Rockdale

School District #84

e-Learning Plan

Available for School Years:
2021-2022
2022-2023
2023-2024

Table of Contents

Introduction

According to Section 10-20.56 of the Illinois School Code `(105 ILCS 5/10-20.56)`, school districts may, by a Board adopted resolution, utilize "e-Learning days" in lieu of emergency days for events such as snowstorms, cold weather, or other short term emergencies. The number of e-Learning days may not exceed the number of emergency days in the approved school calendar. If an e-Learning day is utilized, the day will not need to be made up at the end of the school year.

Rockdale SD 84's e-Learning Plan, which can be found on the following pages of this document, is designed to meet all of the requirements found in Section 10-20.56 of the Illinois School Code `(105 ILCS 5/10-20.56)`. An e-Learning committee composed of Rockdale School Superintendent, Rockdale Certified Teacher Union Leadership, and Rockdale School Principal provided vision, guidance, and feedback regarding the plan. This plan is available for three school years.

The e-Learning Committee members are as follows:

- Dr. Paul Schrik, Rockdale Superintendent
- Jeffrey C. Peterson, Rockdale Principal
- Matt Olson, Rockdale Certified Teacher Co-Union President
- Hannah Kirk, Rockdale Certified Teacher Co-Union President

Communication

- The Superintendent will be responsible for announcing and communicating to families via district communication channels, i.e., Teacherease, Apptegy, School website, etc., whether an emergency day or e-Learning day will be utilized. When an e-Learning day is called by the Superintendent, students and staff will be responsible for attending school virtually, via Google Meet, from home.
- Teachers will communicate the day's virtual meetings, instruction, and assignments for the day by 8:30 am. These will be posted in the student's Google Classroom and can be accessed through their school issued device. Teachers may also choose to additionally communicate information with families via email, apps, or other previously utilized communication platforms.

Technology

- Google Classroom will be the online system students will utilize for instruction and assignments during an e-Learning day. With Google Classroom, students and teachers will utilize Google Meet as the platform for live instruction.
- At the beginning of each school year, families are given student login information to Google Classroom in preparation for an e-Learning day on the school issued devices. This information will also include how to find and log into Google Classroom.
- K-2nd Grade Technology Information
    - If inclement weather is predicted for the following day, students will take their school issued device home in the event an e-Learning day is needed.
    - In addition, an e-Learning folder with hard copy materials to support the virtual learning that will take place during the e-Learning day will be sent home with the students.
- 3rd-8th Grade Technology Information
    - If inclement weather is predicted for the following day, students will take their school issued device home in the event an e-Learning day is needed.
    - If applicable for intermediate students, an e-Learning folder with hard copy materials to support the virtual learning that will take place during the e-Learning day will be sent home with the students.

Attendance

- Student attendance is mandatory and expected during e-Learning days, just as it is for regular in person student attendance days.
- Students are encouraged to attend virtually in an area that is conducive for learning, a hard surface to place the device, i.e., a table, etc., and free of distractions, i.e., TV, other siblings also attending remotely, etc.
- Students are expected to have their Google Meet camera on and should be muted, unless otherwise instructed to "unmute" by a teacher.
- Students should <u>NOT</u> be laying in bed, on a couch, etc. and are discouraged from eating while attending with their teacher. Lunch time will be provided later in this document.
- Student attendance will be determined by the attendance of their virtual schedule and completion of activities and/or assignments.
- If a student is sick, parents are to contact the main office, 815.725.5321 to report the absence. If no call is received, the day will be coded as an unexcused absence."
- Attendance is not required if a student has a verified and excused absence previously discussed and/or approved with school administration.

Instruction, Activities, and Assignments

- All of the day's activities and/or assignments will be posted in Google Classroom by 8:30 am for all students.
- Instruction, activities, and assignments will be a combination of asynchronous (self-paced, embedded in synchronous instruction and teacher directed/initiated) and synchronous (live via Google Meet) instruction.
- Teachers will be monitoring GoGuardian to ensure students are attending their virtual schedule and not off task on other sites.

Student Day

- Teacher's will post the day's virtual schedule in Google Classroom by 8:30 am.
- The e-Learning virtual schedule is different from Elementary to Middle School which should be followed as posted on Google Classroom.
  - Elementary e-Learning will include CORE classes plus virtual Music, PE, and Library (if that classes' scheduled day).
  - Middle School e-Learning will include virtual CORE classes in the morning with PE and WIN times in the afternoon.
- E-Learning days start at 8:50 am and end at 3:30 pm, just as a regular in person student attendance day.
- On e-Learning day's, the school will NOT provide meals to students due to the uncertainty of receiving the product from Quest, our lunch provider.
- Your child will have a 30 minute lunch break. Teachers will not be meeting with students during this time. The grade level lunchtimes are as follows:
  - 10:50-11:20-Kindergarten and 1st Grade
  - 11:25-11:55-2nd Grade and 3rd Grade
  - 12:00-12:30-4th Grade and 5th Grade
  - 12:40-1:10-6th Grade, 7th Grade, & 8th Grade

Virtual Office Hours

- To reach the school office, please call 815.725.5321 between 8:30 am and 3:30 and or via email at cflores@rockdale84.org (Mrs. Flores) or rmoland@rockdale84.org (Mr. Moland).
- Since teachers will be meeting virtually with students, should you need to reach them, your child's teacher, please send them an email or by other grade level communication, i.e., Class Dojo, etc. Staff will strive to respond back to answering your questions in a timely manner when they are not working directly with students.
- In the event that you do not receive a timely response, please be patient as the teacher may be working with another child or children at that time.

Special Education and English Language Learners

- Classroom teachers, Special Education teachers, EL teacher, and other specialists working with specific groups of students, will work to ensure the assignments are aligned to the student goals, if they have an IEP, or receive other services.
- For students who meet with a social worker, speech and language pathologist, occupational therapist, and/or other related services during in person learning, on an e-Learning day, assignments and/or learning tasks aligned to students' goals may be uploaded to Google Classroom along with a link to a Google Meet session.
- Just as classroom teachers will be meeting virtually with students, should you need to reach a Special Education, EL teacher, and/or other specialists, please send them an email. Staff will strive to respond back to answering your questions in a timely manner when they are not working directly with students.
- In the event that you do not receive a timely response, please be patient as the teacher may be working with another child or children at that time.
- As needed, specialists will communicate to families regarding Individual Education Plans (IEP), English Language services or specialized services.

Reading and/or Math Supports

- For students who participate in a reading or math intervention, either in the classroom or with another teacher or specialist, the teacher or specialist will meet with students for live, synchronous sessions via Google Meet.
- A Google Meet will be posted in the student's Google Classroom.

Technology Help Desk

- Mr. Mooney, Director of Technology, will be available to assist with technology related issues during e-Learning hours of 8:50 am-3:30 pm for our teachers, students, and parents.
- Should you need assistance, please call 815.725.5321, extension 234 or email techsupport@rockdale84.org,