

Joliet Public Schools District 86  
E-Learning Plan



**Initial Proposal E-Learning Plan**



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## **E-Learning Plan Committee Members**

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### **e-Learning Committee Timeline**

April 20, 2022, April 27, 2022, May 11, 2022, May 18, 2022 – E-Learning committee met regarding e-Learning and the required elements of an e-Learning application.

June 8, 2022 - Public hearing and approval of the District e-Learning plan and motion to utilize e-Learning for emergency days.



## E-Learning Plan Introduction

The State of Illinois provides e-Learning as an approach to teaching and learning during emergency school closures. [Public Act 101-0012](#), effective July 1, 2019, reinstates the requirement that a school day consist of a minimum of five hours of instructional time. Public Act 101-0012 also allows school districts statewide to utilize e-learning days in lieu of emergency days and maintains flexibility for students to engage in career-connected learning outside of the classroom.

Joliet Public School District 86 will engage students in remote learning activities during emergency school closures. The e-Learning plan reflects our commitment to continue learning the Illinois State Standards during emergency situations.

### Communication

Families and staff will be notified of possible e-Learning days by the school district's communication platforms, including School Messenger, Remind, and social media accounts.

<https://www.joliet86.org/departments/emergency-procedures/>

### Technology

Joliet Public Schools District 86 students and staff members will take home laptop/Chromebook when a possible emergency day is anticipated. Teachers may share paper resources along with the following platforms: Seesaw (Kindergarten-second grades) and Google Classroom (third-eighth grades).

For technology and Chromebook support, please contact the Technology Department

<https://www.joliet86.org/students-parents/student-technology-help/>

### Schedules

Each school will send out the e-Learning schedule at the beginning of the school year. **Synchronous learning** occurs for **2.5 hours**, **asynchronous learning** for **2 hours**, and a **0.5 hour lunch**. During asynchronous learning, teachers will hold office hours in which they are accessible to students via Zoom. Asynchronous time (until your school's endtime) can be used for small groups, interventions, homework help, tutoring, etc.



## **Attendance**

### Students

All students are expected to attend e-Learning days according to their school schedule. Attendance will be taken at the beginning of the class period. All students are required to report absence on e-Learning days.

### Teachers/Staff

Teachers are expected to report their absence to their supervisor.

## **Early Childhood**

Marycrest Early Childhood Center will send out the e-Learning schedule at the beginning of the school year. **Synchronous learning** occurs for **1.0 hours** and **asynchronous learning** for **1.5 hours**. During asynchronous learning, teachers will hold office hours in which they are accessible to students via Zoom. Asynchronous time (until your school's endtime) can be used for small groups and interventions.

## **504, IEP, and MLL Students**

Students will be afforded all reasonable accommodations and modifications outlined in their IEP, 504, and/or support plan(s). Teachers will be available during regular work hours to provide additional assistance to students. MLL students will follow their language allocation plans and their teacher's schedule. Students will follow their regular schedule with related services.

## **Staff Training**

Staff will receive training on virtual learning platforms and the delivery of remote learning instruction. Training will be ongoing throughout the year.



## Focus on Students

### Student Attendance

- Report to class via Zoom (3 to 5 mins before the start of class).
- If a student will be absent, the student will inform the caregiver to notify the teacher(s) the student will not be attending class.
- If students do not have access to wifi, the caregiver will call to report students' e-Learning status. Students will complete the activities in the e-Learning packet and submit the packet when returning to school. Hyperlinks, videos, and online instructional tools will be provided to students that have access to wifi, but cannot log in during the initially-designated instruction time.

### School Start Times

The school start times for an e-Learning day will be consistent with an in-person school day. Absences must be reported within the first 60 minutes of the school day.

7:30am Start Schools	7:45am Start Schools - Junior High	8:00am Start Schools - Junior High	8:00am Start Schools - Elementary	8:30am Start Schools - Elementary	9:00am Start Schools - Elementary	9:00am/ 12:30pm Start Schools - Early Learning Center
Thompson	Gompers	Dirksen	Eisenhower	Keith	Culbertson	Marycrest
		Hufford	Farragut	Sanchez	Cunningham	
		Washington	Forest Park		Jefferson	
			Marshall		Sandburg	
			Pershing		Singleton	
					Taft	
					Thigpen	
					Woodland	



### **Reminders for Caregivers**

- Students log in by the designated time and verify attendance through a Google form.
- Students verify participation by entering the Zoom call set up by the teacher(s), camera on, and show they are ready to learn.
- Students' behaviors are aligned with the protocols in the [Remote Learning Handbook](#).
- Complete all assignments posted in Google Classroom/Seesaw.

### **Zoom Meeting Etiquette**

- Charge your device.
- Check your internet connection.
- Have your supplies nearby.
- Arrive on time to your virtual classroom.
- Dress appropriately.
- Keep your microphone on mute unless called on to speak.
- Ask the teacher for permission to step away.

