# Department of Teaching & Learning

Scott Schwartz, Assistant Superintendent for Teaching & Learning
Danielle Arnold, Director for Learning & Innovation
Amy Rubin, Director for Learning & Growth
Patti Kalaytowicz, Administrative Assistant

To support an eLearning Day in District 109, the following will be in place:

**Communication:** Specifics regarding the process for participating in an eLearning Day will be shared via the DPS 109 website. Building administration will share the same information through Principal Newsletters. Teachers can share via digital communication tools such as Seesaw or Google Classroom.

**Notification:** An eLearning Day announcement will be shared via phone call, text and email blasts, using the District 109 platform by 10 PM the evening prior. The announcement will also be called into local media outlets to run on their school closing segments.

**Technology:** Students in grades K-8 take home their district-issued devices daily. Should an eLearning Day plan be anticipated, K-1 students will take home their district-issued iPads and our 2-8 students will take home their district-issued Chromebooks. Students who do not have access to wifi should contact the building principal for alternative options.

**Administrators:**
- Administrators will review all eLearning Day plans posted in the Google folder to assure the level of rigor and appropriateness for the targeted students.
- Administrators will review expectations for participation with all staff at the beginning of the year.
- Building administrators will provide eLearning practice sessions during regular school days for students requiring review and/or newly enrolled students.
- Administrators will send email to parents via Blackboard to distribute building

**Teachers:**
- Each Deerfield 109 teacher will use Google Classroom, Seesaw, or student email to communicate assignments to children.
- Each Deerfield 109 teacher will also link assignments to a Google folder, which will then be distributed to parents via Blackboard.
- The teacher is responsible for maintaining the eLearning Day plans for their students. Plans should be appropriate for the time of year, current topics of study, and should align with curriculum goals and objectives.
- The plan should meet the 5 hour school day requirement for eLearning Day.
- Each teacher will remain online and accessible via their email and Google Classroom throughout their contractual day (see language below):
  - Elementary Teachers: All full-time teachers will have a maximum student contact time of twenty-six (26) hours and forty (40) minutes and a minimum planning time of two (2) hours thirty (30) minutes per each five (5) full attendance days.

- ○ Middle School Teachers: All full-time teachers will have a maximum student contact time of two hundred forty (240) minutes, plus a homeroom assignment, a supervision assignment, and eighty (80) minutes of planning time per day.
- Special Education teachers will support the general education teachers by differentiating and modifying assignments for students on their caseloads. They will also remain online and accessible throughout the hours of the regularly scheduled school day.

**Support Staff**
- Teacher Assistants are given a teacher or teachers to partner with so they can monitor and support a caseload of students throughout an eLearning Day.
- Custodians are expected to report onsite, as usual.
- Nurses will use these days to complete reports and paperwork. Students with existing medical conditions should be contacted for a wellness check either through phone or another platform.
- Instructional Coaches will work with classroom teachers to continue the development of eLearning activities. They will also assist teachers in monitoring student questions throughout the regular school day hours.
- Administrative Assistants will monitor voicemail messages coming into the schools throughout the day, work on outstanding clerical responsibilities, including SIS reports, data clean up and preparation for upcoming events.
- Technicians will be monitoring Net56 inquiries throughout the regular school day hours.
- Related Service Providers will be available to their caseload of students to support accommodations, differentiation, and/or provide virtual instruction as needed.
- EL Teachers will be available to their caseload of students to support accommodations, translation, and/or provide virtual instruction as needed.
- Library Information Specialists and Assistants will create activities using digital tools available to the districts' libraries. These activities will be shared with teachers to be used as needed to support other assigned learning.

**Students**

- Students are allowed to use any device to participate in the eLearning Day. The Deerfield 109 Chromebook and iPad are preferred, as this will provide access to the appropriate digital tools.
- Students are required to login to Google Classroom to access the plans and lessons for the day.
- Each student is allotted five (5) days to complete assignments and turn in evidence of completion to their teachers to receive credit for attendance. Incomplete assignments may result in an absence for the eLearning day.
- Students are not required to complete the work on the actual eLearning Day. Teachers, however, will only be accessible during the eLearning Day hours for assistance. Questions or concerns may be brought to the teacher during the regular school day or via email.
- Students may access tech support via our network providers, Net56, at 847-934-8100, Option 2.
- Students who receive special education services and/or educational accommodations per an Individualized Education Program (IEP) will receive additional guidance for completing activities from their case manager. Any learning that is not able to be completed independently will be supported by the classroom teacher or case manager upon the students' return to school.