Cook County School District 104
e-Learning Plan



2026-2027
2027-2028
2028-2029

Background

Illinois statute has resulted in a change to the definition of an instructional day. For years, the definition of an instructional day, according to the Illinois State Board of Education, and codified in School Code, required a minimum of five hours of instruction. Recent legislative changes have provided local school districts with greater autonomy around the definition of an instructional day. 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 to implementation. The School Code contains requirements that must be addressed as part of a district's eLearning plan. Below are each of these points as well as a description as to how Cook County School District 104 will address them.

Decision-Making - Use of E-Learning Days

The Superintendent or designee will evaluate the specific situation that may require the use of an emergency day and make the decision to use the emergency day with considerations for health and safety. The announcement of an e-Learning day will be made as soon as possible but no later than 6:00 am on the morning of the emergency. It will be posted on our district social media and website: www.sd104.us. In addition, and the district will continue to utilize the “Emergency Closing Center” notification system.

Communication: Announcing an Emergency Day to Staff

In the event of an Emergency Day, all efforts will be made to communicate with District 104 educators, support staff, and administrators with as much notice as possible. The decision will be formally communicated via District 104 staff email accounts and additional communication may be sent via phone or text. Please note that communication of the decision and any related instructions will likely be sent both by district and school leaders.

Communication of the E-Learning Plan

Upon approval of the District’s e-learning plan, a communication plan will be enacted to build awareness of the model, expectations, and resources to support ongoing teaching and learning. To ensure convenience and accessibility, the plan will be posted and

available year-round on the District 104 website. Building principals will include the plan in their parent communication to start the school year and during the winter months. In addition, a frequently asked questions handout will be developed to supplement communication efforts.

PK-8th Grade

District 104 will ensure that all students have access to 5 clock hours of instruction as required by the Illinois school code for students participating in e-Learning days. Instruction will be a combination of synchronous (direct) and asynchronous (independent) work that is designed and appropriate based on the age/grade level of the student. Teachers will utilize our current online platforms (Schoology, Seesaw, and core curriculum platforms) to deliver instruction, directions, and assignments, so that instruction is a continuation of the scope and sequence of the curriculum. Direct instruction will happen via Microsoft TEAMS. This platform provides a secure learning network for teachers, students, and schools. It provides a safe way for us to connect, share content, access virtual classrooms, participate in discussions, and receive important class information or announcements

Educator Expectations

- Classes will start on time with live instruction as outlined in the building's e-Learning schedule.
- Links for classroom instruction need to be posted to the LMS for students to access, and instructional links should also be emailed to building administration.
- Every class shall have a plan for the day posted to the LMS and aligned to state standards with assignments that are connected and aligned to current areas of learning in the course curriculum.
- If a student cannot attend synchronous learning, an additional learning opportunity needs to be provided to allow the student to access 5 hours of learning.
- Follow all attendance expectations as outlined within the e-Learning plan.
- Work with your school administration to address any attendance or technology concerns that a student or family may experience.
- Educators will monitor platforms and email throughout the school day and respond to requests in a timely manner.
- Submit student attendance in Power School by 3:00 PM.

e-Learning Day Staff Work Hours

- 7:45-8:30: Staff plan time
- 8:30-11:00: Synchronous instruction
- 11:00-12:00: Lunch
- 12:00-2:30: Asynchronous instruction (teachers provide students support and respond to emails/messages)
- 2:30-3:00: Grading and completion of necessary paperwork

Student Expectations K-8

- Students are expected to join the synchronous learning sessions and complete the synchronous and asynchronous work assigned during the day.
- For all students in grades K - 8, instruction begins at 8:30 AM.
- If a student cannot attend the synchronous learning window, they are to notify their classroom teacher, who will provide an additional learning option to ensure that the student receives the 5 hours of learning required per state guidelines.
- Students are expected to use the links provided in order to complete the assigned tasks.
- It is expected that students keep interactions online positive and constructive.
- Each student should log into TEAMS with their camera on and microphone accessible for synchronous learning.
- Students are encouraged to contact their teacher with questions/concerns.

e-Learning Day Student Schedule

- 8:30-11:00: Synchronous instruction
- 11:00-12:00: Lunch
- 12:00-2:30: Asynchronous instruction

Pre-K

Pre-K teachers will communicate with families as to how e-Learning instruction will be provided as well as the e-Learning daily schedule and activities.

