



CUSD 200 E-Learning Overview

Public Act 101-0012 allows Illinois school districts to utilize e-learning days in lieu of emergency days.

Schedules

The State Superintendent has determined that at least 5 clock hours of instruction or school work are required under Section 10-19.05, for each student participating in an e-learning day.

EARLY CHILDHOOD & KINDERGARTEN

Early Childhood and Kindergarten students will receive a choice board from their teacher. Teachers will provide specific directions on how the choice board should be completed.

GRADES 1-5 REMOTE SCHEDULE

9:00 - 9:30	Whole class morning meeting and attendance The whole class morning message will be used to establish the day's expectations, assignments, and schedule, including when to report for live lessons.	Live Lesson
9:30 - 11:00	Math	Live Lesson and/or Prerecorded Interactive Lesson, Independent Work Time Pace Math Live Times: Grade 3: 9:30-9:50 Grade 4: 10:00-10:20 Grade 5: 10:30-10:50
11:00-12:30	English Language Arts	Live Lesson and/or Prerecorded Interactive Lesson, Independent Work Time
12:30-1:00	Lunch	
After 1:00	Independent Work Time for Assissments	Specials, Science, and Social Studies

MIDDLE SCHOOL REMOTE BELL SCHEDULE

9:00 - 9:25	Period 1
9:30 - 9:55	Period 2
10:00 - 10:25	Period 3
10:30 - 10:55	Period 4
11:00 - 11:25	Period 5
11:30 - 11:55	Period 6
12:00-12:25	Period 7
12:30-12:55	Period 8
1:00-1:25	Period 9
After 1:30	Students work on asynchronous tasks assigned during the day
Teachers will take attendance each period Students will receive asynchronous tasks when reporting to class.	

HIGH SCHOOL REMOTE BELL SCHEDULE

9:00 - 9:30	Period 1
9:35 - 10:05	Period 2
10:10 - 10:40	Period 3
10:45 - 11:15	Period 4
11:20 - 11:50	Period 5
11:55 - 12:25	Period 6
12:30 - 1:00	Period 7
1:05 - 1:35	Period 8
After 1:30	Students work on asynchronous tasks assigned during the day
Teachers will take attendance each period and students will receive asynchronous tasks when reporting to class.	

Attendance Procedures

EC and Kindergarten: Please call your child's school before starting the instructional day to report any absences. Valid causes for non-attendance include illness, observance of a religious holiday, death in the immediate family, family emergency, and situations beyond the student's control

Grades 1-5: Please call your child's school before starting the instructional day to report any absences. Valid causes for non-attendance include illness, observance of a religious holiday, death in the immediate family, family emergency, and situations beyond the student's control. A student will be considered "absent" for a half-day in the a.m. if he or she misses the required morning synchronous (live) video session.

Middle School and High School: Please call the attendance line for your child's school to report any absences. Valid causes for non-attendance include illness, observance of a religious holiday, death in the immediate family, family emergency, and situations beyond the student's control. Any student who does not attend a synchronous (live) class session will be considered absent from that period for the day. Students will be considered tardy if they are ten minutes late to a synchronous (live) video session.

Technology

Students in grades 1-12 will have access to a district-provided Chromebook. For assistance with a student device or internet access, please use the district [helpdesk](#). Parents and students can create accounts and enter helpdesk tickets just as staff would. Helpdesk uses email to communicate with technicians, so monitor your email inbox after entering a ticket. If parents have indicated that there is no way to connect to the internet at home with a school device, the teacher can also provide paper material to accomplish the instructional tasks desired upon request. In addition, if a student has a disability or physical impairment limiting their ability to access technology, paper copies will be made available.

Google Classroom

All students will receive daily assignments through their Google Classroom account.

Expectations

District

- Inform students, parents, and teachers regarding the closure of the school and the use of an e-learning day.
- Communicate clear and consistent expectations for all teachers, parents, and students.
- Provide the necessary support and resources to ensure high-quality learning continues through the eLearning learning plan.

Teacher

- Develop eLearning lessons and learning activities that are age/grade appropriate.
- Communicate the schedule, learning activities, and assignments.
- Be accessible to communicate and interact with students and parents during the scheduled workday.
- Teachers are encouraged to check in with students and or parents regularly through email, Google Meets, or other authorized modes of communication to ensure student participation and engagement.
- When not engaged in live/real-time learning activities with students, teachers will check for communications from students, parents, staff, and administration throughout the workday.
- Provide timely feedback on student work.

Student

- Complete assigned daily learning activities and submit completed assignments by the established deadline.
- Participate in Meets meetings with teachers.
- Track progress in each class/course according to progress expectations.

- Access assignments in Google Classroom and check email.
- Read, watch, or listen to the directions and work carefully.
- Know when your teacher will be online and ask for help and explanations if needed. (Please be aware that the timeliness of email responses will vary.)
- Use the D200 Chromebook to complete learning assignments.

Parent/Caregivers

- Ensure your child is on track with assignments and coursework.
- Ensure your child is reaching out to their teacher or remote learning liaison for assistance.
- Assist in supporting your child's needs by establishing and managing the daily schedule.
- Provide a designated learning space for your child at home to learn comfortably and with minimal distractions.
- Provide support and encouragement, and expect your children to do their part.

