



Chicago Ridge School District 127.5 E-Learning Day Expectations and Responsibilities

Purpose

- To outline how student instruction will be accessed electronically or through extended activities (e-learning) while students are not physically present at school during scheduled emergency days.

Plan

- Preparation
 - All students have been given the option of taking home school-issued Chromebooks.
 - All teachers have been issued school-provided laptops that they can take home.
 - The district provides access to electronic learning management systems for teachers and students to exchange resources and assignments, such as Google Classroom. This system will be used to provide assignments and learning materials during e-learning days.
 - The devices provide access to teachers via email or Google Classroom for all parents and students needing support.
 - The district provides staff and students with access to G Suite apps, including Gmail, for communication and collaboration. These will be used for teachers and students to communicate during e-learning days.
 - A meeting will be scheduled with staff to clarify expectations for e-learning days and answer any questions.
 - Principals will discuss best practices for e-learning assignments with staff.
- Communication
 - E-learning day procedures and expectations will be posted on the district and school websites.
 - Email alerts will be sent to parents and guardians with e-learning day protocols and expectations 30 days prior to utilizing an e-learning day.
 - The school community will be notified through phone calls, emails, and website/social media announcements when an e-learning day will be used.
 - Notifications will be sent to all students with e-learning day protocols and expectations.
- E-Learning Assignment
 - Teachers will post assignments electronically no later than 8:30 am on the e-learning day.
 - The assignment must have a turn in or log-in component to document that the student worked on the assignment.
 - The assignment should engage students and include 5 hours of instructional time broken up across the various content areas/subjects taught within the instructional day.

- Teachers must ensure appropriate learning opportunities for students with special needs.
- Staff Availability
 - Teachers will be available during normal school hours (until 3:00 pm) to support students
 - Teacher attendance will be based on posting an assignment and being available to answer student questions during normal workday hours.
- Meetings
 - Meetings, including IEP and 504 should be held as scheduled via video conferencing.
 - If the parents/guardians decline the virtual IEP/504 meeting, the meeting will be rescheduled.
 - All building and District level meetings will be held virtually unless cancelled by the building or District level administrator.
 - The District Special Services Department will email the parents/guardians and all attendees informing them of the switch to a virtual meeting.
 - The District Special Services Department will create the zoom link and send the link to all attendees.
- Student Attendance
 - Due to possible connectivity issues at home, students have up to three school days after school resumes to submit e-learning assignments.
 - The teacher cannot require students to be present online at a certain time during the e-learning day.
 - Students will be marked absent if they do not submit the assignment within three school days upon return.
- Evaluation
 - Student attendance will be reviewed for all e-learning days.
 - The E-Learning Day Committee will continue to evaluate and revise the program based on staff, student, and parent/guardian feedback.
- Classified Staff
 - 12 month staff do not make up the day
 - 10 month staff - Administrative Assistants, Paraprofessionals
 - Sick day or come in to work for an additional day
 - Electronic webinar or GCN tutorial

Memorandum of Understanding

In partnership with union representation, district administration and the Board of Education, we agree to utilize e-learning days in lieu of emergency days in the approved school calendar. All 10-month employees will have the option to make up an emergency day by taking a sick day, coming one additional day at the end of the calendar year, or making up the time with any additional training opportunities as assigned by building or district administration.