



WEST HARVEY-DIXMOOR SCHOOL DISTRICT 147 E-LEARNING PLAN

The State of Illinois has provided guidance that provides flexibility on how to approach teaching and learning during emergency days. District 147 will offer e-learning days to ensure that instruction does not stop during school closures. Our plan is designed in a manner that will allow our families to access materials, in order for students to engage in meaningful learning opportunities while at home. The plan will be reviewed quarterly for enhancement and to address any difficulties

CALENDAR

- E-learning days will be utilized for emergency school closure days, including those due to inclement weather.
- When an e-learning day is utilized, it will be counted as an instructional day and will not have to be made up at the end of the regular school year.
- All before & after school activities will be cancelled on an e-learning day.

COMMUNICATION

- E-learning procedures and expectations will be sent home to families as soon as possible through written documentation, School Messenger phone system, email and through our website at www.whd147.org
- If an e-learning day is necessary, families will be notified in the same manner as all emergency days in the past
 - School Messenger, The Emergency Closing System, District Website

SCHEDULE

- E-learning modules and reference links will be made available online at www.whd147.org. Additional links necessary will be made available by 8:45 am the closure date.
- Teachers will be available from 9:30 am until 2:30 pm for student assistance. Parents and students can contact teachers via email, Google Classroom, and Classroom Dojo.

ASSIGNMENTS

- All students (PreK-8) will participate in e-learning days. Assignments will address a blend of core academic and related supports.
- Students can submit assignments up to 9:00 pm on the same day as expected. Students that complete printed materials will be expected to bring assignments on the next school day.
- Students will have the option to engage in e-learning assignments online, which can be accessed at www.whd147.org or complete printed materials.
- Students with IEPs, 504 plans, ILPs and/or EL services will be provided with activities that include all accommodations, although alternative assignments may be substituted depending on individual goals.

- Students who have direct related services will engage in activities provided by related service personnel on e-learning days. Regular schedules will resume upon returning to school.
- Students may submit assignments to staff directly by email throughout the closure.
- For students that do not have access to the internet or that do not have WiFi capabilities:
 - Paper materials will be available at the District Office.
 - The Computer Lab at King School and the devices will be available at Parks school for 1 hour after school for 3 days following an elearning day.
 - The public library offers free WiFi for families, as well.
- Students may complete required assignments at school, upon return, with any necessary supports if the student was unable to access the supports while at home.

STUDENT ATTENDANCE

- All students are marked present on an e-learning day. If the student does not turn in completed assignments within 5 school days upon return, they will be marked absent.
- The staff cannot require students to be available at a specific time to complete assignments.
- If it is necessary for a child to be absent on an e-learning day, parents will follow the same protocol and call the school and report the absence.

STAFF REQUIREMENTS

- All licensed staff will have access to electronic devices, communication to district and administration personnel and instructional resources during e-learning days.
- Teachers will be available from 8:30 am - 2:30 pm to respond to district and administrative emails/meetings and communication and from 9:30 am to 2:30 pm to assist students. Teachers duty free lunch will be from 2:30 pm to 3:05 pm.
- Staff attendance will be based on availability to participate in meetings and professional development via phone and/or electronically, during scheduled work hours.
- If an IEP meeting falls on an emergency day and cannot be rescheduled, the meetings may be scheduled from 9:00 am throughout the staff hours listed above.
- If a conference call with teachers and/or related service providers is needed and can only take place during an e-learning day, those meetings will take place from 10:00 am - 1:00 pm. The process of the electronic meetings will be communicated to staff by program administration.
- Any meeting that teachers attend will be conducted in a manner that will protect staff members' privacy and private information at all times. Meetings will be communicated to staff by program administration.
- For any day that a staff member is not present on an e-learning day, a sick or personal day will need to be reported in the same manner as a regular school day.