely.</b></li> <li>● Daily learning assignments/schedules will be posted for students by this time. (This start time is earlier than a typical in-person day)</li> </ul>
10:45 a.m.-12:00 p.m.	<ul style="list-style-type: none"> <li>● PM Preschool Remote instruction as appropriate for Preschool.</li> </ul>
12:00-1:00 p.m.	<b>Lunch/break for staff and students</b>
1:00 - 1:30 p.m.	<ul style="list-style-type: none"> <li>● PM Preschool students complete independent learning activities</li> </ul>
1:30 - 2:00 p.m.	<ul style="list-style-type: none"> <li>● PM Asynchronous Special Class (Art, Music, PE, STEM or Library)</li> </ul>
2:00 p.m.	PM Preschool Dismissal (Earlier than typical in-person time due to earlier start time)
2:00 - 3:00 p.m.	Teacher work/collaboration time: <ul style="list-style-type: none"> <li>● Teacher/department collaboration</li> <li>● Grading</li> <li>● Lesson planning</li> <li>● Responding to emails/reviewing student assignments</li> <li>● Contacting/responding to parents (as necessary)</li> </ul>

### Elementary School E-Learning Schedule: Kindergarten - Grade 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"> <li>● Class Meeting/Attendance: <b>All students log on to class remotely.</b></li> <li>● Daily learning assignments/schedules will be posted for students by this time.</li> </ul>
9:00 - 11:30 a.m.	<ul style="list-style-type: none"> <li>● Remote instruction, as appropriate by grade level</li> </ul>
11:30 a.m. – 12:00 p.m.	<ul style="list-style-type: none"> <li>● Teacher Planning Time (no active student instruction)</li> <li>● Students complete independent reading assignments</li> </ul>
12:00 - 1:00 p.m.	<b>Lunch/break for staff and students</b>
1:00-1:30 p.m.	<ul style="list-style-type: none"> <li>● Elementary Office Hours-teachers will be available by zoom to provide support and answer student questions if needed.</li> </ul>
1:30 - 2:00 p.m.	<ul style="list-style-type: none"> <li>● Students return for afternoon asynchronous learning and participate in their asynchronous Special Class (Art, Music, PE, STEM or Library)</li> </ul>
2:00 - 2:30 p.m.	<ul style="list-style-type: none"> <li>● Elementary students complete assigned activities and independent reading assignments</li> <li>● Elementary teachers respond to student/family questions or needs via email and provide student academic support, as needed</li> </ul>
2:30 p.m. - 3:00 p.m.	Teacher work/collaboration time: <ul style="list-style-type: none"> <li>● Teacher/department collaboration</li> <li>● Grading</li> <li>● Lesson planning</li> <li>● Responding to emails/reviewing student assignments</li> <li>● Contacting/responding to parents (as necessary)</li> </ul>
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.	● Day 1/Block 1 <b>OR</b> Day 2/Block 5
9:57 a.m. - 11:19 a.m.	● Day 1/Block 2 <b>OR</b> Day 2/Block 6
11:25 a.m. - 12:12 p.m.	<b>Lunch/break for staff and students</b>
12:18 p.m. - 1:40 p.m.	● Day 1/Block 3 <b>OR</b> Day 2/Block 7
1:45 p.m. - 3:07 p.m.	● Day 1/Block 4 <b>OR</b> Day 2/Block 8
3:07 p.m.	● Remote School Day Ends

### 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.





# Illinois State Board of Education

## e-Learning Program Verification Form

According to Section 10-20.56 of the School Code [105 ILCS 5/10-20.56], school districts may, by adopted resolution, utilize "e-learning days" in lieu of emergency days. The number of e-learning days may not exceed the number of emergency days in the approved school calendar. The district's e-learning program must be verified by the regional office of education or intermediate service center for the school district prior implementation. Before adoption, the school board must hold a public hearing for initial proposal or renewal of e-learning program by:

- District Name: River Forest District 90
- Publication in a newspaper of general circulation in the school district at least 10 days prior to hearing  
Date of Publication: June 10, 2022
- Written or electronic notice designed to reach the parents or guardians of all students enrolled in the district  
Date of Notification: June 20, 2022
- Written or electronic notice designed to reach any exclusive collective bargaining representatives of school district employees and all those employees not in a collective bargaining unit  
Date of Notification: June 20, 2022
- The school board's approval of a district's initial e-learning program and renewal of the e-learning program shall be for a term of 3 years  
Date of Public Hearing: June 21, 2022 Date of Board Meeting/Resolution: June 21, 2022

Specifically, the regional office of education or intermediate service center for the school district must verify that the e-learning proposal will: 1) ensure access for all students; ensure that the specific needs of all students are met, including special education students and English learners; ensure that all mandates are still met using the e-Learning program adopted; and 2) contain provisions designed to reasonably and practicably accomplish the following:

- Ensure and verify at least 5 clock hours of instruction or school work, as required under Section 10-19.05, for each student participating in an e-learning day
- Ensure access from home or other appropriate remote facility for all students participating, including computers, the Internet, and other forms of electronic communication that must be utilized in the proposed program
- Ensure that non-electronic materials are made available for students participating in the program who do not have access to the required technology or to participating teachers or students who are prevented from accessing the required technology
- Ensure appropriate learning opportunities for students with special needs
- Monitor and verify each student's electronic participation
- Address the extent to which student participation is within the student's control as to the time, pace, and means of learning
- Provide effective notice to students and their parents or guardians of the use of particular days for e-learning
- Provide staff and students with adequate training for e-learning days' participation
- Ensure that all teachers and staff who may be involved in the provisions of e-learning have access to any and all hardware and software that may be required for the program
- Ensure an opportunity for any collective bargaining negotiations with representatives of the school district's employees that would be legally required, and including all classifications of school district employees who are represented by collective bargaining agreements and who would be affected in the event of an e-learning day
- Review and revise the program as implemented to address difficulties confronted
- Ensure that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, and students at least 30 days prior to utilizing an e-learning day

Edward J. Condon, Ph.D.

June 22, 2022

Verified by: School Dist. Superintendent (printed)

Signature

Date

Mark Klaisner, Ed.D.

Verified by: Regional Superintendent (printed)

Signature

Date

\*Supporting documentation for any/all items listed may be required by the regional office of education or intermediate service center.

Dear District 90 Families, Faculty, and Staff,

This message is a reminder about the Board of Education Meeting scheduled on Tuesday, July 21, 2022. The regular meeting will be prefaced by a public hearing to allow for community feedback specific to the District 90 E-Learning Plan, as required by the Illinois State Board of Education (ISBE). The public hearing will start at 7:00 p.m. and will be immediately followed by the Board of Education Meeting. Both will be held as in-person meetings in the Roosevelt Middle School Auditorium (7560 Oak Avenue, River Forest) and a virtual meeting on the Zoom platform. To view the meetings online, click on the corresponding Zoom links and follow the directions:

**Public Hearing -- June 21, 2022, at 7 p.m.**

**Zoom Link:** <https://district90-org.zoom.us/j/89330947676>

**Webinar ID: 893 3094 7676**

**Telephone: (312) 626-6799**

**Board of Education Meeting – June 21, 2022, Immediately following the Public Hearing**

**Zoom Link:** <https://district90-org.zoom.us/j/89310831636>

**Webinar ID: 893 1083 1636**

**Telephone: (312) 626 6799**

The Zoom links will take you directly to the webinar. Topics for the Board of Education Meeting include Board consideration about the Tri-District Technology Consortium Agreement, the District 90/Metro Chicago Mathematics Initiative Agreement, and the District 90 E-Learning Plan (3-year renewal).

If you wish to make a public comment during the Public Hearing or the Board of Education Meeting, you may do so by attending the meeting and presenting your comments in person to Board members. You can also send your comments via email to [simmons@district90.org](mailto:simmons@district90.org) by 5:00 p.m. on Tuesday, June 21, 2022. **Please put Public Comment and whether the comments are for the Public Hearing or the Board meeting in the subject line of your email.** Also, please limit your comments to 3 minutes, include your name on your statement, and feel free to share your address if desired.

The meetings will be recorded as part of the Zoom platform, and the video and audio recordings will be posted on the District 90 website.

Thank you for all you do on behalf of the District's students, families, faculty, and staff.

With warm regards,

Dawne Simmons

Communications and Community Outreach Coordinator

**From:** Ed Condon condone@district90.org  
**Subject:** Publish of E-Learning  
**Date:** June 21, 2022 at 8:45 AM  
**To:** Ed Condon condone@district90.org



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## News

PITCH A STORY CONTACT US

**Public Notice**  
**River Forest School District 90**  
*(Required by the Illinois State Board of Education)*

Notice of Public Hearing is hereby given that the Board of Education of the River Forest School District 90 will hold a public hearing to review the proposed renewal of the School District 90 E-Learning Plan for the 2022-23, 2023-24, and 2024-25 school years on June 21, 2022, beginning at 7:00 p.m. in the Roosevelt Middle School Auditorium, 7560 Oak Avenue, River Forest, IL. The regularly scheduled Board of Education meeting will immediately follow this public hearing.

The Board will take action to adopt the proposed E-Learning Plan during its regularly scheduled meeting that will follow the public hearing. Any inquiries regarding this notice should be directed to Dr. Alison Hawley, Assistant Superintendent of Instruction, at [hawleya@district90.org](mailto:hawleya@district90.org).

AA oakpark.com

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