

Dear Parent(s)/Guardian(s):

I am pleased to announce that Cook County School District 104 is now able to offer an e-Learning program for our students when needed. The “e” in “e-Learning” stands for electronic, or online, learning. These e-Learning, or online lessons, will be used to prevent lost instruction from snow days or other building emergency days; eliminating the need to add “make up” days at the end of the school year.

An e-Learning day allows teachers and students to interact through a virtual classroom setting allowing students participate in learning from home. The e-Learning days are designed to avoid interruptions in instruction that occur when school cannot be held due to severe weather conditions or other building-wide emergencies (Utility interruption, structural damage, etc.). In accordance with the Illinois School Code up to five (5) e-Learning days can be used each school year. The District’s e-Learning Plan is available for review on our website [www.sd104.us](http://www.sd104.us).

We are excited to provide this online learning environment to our students; and believe this will enhance the learning opportunities for all of our children. Please contact your building principal if you have any questions related to the e-Learning program.

Sincerely,

Troy J. Whalen  
Superintendent

# **Cook County School District 104**



## **e-Learning Plan**

**2023-2024**

**2024-2025**

**2025-2026**

## Why eLearning?

eLearning is the use of technology to enable people to learn anytime and anywhere. Summit School District 104 eLearning days will offer a blended learning environment for students. eLearning days will be used when school is closed due to an emergency or weather-related situation. Utilizing eLearning for school cancellations allow staff and students to make-up the learning in real time instead of at the end of the year. This will avoid the need to add days to the calendar.

Teachers will create standards-based lessons with resources and the assignments will be available through Schoology, Seesaw, and email.

## Stakeholder Communication

The superintendent is responsible for calling an eLearning day. eLearning days will be called when it is determined it is in the best interest of students to close school due to an emergency or weather-related situation. Parents, students and staff will be notified that an eLearning day has been declared via social media platforms, phone call, text message or email. It will also be posted on our district website: [www.sd104.us](http://www.sd104.us). In addition, the district will continue to utilize the "Emergency Closing Center" notification system.

District 104 students and parents will receive a notification in advance of the first eLearning day. The email will include information on how to take attendance and how to access the eLearning materials.

## [ISBE Flexibility to Define an Instructional Day](#)

## Role of eLearning at Summit School District 104

eLearning will be utilized at Summit School District 104 in the event of an emergency or weather-related situation. eLearning days enable students and teachers to continue moving through their current curriculum without interruption.

## eLearning Goals

The primary goal of eLearning is to maintain the momentum of learning and to avoid extending the school year. eLearning days allow students to minimize the interruptions caused by snow or emergency days and continue to progress through the curriculum.

## Technology

**STAFF** - All SD104 staff are 1:1 with laptops and take their devices home daily.

**STUDENTS** - SD104 is a 1:1 iPad/Chromebook district grades K-8. Students in grades K-8 will take devices home.

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.

## Infrastructure

### Internet Access

Parents/Guardians will be surveyed each year to determine access. Students who are identified as having no access will be sent home with paper and pencil activities.

### Offline Support

Parents/Guardians can contact staff through Schoology, Seesaw, and email.

### LMS Platform Experience

**STAFF** - Staff will be provided professional development on Schoology and Seesaw to set up courses and begin content development. Continuous training and support will be provided throughout the school year.

**STUDENTS** - Grades K-5 will have access to Seesaw and 6-8 will have access to Schoology 24/7. Students will also utilize these platforms during the traditional instructional day to complete assignments, homework, discussions, tests and quizzes.

## Instruction

All classroom work will be posted to Schoology and Seesaw by 8:30 AM on the day of school cancellation. Students should be able to complete the work on their own without assistance from a parent.

### eLearning Instructional Content

eLearning instruction will be a continuation of the curriculum and follows the weekly lesson plans submitted by the teacher. eLearning instruction follows the content standards and learning targets and is clearly communicated in the lesson description on Schoology and Seesaw.

### Student/Teacher Communication

Teachers will have set office hours that will be communicated to parents and students by email as well as Schoology or Seesaw.

### Submission Deadlines

Students have until the day AFTER their return from an eLearning 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.

## eLearning Assignment Guidelines/Expectations

- Minimum 5 hours of instruction.
- eLearning assignments and content are a continuation of the traditional learning day and follow the weekly lesson plan submitted by the teacher.
- eLearning assignments follow state content standards and learning targets.