### **Student Workspace**

- Please find a quiet work space, with minimal distractions/noise.
- To ensure minimal distractions during instruction, please make sure the visible background view is school appropriate. For example, inappropriate posters displayed and/or inappropriate attire for students and/or members of the household are not acceptable.
- Please ensure the workspace has a hard surface area for the Chromebook and comfortable seating.



## Focus on Staff

### Roles and Responsibilities for Staff

All staff should ensure that school-issued devices are brought home daily and prepared to utilize in case of an e-Learning day.

#### Administrators

- Before any e-Learning day:
  - At the beginning of the year, provide a master Zoom link spreadsheet (aka Zoom Hub) for easy access to all staff links.
  - Create e-Learning schedules based on school's start and end times.
  - At the beginning of the school year, share the District e-Learning Plan with staff.
- On e-Learning days, administrators:
  - Notify staff and students of an e-learning day.
  - Be available to answer questions by email and/or phone.

#### Teachers

Teachers will provide meaningful, engaging, high quality instruction through remote learning methods.

- Before any e-Learning day:
  - Teachers will need to set up classroom Zoom links (sharing them on Google Classroom and ClassLink Backpacks) and record them into the school's Zoom Hub (for all links to classrooms).
  - An alternate e-learning packet will be provided to students that are experiencing difficulty with technology. This packet will be available to students once a caregiver calls the building to report the student absence.
- E-Learning Day Expectations
  - Teachers are expected to be present a total of 5 hours. Teachers will follow the building schedule start time and the building's e-Learning Plan Schedule.
    - Schedules will be posted for each building based on start and end times.
    - Synchronous learning occurs for 2.5 hours, asynchronous learning for 2 hours, and a 0.5 hour lunch.
- During asynchronous learning, teachers will hold office hours in which they are accessible to students via Zoom. Asynchronous time (until the school's





end time) can be used for small groups, interventions, homework help, tutoring, etc.

- P.E. and Fine Arts teachers will follow a shortened schedule and host or join the Zoom meetings of the teachers they would have taught in school that day.

**Paraprofessionals:** In cooperating teacher's zooms and office hours to assist students in small groups

**Social Workers/Psychologist/Counselors/Support Staff/Interventionists/**

**Resource Teacher:** Still meet with student schedules - use the Zoom Hub to access classrooms when needed.

**Instructional Coaches:** Communicate with supervisors/curriculum coordinators for expectations.

**Clerical:** Communicate with building administrators for expectations. Utilize Rival5 technology to record absences in Aspen.

**JFK/BSS:** Follow expectations from supervisors.

### **Staff Training and Communication**

- District will notify staff of the necessity of an e-Learning day by School Messenger and/or email.
- August School Institute Days - Administration will share e-learning expectations and set up Google Classroom or SeeSaw Code/Zooms shared in a spreadsheet
- New teachers will need training on Zoom/Google Classroom, as well as any software the school uses for instruction - remote learning resources.
- Host a building staff meeting to review all the procedures and protocols for e-learning at the beginning of the year (set aside time during institute days before students start school)
- Ongoing training will be available throughout the year on common platforms.



**\*SAMPLE\* Schedules**

The following schedules are **SAMPLES** to give teachers ideas about how they might organize their eLearning day. Sample schedules are shown as an 8:00am school start. Buildings that begin at another time would adjust times accordingly.

**Sample Marycrest AM Session Schedule**

Time	Subject	Mode
8:20 - 9:00	Teacher Planning Time/Faculty Meeting	Zoom
9:00 - 9:15	Attendance Second Step Question of the Day	Zoom Block with teachers for synchronous instruction.  Attendance is taken daily.  Students stay logged in. Use an online timer and screen share for breaks.  <a href="#">Example Timer</a>
9:15 - 9:45	Large Group Instruction: Movement Discussion and Share Writing Read Aloud	
9:45 - 10:00	Small Group/ Breakout Session	
10:00 - 10:30	Snack Bathroom	
10:30 - 11:30	Student asynchronous learning - Ready  Teachers will have office hours: contact parents, completing required documentation, etc.	



**Sample Marycrest PM Session Schedule**

Time	Subject	Mode
11:30 - 12:10	Lunch Break	
12:10 - 12:20	PM Session Prep	Teacher prepared: zoom link attendance links, instructional materials for pm session
12:20 - 12:35	Attendance Second Step Question of the Day	Zoom Block with teachers for synchronous instruction.  Attendance is taken daily.  Students stay logged in. Use an online timer and screen share for breaks.  <a href="#">Example Timer</a>
12:35 - 1:05	Large Group Instruction: Movement Discussion and Share Writing Read Aloud	
1:05 - 1:20	Small Group: Vocabulary	
1:20 - 3:10	Student asynchronous learning - Ready  Teachers will have office hours: contact parents, completing required documentation, etc.	