Kindergarten-5th Grade

Teachers will lead synchronous learning via Microsoft TEAMS for 2.5 hours. The instruction will be focused on math and literacy. Teachers will incorporate science or social studies depending upon the current unit of study in either the synchronous or asynchronous learning time. Specials classes will be accounted for during the synchronous learning block, and students will attend the class via Microsoft TEAMS. Teachers will also assign 2.5 hours of work to be completed during asynchronous learning time. The state of Illinois requires that we provide a minimum of 5 hours of instruction per day when implementing eLearning. Each principal will develop their own e-Learning schedule, which will be shared with staff and families.

6th-8th Grade

Teachers will lead synchronous learning via Microsoft TEAMS for 2.5 hours. Specials classes will be accounted for during the synchronous learning block, and students will attend the special classes via Microsoft TEAMS. Teachers will also assign 2.5 hours of work to be completed during asynchronous learning time. The state of Illinois requires that we provide a minimum of 5 hours of instruction per day when implementing e-Learning. Each principal will develop their own e-Learning schedule, which will be shared with staff and families.

Accommodation Support

All students who have accommodations for instruction will be provided with or have access to those accommodations, per their IEP/504 plan. Case managers will be responsible for providing the accommodations.

Provision of Student Technology and Non-Electronic Learning Materials

All teachers and students are provided access to laptops/Chromebooks as part of the 1:1 district technology initiative. These devices should be taken home daily. Curricular

programs are cloud based, providing uninterrupted access to students and teachers on and off campus using their devices. Apps are installed on all teacher and student devices, and web links are provided on the school websites if the students or teachers prefer to use their home computer.

Parents will be surveyed yearly as part of the registration process, to indicate if they have internet access at home. If a child does not have internet access, the building administration and teacher will provide additional time for students to complete work for three days following an e-Learning day. This extra time will give students an opportunity to download their needed content and submit assignments within the eLearning time frame. In some special circumstances, packets will be sent home with students who have been identified as having NO internet access at home. If a student's access is in question, we will err on the side of caution and send a packet.

Attendance Verification

Staff are to submit student attendance on PowerSchool no later than 3:00 PM. Morning attendance will be determined by the students attending synchronous learning sessions, and afternoon attendance will be determined by work completion during asynchronous learning.

Staff will be required to submit their attendance via a Microsoft Teams Form or sign into a document posted on SharePoint by their building administrator by 7:45 AM.

Submission Deadlines

Students have until the day AFTER their return from an e-Learning day to submit assignments. Accommodations can be made at the teacher's discretion. Student assignments can be turned in via Schoology/Seesaw, paper/pencil, video submission, in-class presentation etc.

e-Learning Training

Staff - Staff will receive training on the e-Learning plan during late starts or SIP days by the building principal. Staff will continue to expand their knowledge of online curricular resources and platforms to ensure that instruction aligns to curriculum scope and sequence and it will equal 5 hours of instruction during an e-Learning day.

Student - Students will regularly utilize online curricular resources during the traditional school day to build familiarity with platforms. Students will demonstrate their ability to navigate Schoology/Seesaw and curricular platforms to access course content. Students will submit a quiz or assignment for each class and practice accessing content on their device. Students will also be able to locate additional video tutorials to utilize during e-Learning days.

Parents - Parent resources, such as FAQs or video tutorials, will be posted on the school district website and district YouTube Channel. Classroom teachers will also send Schoology/Seesaw parent account information home to parents at the beginning of the school year and during parent teacher conferences.

e-Learning Program Evaluation

The SD104 e-Learning Program will be evaluated by families and staff each April. Each stakeholder group will complete a group specific Microsoft Forms Survey. The results will be presented yearly to the school board. The results from the survey will be instrumental in any revisions made to the program as well as assist in addressing any concerns or difficulties.