## eLearning Training

**STAFF** - Staff will receive continuous training on eLearning and online content development during Institute and SIP Days. Staff will be trained on how to effectively evaluate lessons and create content that when done in conjunction with all content areas, will equal at least 5 hours of instruction during an eLearning day.

**STUDENTS** - Students will practice a minimum of one lesson utilizing Schoology/Seesaw one day a month (Kindergarten and first grade) and one lesson a week (second grade through eighth grade). Students will demonstrate their ability to navigate Schoology/Seesaw lessons via the school website(s) and access course content. Students will submit a quiz or assignment for each class and practice downloading content to their device. Students will also be able to locate additional video tutorials to utilize during eLearning days.

**PARENTS** - Parent resources, such as FAQs and 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.

## Attendance Verification

Staff are to submit attendance on PowerSchool no later than 3:00 PM.

Staff will be required to submit a Microsoft Teams Form or sign into a document posted on SharePoint, and students will submit assignments on Schoology/Seesaw to verify attendance for the eLearning day.

Students will be required to submit their online attendance to their teacher via Schoology/Seesaw. However, considerations will be made for students who may not be at home or lack internet access. If a student does not complete at least one eLearning assignment, the teacher will notify the office via email, and that student will be marked absent for the eLearning day.

## Accommodation Support

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

## Students with NO Internet Access

If a child does not have internet access, the building administration and teacher will provide additional time to students to complete work for three days following an eLearning day. This extra time will give students an opportunity to download their needed content and submit assignments within the eLearning time frame.

In some 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.

## eLearning Program Evaluation

The SD104 eLearning Program will be evaluated by students, parents/guardians, and staff each April. Each stakeholder group will complete a group specific Microsoft Forms Survey. The results will be presented to the eLearning Committee, Educational Technology Committee, and presented at the May School Board Meeting. 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. Troy Whalen, Superintendent [twhalen@sd104.us](mailto:twhalen@sd104.us) 708-458-0505
  - Mr. Tim Willis, Director of Technology [twillis@sd104.us](mailto:twillis@sd104.us) 708-458-7239
  - Ms. Kathleen Johnson, Director of Special Education [kjohnson@sd104.us](mailto:kjohnson@sd104.us) 708-458-7218
  - Mr. Jon Baricovich, Director of EL Services [jbaricovich@sd104.us](mailto:jbaricovich@sd104.us) 708-458-7222
  - Mrs. Sara Leon, Director of Curriculum & Instruction [sleone@sd104.us](mailto: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.  
[eLearning Day - Canned Email Response Sheet \(staff may use for reference, if needed\)](#)

## 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](mailto:garteaga@sd104.us) 708-458-7260
  - (Walker) [@sd104.us](mailto:@sd104.us) 708-458-7150
  - Ms. Raquel Modiest (Wharton) [rmodiest@sd104.us](mailto:rmodiest@sd104.us) 708-458-0640
  - Mrs. Pamela Malone (Heritage) [pmalone@sd104.us](mailto:pmalone@sd104.us) 708-458-7590
  - Ms. Christine Smith (Walsh) [chsmith@sd104.us](mailto:chsmith@sd104.us) 708-458-7165
- Principals will check each teacher's Schoology/Seesaw classes at 8:30 AM for the posted assignment/activity.
- **Student Attendance.** Teachers will report a list of students who did not complete assignments for eLearning day to their building principals. Those with incomplete assignments by the due date will be reported as absent (audit by the state).

## Teacher Responsibilities

Teachers are required to be logged in by 7:45 AM to complete Staff Attendance Form or document on SharePoint and post their lesson/activities to assigned courses by 8:30 AM. All teachers utilizing Schoology/Seesaw will post the daily lessons.

- Please check SharePoint eLearning Day Folder to see who has identified as having NO internet access at home. Those students will need to receive their packet BEFORE the eLearning day, if possible.
- Lessons and schedule for day to be posted to Schoology/Seesaw by 8:30 AM - announcement made with instructions. It is the teacher's responsibility to create eLearning lesson plans appropriate for their students. LBS will accommodate to meet the needs of their students.
- **Submit attendance in PowerSchool by 3:00 PM each day.**
- All lessons (in combined subject areas) should consist of a total of 5 instructional hours.
- Completed lessons are due one day after the next day back. (i.e. Out on Wednesday – Assignments due on Friday)
- Monitor lessons throughout the day to answer student and parent questions via Schoology/Seesaw or email. Teachers have all been assigned laptops for work purposes. Teachers will follow the schedule outlined below.
- **eLearning Day Staff Work Hours**
  - 7:45 AM – 8:30 AM: Staff Plan Time
  - 8:30 AM – 12:00 PM: Student Support
  - 12:00 PM – 12:40 PM: Lunch
  - 12:40 PM – 3:00 PM Student Support
- **[eLearning Day - Teacher Check Sheet \(optional teacher resource; see appendix\)](#)**

## Student Attendance Verification

This will be based on completed assignments in Schoology/Seesaw.