**Sample\* Elementary Schedule K-5**

Time	Subject	Mode
7:20 - 8:00	Teacher Plan Time/ Faculty Meeting	Zoom
8:00 - 8:30	Attendance Morning Meeting Second Step Activity	Zoom Block with teachers for synchronous instruction.  Attendance is taken daily.  Students stay logged in. Use an online timer and screen share for breaks. <a href="#">Example Timer</a>
8:30 - 9:20	Math/Science	
9:20 - 9:30	Movement Break	
9:30 - 10:20	ELA/Social Studies	
10:20 - 10:30	Wrap up - Set asynchronous expectations/assignments	
10:30 - 11:00	Lunch Break	
11:00 - 1:00	Office Hours/asynchronous learning- small groups, tutoring, homework help, interventions, etc.	

*\*Reminder - this is a sample and not the mandatory flow of your class*



**Sample\* Elementary PE Schedule K-5**

TIME	MON	TUE	WED	THU	FRI
8:00-8:15					
8:15-8:30	TEACHER 1	TEACHER 9	TEACHER 17	TEACHER 1	TEACHER 9
8:30-8:45	TEACHER 2	TEACHER 10	TEACHER 18	TEACHER 2	TEACHER 10
8:45-9:00	TEACHER 3	TEACHER 11	TEACHER 19	TEACHER 3	TEACHER 11
9:00-9:15	TEACHER 4	TEACHER 12	TEACHER 20	TEACHER 4	TEACHER 12
9:15-9:30	TEACHER 5	TEACHER 13	TEACHER 5	TEACHER 13	TEACHER 17
9:30-9:45	TEACHER 6	TEACHER 14	TEACHER 6	TEACHER 14	TEACHER 18
9:45-10:00	TEACHER 7	TEACHER 15	TEACHER 7	TEACHER 15	TEACHER 19
10:00-10:15	TEACHER 8	TEACHER 16	TEACHER 8	TEACHER 16	TEACHER 20
10:15-10:30					
10:30-11:00	LUNCH				
11:00-1:00	OFFICE HOURS				

\* Utilize ideas: Multi-grade level activities, synchronously guided videos with students.

**Sample\* Junior High Schedule**

Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	e-Learning Lunch	Open Office
8:00 - 8:22	8:25 - 8:44	8:47 - 9:06	9:09 - 9:28	9:31 - 9:50	9:53 - 10:12	10:15 - 10:34	10:37 - 10:56	10:59 - 11:18	11:21 - 11:40	11:40 - 12:10	12:10 - 1:00

- Daily attendance is taken in Period 1 and recorded in Aspen if a student is present on Zoom. Students with excused absences (via phone call to office) will be marked and students will complete *alternative e-Learning activity packets*.
- Teachers will hold an “open office” on Zoom for asynchronous learning during the Lunch Period (between 8:00-11:40) and again after e-Learning lunch until scheduled e-Learning day’s end time.



## Focus on Caregivers

### Attendance Reminders

- The caregiver is required to call the school office and state if a student is not attending an e-Learning day within the first 60 minutes of the school day.
- The caregiver is required to call the school office if the student is having trouble logging onto the internet and/or will not be on Zoom during the synchronous learning period.
  - Students will complete an alternate e-Learning packet if they are able to log on for class.
  - There will be a phone call home from the school if the student has not logged into the class meeting.

### School Start Times

The school start times for an e-Learning day will be consistent with an in-person school day. Absences must be reported within the first 60 minutes of the school day.

7:30am Start Schools	7:45am Start Schools - Junior High	8:00am Start Schools - Junior High	8:00am Start Schools - Elementary	8:30am Start Schools - Elementary	9:00am Start Schools - Elementary	9:00am/ 12:30pm Start Schools - Early Learning Center
Thompson	Gompers	Dirksen	Eisenhower	Keith	Culbertson	Marycrest
		Hufford	Farragut	Sanchez	Cunningham	
		Washington	Forest Park		Jefferson	
			Marshall		Sandburg	
			Pershing		Singleton	
					Taft	
					Thigpen	
					Woodland	

### Expectations of Caregivers

Attendance matters; please assist your student in logging onto the internet from home on their school device. Please remember to charge the device and check the camera/microphone before beginning the instructional day. Help your student understand, but let them work through the class independently. They should complete all work independently and should embrace a productive struggle. The caregiver should make sure that all work is completed and plan family



activities after the student's learning time. Be mindful of little eyes and ears watching and listening, and also practice discretion around your student as their camera should be on during the instructional time. The students will have breaks to stretch and move, but should stay logged on unless told otherwise by their teacher. Teachers may also use videos to support instruction.

### **Zoom Meeting Etiquette**

- Charge your device.
- Check your internet connection.
- Have your supplies nearby.
- Arrive on time to your virtual classroom.
- Dress appropriately.
- Keep your microphone on mute unless called on to speak.
- Ask the teacher for permission to step away.

### **Student Workspace**

Please assist your student by providing an environment that is conducive to learning. Create a distraction-free zone, limiting movement and noise in the learning area. Wear appropriate school clothes for the video. The workspace should be a visible location to keep the device's screen within view and it can be a comfortable place that allows for flexibility, such as sitting in their favorite spot on the couch or standing at the kitchen table.