District Administrator Responsibilities

District Administrators will forward all phone calls to their district cell phone and answer from 7:30 AM to 4:15 PM to assist faculty, staff, and continue daily operations.

- Support staff and parents via email/help line during school day.
    - Dr. David Negron, Superintendent dnegron@sd104.us 708-458-0505
    - Mr. Tim Willis, Director of Technology twillis@sd104.us 708-458-7239
    - Ms. Kathleen Johnson, Director of Special Education kjohnson@sd104.us 708-458-7218

    - Mr. Jon Baricovich, Director of EL Services jbaricovich@sd104.us 708-458-7222
    - Mrs. Sara Leone, Director of Curriculum & Instruction sleone@sd104.us 708-924-6326
- Technology Director will answer technology support calls and emails from Parents/Guardians, students, and staff.
- Continue daily job responsibilities and participate in scheduled ISBE Webinars, project webinars, phone conferences etc.
- Supervisor of Buildings and Grounds will continue job responsibilities.

Principal Responsibilities

Principals will forward all phone calls to their district cell phone and answer from 7:30 AM to 4:15 PM to assist faculty and staff.

- Principals will be available for staff via their district number and/or email.
    - Ms. Guillermina Arteaga (Graves) garteaga@sd104.us 708-458-7260
    - Mr. Jeff Moore (Walker) jmoore@sd104.us 708-458-7150
    - Ms. Raquel Modiest (Wharton) rmodiest@sd104.us 708-458-0640
    - Mrs. Pamela Malone (Heritage) pmalone@sd104.us 708-458-7590
    - Ms. Christine Smith (Walsh) chsmith@sd104.us 708-458-7165
- Principals will check each teacher's synchronous classes starting at 8:30 AM and review posted assignments/activities for asynchronous work.

Related Service Providers

Related Service Providers are required to be logged in by 7:45 AM to complete Staff Attendance Form and be available via email for the duration of the day. Related Service Providers have the option of completing daily work accessible from home or online professional development trainings through the district approved platform. If completing professional development training, print certificate(s) (for personal records) and email a copy to the building principal.

Paraprofessional Responsibilities

Paraprofessionals are required to be logged in by 7:45 AM to complete Staff Attendance Form and be available via email. Paraprofessionals should join synchronous learning sessions to support students according to the schedule provided. Additionally, during asynchronous learning sessions, paraprofessionals may complete professional development trainings through the district approved platform. If completing professional development training, print certificate(s) (for personal records) and email a copy to the building principal.

Administrative Assistant Responsibilities

Administrative Assistants are required to be logged in by 7:45 AM to complete Staff Attendance Form and be available via email. Administrative Assistants have the option of completing daily work accessible from home or online professional development trainings through the district approved platform. If completing professional development training, print certificate(s) (for personal records) and email a copy to the building principal.

Custodial Staff

All custodial staff will report to their school site at their regularly scheduled time, unless directed otherwise, and conduct a building check and complete work as usual. Hours and assignments will be set by the Buildings and Grounds supervisor.

e-Learning Frequently Asked Questions for Families

1. What is e-Learning?

   e-Learning is a form of education where students learn using digital tools such as computers, tablets, or Chromebooks, when it is identified as unsafe for school to be held in person. Lessons may include live virtual classes, recorded videos, online assignments, and digital discussions.

2. How will my child access e-Learning?

   Students will log in using their school-provided device and account through the school's learning platform (Schoology/Seesaw). Students will use Clever to access required materials.

3. Is e-Learning live or self-paced?

   Students will attend live (synchronous) sessions for 2.5 hours and will complete self-paced (asynchronous learning) for 2.5 hours.

4. What will my child need for e-Learning?

   Students will need their school-issued device, internet access, a quiet place for learning, basic school supplies, and headphones (recommended)

5. What is my role as a parent?

   Ensure your child logs in on time, monitor assignment completion, communicate with teachers for clarification or questions.

6. How will attendance be taken?

   Participating in live sessions (synchronous) completion of self-paced (asynchronous) work will indicate attendance.

7. What if we experience technical/internet issues?

   Restart the device and check the internet connection. Contact the teacher and principal.