## Paraprofessional Responsibilities

Paraprofessionals are required to be logged in by 7:45 AM to complete Staff Attendance Form in Microsoft Teams or document on SharePoint and be available via email. Paraprofessionals are to complete the modules in GCN Training (up to two hours) and assist teachers as needed. Upon completion of your modules, please print your certificate (for your records) and email a copy to your building principal by 3:00 PM.

## Example of GCN Training Modules

Training Module	Estimated Time
AED	18 minutes
Allergy Management/Food Allergies	23 minutes
Autism	23 minutes
Confidentiality	14 minutes
Paraprofessionals with Special Needs Students	7 minutes
Playground Supervision	10 minutes
Professionalism (Conduct and Appearance)	13 minutes

## 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 supervisor.

## Related Service Providers

Related Service Providers are required to be logged in by 7:45 AM to complete Staff Attendance Form in Microsoft Teams and be available via email. Related Service Providers have the option of completing the linked modules in GCN or daily work accessible from home. If you are completing GCN Modules, upon completion of each module, please print your certificate (for your records) and email a copy to your building principal.

### Example of GCN Training Modules

<b>Training Module</b>	<b>Estimated Time</b>
Behavioral Interventions for Students with Disabilities	15 minutes
Confidentiality	14 minutes
Conflict Management in the Workplace	17 minutes
Cyber Bullying	18 minutes
Effective Communication	12 minutes
HIPAA	25 minutes
Managing Conflict with Angry Parents	17 minutes

## Administrative Assistant Responsibilities

Administrative Assistants are required to be logged in by 7:45 AM to complete Staff Attendance Form in Microsoft Teams and be available via email. Administrative Assistants have the option of completing the linked modules in GCN (up to two hours) or daily work accessible from home. If you are completing GCN Modules, upon completion of each module, please print your certificate (for your records) and email a copy to your building principal.

### Example of GCN Training Modules

<b>Training Module</b>	<b>Estimated Time</b>
Allergy Management/Food Allergies	23 minutes
Confidentiality	14 minutes
Conflict Management in the Workplace	17 minutes
Effective Communication	12 minutes
HIPAA	25 minutes
Managing Conflict with Angry Parents	17 minutes
Professionalism (Conduct and Appearance)	13 minutes



## Student Responsibilities

Students are required to log on to Schoology/Seesaw or begin their coursework by 8:30 AM. Assignments and activities will be due the day **AFTER** students return to school.

- Students are required to log into Schoology/Seesaw to complete their assigned lessons/activities. Completion of assignments is a student's verification of attendance.
- If a student has received traditional homework packets they **MUST** be returned to their teacher(s) the day **AFTER** students return to school. Completion of assignments is a student's verification of attendance.

## Appendix

### Optional Teacher Checklist

# e-Learning Day Teacher Planning Sheet

## Pre e-Learning Day Prep

<b>Schedule Announcement</b> - Include the agenda - instructions and any other important information to assist students.	
<b>Post Course Work</b> - Organize student assignments in the Modules by linking Assignments, Quizzes, PDFs, website links, or documents.	
<b>Assignment Packet</b> - Send assignment packets home with students who have been identified as having no internet/device access at home.	
<b>Practice</b> - Go through the process of obtaining and locating the assignments on Schoology/Seesaw. This will reduce confusion on the eLearning Day.	

## e-Learning Day

<b>7:45AM</b> - Teachers should complete the Staff Attendance Form in Microsoft Teams.	
<b>8:30AM</b> - Posted and content to Schoology/Seesaw.	
<b>9:00AM - 3:00PM</b> - Check email periodically to assist students and parents.	

## Post –e-Learning Day

<b>Collect Assignments</b> - Students will have until the day AFTER they return to school to submit assignments (or turn in completed packets).	
<b>Attendance</b> - Submit attendance for each student in Power School by 3:00.	