



DIGITAL LEARNING
eLearning Days

Dear District 230 Community,

In District 230's ongoing efforts to provide innovative educational opportunities for students, the School Board approved the use of eLearning Days instead of traditional Emergency School Closing Days for bad weather or emergency circumstances. The State of Illinois has approved the district's eLearning Plan.

eLearning Days

eLearning 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 first semester courses that would lose the day of instruction completely since make-up days are traditionally held at the end of the second semester. It is also beneficial for those enrolled in Advanced Placement courses as the make-up days are traditionally held after the AP Exams are administered.

Virtual Environment Prepares for 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.

Sincerely,

Dr. Robert J. Nolting
Superintendent

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What are eLearning Days?

eLearning Days are an opportunity for students to learn from home on days when school otherwise would have been canceled due to weather conditions or other emergency situations. eLearning Days will be an option for the district to utilize in addition to calling for a Late Start dependent on the weather conditions or other factors. On eLearning Days, students use their district-issued Chromebook, home computer, or mobile device to log into Skyward 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.

How Does It Work?



**9 p.m.
night before**

Every attempt will be made to determine that an eLearning Day will be used by 9 p.m. the night before. A decision will be made by 5:30 a.m. at the latest. Communication will be sent through email, phone call, text message, mobile app, district social media accounts, our website, and posted to www.emergencyclosing.com.



9 a.m.

Assignments will be posted by teachers in Skyward Message Center. These will be a continuation of learning taking place in classes. Each assignment will be completed by students to meet the eLearning Day requirements.



9-11 a.m.

Students must log into Skyward between 9-11 a.m. to fill out an online attendance form. Students that log into Skyward and fill out the attendance form will be marked present. Students will check assignments in the Message Center and begin to work on assignments for the day. Deadlines for assignments will be determined by teachers and communicated with students. Students that do not check-in will be marked as "unaccounted for." In the event that students could not get Internet access, they will be expected to complete the eLearning Day assignments within two days for all of their classes. Parents and students will be contacted via email, phone call, and/or text message after 11am if the student has been marked "unaccounted for."



10-11:30 a.m.

Staff members will be working throughout the day with dedicated time from 10-11:30 a.m. to be online to answer student questions about assignments.



3 p.m.

All emails from students received by 3 p.m. will be responded to that day by teachers.

Specialized Instruction Needs

Before eLearning 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 eLearning Day: Case Managers and teachers (and/or aides) will ensure specific needs with students and families are met.

Informational Readiness Day

An eLearning Informational Readiness Day will be scheduled on campus where each class will review the procedures and expectations with students.

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 Skyward. 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, there will be a phone number provided to call to assist you.

Technology Support

Technical support will be available from school and district technology staff by accessing the Help Desk through email at help@d230.org or 708-745-5259. When an email is submitted a work ticket is created and assigned to technology staff who will be working throughout the day to address technology concerns.

Student User Guide

A Student User Guide will provide all of the details students need in order to access eLearning Day materials. It will be distributed prior to the Informational Readiness Day.



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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.



**Before
9 a.m.**

Lesson or assignments for all classes posted to Skyward Message Center. Note the email option is not selected. Specialized education plans should be coordinated in conjunction with the student's case manager and/or teachers.



10-11:30 a.m.

Staff members will be working throughout the day with dedicated time from 10-11:30 a.m. to be online to answer student questions about assignments.



3 p.m.

All emails from students received by 3 p.m. must 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 supports 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.

Division Chairs / School Administration Responsibilities

- Administration will account for all staff members to ensure assignments are posted and the work-plan for non-certified
 - The options are as follows:
 - Work from home on assigned responsibilities
 - Take a personal, medical and/or vacation day for administration/PSS
 - Take a no-pay day
- Division Chairs will confirm all classes have an assignment posted by 9 a.m. In the event that this is not accounted for, DCs will contact teacher and/or insert emergency sub plan into Skyward Message Center.
- Support: DCs and supervisors will be available for support from 9 a.m. until 3 p.m. and are expected to answer emails/calls in a timely manner.

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 work with their supervisor to post assignment (if teacher) and manage the work following the eLearning Day. In the event of an emergency (ie cannot get a hold of teacher), the DC 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 a alternative.

Staff Illness

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

Staff User Guide

A Staff User 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 Informational Readiness Day.



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