In District 97's ongoing efforts to provide innovative educational opportunities for students, we are exploring the use of Remote Learning (E-learning) Days instead of traditional Emergency School Closing Days for bad weather or emergency circumstances. The State of Illinois has put in place guidelines for eLearning Days, which the district is following.

Digital Learning Program
With District 97's Digital Learning iLearn program, which includes iPads and Chromebooks for all 3rd-8th grade students and digital infrastructure in place, we are prepared to implement eLearning Days.

Remote Learning (E-learning) Days allow students and staff to learn and work virtually at home instead of having to cancel school, providing a continuation of learning in their coursework without disruption. This is especially helpful for our first and second trimesters, which would have previously lost instructional days completely since make-up days are traditionally held at the end of the third trimester. These learning opportunities will also provide access to instructional resources in the event of more extended periods of school and/or district closures due to other emergencies. As District 97 has planned for these learning opportunities we have taken into consideration access to devices and the Internet. While we know that our 3rd-8th grade and many other families have access to devices and through our Internet for All program have provided greater access to the Internet at home, we know not all have this access everyday due to various circumstances and will ensure there are non-digital options available.

Virtual Environment Prepares for Their Future
In a technological world where college courses and remote work arrangements rely more heavily on virtual environments with students managing their workload, eLearning Days are a great way to expose students to these scenarios while being supported by teachers and staff.

Community Input
In 2019, the District 97 administration has been exploring eLearning Days as an option for the continuation of learning during emergencies and/or bad weather days. We've collaborated with many other districts in the Chicagoland area on their experiences and how they have effectively implemented Remote Learning (E-learning) Days. We've sought feedback from students, staff, and community through advisory and committee meetings. We have also surveyed our staff to gather feedback on what areas of support they will need to implement Remote Learning (E-learning) Days with their students effectively. As we continue to reflect and seek to improve our plans and work around eLearning days, please review the current version of our Remote Learning (E-learning) Day structure by completing this feedback form (https://forms.gle/SgYuw2JFAEkvrf1aA). We will continue to seek feedback and work to refine the plan through the 2019-2020 school year as we strive for continuous improvement.

As always, we appreciate the opportunity to collaborate with our community in order to provide innovative learning opportunities for our students that prepare them for their future. We believe Remote Learning (E-learning) Days are a beneficial option to allow for continuous learning now and preparation for college and careers in a technological world.

Sincerely,

Dr. Carol Kelley
Superintendent

LEARN MORE @ WWW.OP97.ORG/REMOTELEARNING

What are Remote Learning (E-learning) Days?

Remote Learning (E-learning) Days are an opportunity for students to learn from home on days when the school/district otherwise would have been canceled due to weather conditions or other emergency situations. On Remote Learning (E-learning) Days, students use their district issued iPad, Chromebook, home device, or mobile device to log into their school or classroom specific site to access assignments for the day and submit their attendance. Students will be required to check in for attendance and then complete assignments as a continuation of what they are learning in their classes and/or larger units of study to be leveraged in longer term circumstances in which Remote Learning (E-learning) Days will be identified.

How Does It Work?

9 P.M. night before	Every attempt will be made to determine that an eLearning Day will be used to be 9 p.m. the night before. A decision will be made by 5:30 a.m. at the latest. Communications will be sent out through email, phone call, text message, district social media accounts, our website and posted to www.emergencyclosings.com.
8 A.M.	Elementary Schools – assignments will be posted by teachers on specific classroom online tool (i.e. Google Classroom, Seesaw, Edmodo, etc) by 8 a.m. Each assignment will be completed by students to meet the Remote Learning (E-learning) Day requirements. Teachers will have Google Form posted with assignments for students to complete for teachers to take attendance. Students that do not check in will be marked "unaccounted for/absent." For non-digital options students will need to notify staff when they complete attendance Google form that they will be completing non-digital versions because they do not have Internet access, Internet is not working, or other technical issues.
9 A.M.	Middle Schools - assignments will be posted by teachers on Canvas by 9 a.m. Each assignment will be completed by students to meet the eLearning Day requirements. Teachers will have Google Form posted with assignments for students to complete for teachers to take attendance. Students that do not check in will be marked "unaccounted for/absent." For non-digital options students will need to notify staff when they complete attendance Google form that they will be completing non-digital versions because they do not have Internet access, Internet is not working, or other technical issues.
Online Teacher Support	Classroom teachers will need to post on their eLearning page located on their District staff webpage the hours that they will be available to support students with their assignments. Teachers will be available for at least one hour in the AM and one hour in the PM.
3:00 PM	All emails and/or questions posted on classroom specific online management tools by 3 p.m. will be responded to that day by teachers.
Student Work	Teachers will review/grade and provide feedback to student work.

Specialized Instructional Needs

Before Remote Learning (E-learning) Day: Individualized plans (IEP) will address the needs of students who require specialized instructional support; teachers will work with parents on specific learning needs to ensure families are familiar with the student's plan.
During eLearning Day: Case Managers and teachers (and/or aides) will ensure specific needs with students and families are met.