Live Lessons Expectations

District 200 is committed to providing a complete educational experience during the eLearning time. Face-to-face instruction and interactive lessons remain essential for learning, the only platforms that the district will support to facilitate virtual meetings is Google Meets.

[Google Hangout Meets Tutorial](#)

While school is occurring in an eLearning setting, there are many benefits to video conferencing that allow people to stay connected with classmates and engage in instructional activities. However, some essential requirements must guide our usage of this technology.

- Students should have their camera on and be ready to be an on-screen learner showing their faces throughout all classes. However, if a student has an individual social-emotional need that would make camera-ready learning problematic, they should contact their counselor to explain the concern.
- Consider using earbuds or headphones during live sessions; remember that background noise can be picked up when your microphone is on.
- Use your District 200 school email to be admitted into the Meets meeting. Sign in using your school username and password.
- No student is allowed to enter a classroom they have not been invited into by the teacher.
- Be mindful of what is presented from your screen (posters on walls, graphics on shirts, etc.).
- **ALL RULES APPLY.** When you're in class, you're in school. During eLearning discussion boards or video conferencing, the behavior should reflect the same expectations as in the classroom. The same disciplinary consequences may still occur- including being removed from video conferencing by the teacher with an alternative setting for the lesson.
- All Meets protocols apply when participating in a breakout room.
- Class **may NOT** be recorded. Due to student privacy concerns, participants or families may not make audio and/or video recording during live-streamed classroom instructions during live-streamed classroom instruction, take screenshots, or share images online without explicit permission. However, there are times when not everyone in your class can join during the scheduled time, and the teacher may need to record portions of the session for students to access later.
- Students should be encouraged to problem-solve when experiencing a variety of technology issues. Students should advocate for themselves by troubleshooting and asking for help. Simply not doing anything will not solve the problem.

To maintain the confidentiality of students and adhere to parent permissions for sharing student photos and work, **we are asking staff and parents NOT to record videos or take photos of students** participating in a Google Meet. Please take a

moment to review [Student Use of Virtual Platforms](#) regarding the use of various virtual platforms to support small groups, individuals, and other types of service delivery. Please be especially aware that we should not share any photos or videos of these meetings on school or personal social media accounts.

Special Education

Special education teachers and related services staff will create meaningful and manageable assignments for students on eLearning days. Services, supports, and activities will be varied according to your child's needs, courses, and your child's Individualized Education Plan. Services may include the following: accommodations and modifications, student assignments, consulting services, or phone or video conferencing. Parents will be notified of remote learning services in varying formats depending on the length, duration, and intensity of remote learning services. If you have any questions, please contact your child's case manager or the Special Education Department.

Multilingual Learners

Multilingual teachers will work alongside classroom teachers to ensure relevant and appropriately supported learning experiences for students on eLearning days, considering the student's academic needs and language proficiency levels. Teachers will utilize language acquisition plans as differentiation guides. Parents are encouraged to contact their child's classroom and/or multilingual teacher to ask questions, find additional support, or provide input.

Required components for an e-learning proposal per Section 10-20.56

- 1. 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.**
See the schedule section of the CUSD 200 E-learning Overview Document.
- 2. Ensure access from home or another appropriate remote facility for all students participating, including computers, internet, and other forms of electronic communication that must be utilized in the proposed program.**
See the Technology and Google Classroom sections of the CUSD 200 E-learning Overview Document.
- 3. 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.**
See the Technology and Google Classroom sections of the CUSD 200 eLearning Overview Document.
- 4. Ensure appropriate learning opportunities for students with special needs.**
See the Special Education and Multilingual Learners sections of the CUSD 200 eLearning Overview Document.
- 5. Monitor and verify each student's electronic participation.**
See the Attendance and Expectations sections of the CUSD 200 eLearning Overview Document.
- 6. Address the extent to which student participation is within the student's control as to the time, pace, and means of learning.**
See the Expectation sections of the CUSD 200 eLearning Overview Document.
- 7. Provide effective notice to students and their parents or guardians of the use of particular days for e-learning.**
Parents and students will receive an overview of the eLearning program in CUSD 200. This document will be posted on the district website and shared with parents through Thrillshare email messages. In addition, the document will be translated into Spanish.
- 8. Provide staff and students with adequate training for e-learning days' participation**
CUSD 200 has had an eLearning plan in place for several years, and teachers have been successfully implementing the plan. Therefore, reminders with best practices and expectations will be shared with all staff at the beginning of the school year. The eLearning plan is reviewed at New Hire Orientation yearly. Additionally, Technology Instruction Coordinators are available within the district to assist staff with training of Google Meets and digital tools. Training sessions will be made available yearly for staff that need assistance.
- 9. 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.**
All staff have access to a district-provided laptop and district-provided subscriptions to support online instruction.

10. 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.

In cooperation with WWEA, teachers have been involved in the development and review of the E-Learning plan. We communicate regularly with WWEA leadership to review progress, problem solve and address concerns raised related to the eLearning plan.

11. Review and revise the program as implemented to address difficulties confronted

The WWEA leadership and administration will complete a yearly review of the eLearning plan. Additionally, District 200 reviews any feedback received by families about eLearning with building administration.

12. 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.

Upon completion and approval of the eLearning plan, all stakeholders will be informed of the process and expectations through appropriate communication and/or training (i.e., Teacher Institute, District Website, Parent/Student Handbooks, Curriculum Night, etc.).