Training Day

Annually teachers will review the teacher checklist for expectations on a professional learning day prior to the start of the school year. These will be reviewed with students so they are aware of how to access and expectations. Each class will review the procedures and expectations of students during the first five minutes of class. The first eLearning Day will not take place until after this Practice Day is held to assure students have the information they need and know the expectations.

Internet Access

If a student is unable to access the Internet at home, or an alternative location, due to an outage parents will call to report that their student is unable to access and cannot check-in on the student specific online tool (i.e. Canvas, Google Classroom, Seesaw, Edmodo). This will not be counted as an absence against the student and the student will be expected to complete the eLearning assignments within two days for all of their classes. If a family does not have Internet access at home and are interested in this service, please contact Michael Arensdorff via email at technology@op97.org to enroll in the Internet for All program.

Technology Support

Technical support will be available from school and district technology staff by accessing the Help Desk through email, helpdesk@op97.org. When an email is submitted a helpdesk ticket is created and assigned to technology staff who will be working throughout the day to address technology concerns.

Student User Checklist & Guide

A student user checklist and guide will provide all of the details students need in order to access eLearning Day materials. It will be distributed in class following implementation of the District 97 eLearning Plan.
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 a Remote Learning (E-learning) day.
District 97's clock hours are based on attendance data that teachers collect through a Google Attendance Form link in their course in their classroom specific online management tool (Learning Management tool – i.e. Canvas, Google Classroom, etc). The Google Attendance Form has a timestamp and collects the student's email address to verify accuracy of the attendance data. Teachers post the Google Attendance Form in classroom specific online management tool

by 8 AM (elementary) & 9 AM (middle schools) on the morning of the Remote Learning (E-Learning) day. Students check in with the attendance form by 3 P.M.

Teachers will post all necessary instructional materials, assignments, and resources in their classroom specific online management tool and/or email by 8 A.M. (elementary) & 9 A.M. (middle schools) the morning of the Remote Learning (E-Learning) day. Instructional materials will advance the curriculum and provide 30-40 minutes of learning time per class. Teachers will be available to students during the normal school day times via email and/or classroom specific online management tool.

Certified Staff Responsibilities

The goal for the eLearning Day is the same for any regular school day. Assignments should be situated within the current learning progression and framed with the curriculum and learning goals.

8 A.M.	Elementary Schools – assignments will be posted by teachers on specific classroom online tool (i.e. Google Classroom, Seesaw, Edmodo, etc) by 8 a.m. Each assignment will be completed by students to meet the eLearning Day requirements. Teachers will have Google Form posted with assignments for students to complete for teachers to take attendance. Students that do not check in will be marked "unaccounted for/absent." For non-digital options students will need to notify staff when they complete attendance Google form that they will be completing non-digital versions because they do not have Internet access, Internet is not working, or other technical issues.
9 A.M.	Middle Schools - assignments will be posted by teachers on Canvas by 9 a.m. Each assignment will be completed by students to meet the eLearning Day requirements. Teachers will have Google Form posted with assignments for students to complete for teachers to take attendance. Students that do not check in will be marked "unaccounted for/absent." For non-digital options students will need to notify staff when they complete attendance Google form that they will be completing non-digital versions because they do not have Internet access, Internet is not working, or other technical issues.
Online Teacher Support	Classroom teachers will need to post on their Remote Learning (E-learning) page located on their District staff webpage the hours that they will be available to support students with their assignments. Teachers will be available for at least one hour in the AM and one hour in the PM.
3:00 PM	All emails and/or questions posted on classroom specific online tool by 3 p.m. will be responded to that day by teachers.

Special education teachers with students who require non-digital lessons should ensure communication with students and parents to maintain compliance with IEPs. A plan should be in place for alternative non-digital assignments for students with IEPs, as necessary. And, staff should discuss plans and support with para-professionals.

Support Staff Responsibilities

Support staff will check-in with their supervisor for attendance and work tasks to complete from their supervisor. Supervisors will work with their staff to determine work needs and confirm that the work was completed.

Staff Responsibilities in Various Roles

Click here for a list of folders that outlines the expectations for staff in other positions.

School Administration Responsibilities

- Administration will post an attendance form to all staff prior to 8 a.m. (elementary) and 9 a.m. (middle school) on the Remote Learning (E-learning) Day that has been declared.
  - The options are as follows:
    - Work from home on assigned responsibilities

- ▪ Take a personal, medical and/or vacation day for administrators
- ▪ Take a no-pay day
- ● Support: Department heads and supervisors will be available through the day to answer questions and provide direction to their direct reports.

Staff Internet Access

Staff with no Internet access due to power or network need to notify their supervisor or school administrator by 8 a.m. If a staff member does not have access and cannot get online, they will need to work with their supervisor to post an assignment (if teacher) and manage the work following the Remote Learning (E-learning) Day. In the event of an emergency (i.e. cannot get a hold of a teacher), the supervisor/principal will leverage curriculum for assignment and/or emergency sub plan. In case a staff member does not have a device or access at home, the technology department will coordinate an alternative.

Staff Illness

The process for a staff sick or personal day is the same procedure in AESOP with the exception of requesting a sub.

Staff User Checklist & Guide

A Staff User Checklist & Guide will provide all of the details staff need in order to access eLearning Day materials. It will be distributed to all staff prior to the annual training.