



# BELLWOOD SCHOOL DISTRICT #88

## E-Learning Plan

### Purpose

On Friday June 7, 2019 Governor Pritzker reinstated the 5-hour clock day. This new law allowed school districts the option of using e-Learning days while students are not physically present, if the district can ensure and verify at least 5 clock hours or 300 minutes of instruction or schoolwork and 176 student attendance days, as required under Public Act 101-0012; Section 10-19.05. Recognizing the new flexibilities offered to school districts, Bellwood School District 88 adopted to keep the two e-learning days, that were built into the 2019-2020 calendar to meet the new 176-day minimum requirement that replaced the old legislation, which allowed for 174 days.

Per the Bellwood Education Association collective bargaining agreement, the teacher workday consists of a total of 180 days, which includes student attendance days, parent teacher conferences, and teacher institute days. The 'e' in an eLearning Day is to represent 'engagement' more so than 'electronic' given the guidance around building a definition of 'an instructional day' and to establish clear expectations around 'student attendance.' Here in Bellwood School District 88, our focus will be engagement; therefore, we are seeking to ensure that the assignments are aligned to the curriculum and provide opportunities for engagement.

### Timing

e-Learning Days will be used in emergency situations to ensure that instruction time is not lost.

### General Expectations

In general, student work on an e-Learning day will be aligned to the curriculum and learning objectives for the unit being taught. We feel that there are many important pieces make this work, including initial communication, attendance processes, instructional practices, and connectivity. Like any activity we feel it is best to be prepared. We have worked with principals to provide every staff member the chance to create and administer an electronic lesson to the students. Please remember this is our first time attempting this, so we expect to improve upon the process as we move forward. Thanks for your patience!

### Communication/Availability

Teachers will be in communication with students throughout a scheduled e-Learning day. At a minimum, we expect teachers to monitor their email at various times during the day. **This is considered a workday and therefore we are requiring official "office hours" or constant availability during the day.** Our e-Learning days are purposely set up as an asynchronous experience to provide flexibility for both the students and the staff. On the e-Learning Days from 8:00am-1:00pm, the *E-Learning hotline at 708-410-3045* will be available for questions or concerns, along with virtual support from staff members. Parents and students are encouraged to call or email the *e-Learning helpdesk* [elarning@s.sd88.org](mailto:elarning@s.sd88.org) if a problem arises throughout the day.

### **Attendance**

Teachers in Pre-K will give 2.5 hours of appropriate curriculum for both morning and afternoon sessions. Teachers in grades K-2 will give assignments (5-clock hours worth) and students will be expected to complete them on the e-Learning Day. They are encouraged to go to one of the local libraries we have partnered with (**Bellwood Library, Northlake Library, Broadview Library, and Melrose Park Library**) to complete said assignments. Attendance will be captured live in google classroom (if applicable) and confirmed upon their return with the completed assignments. Attendance will be recorded in Powerschool.

Teachers in grades 3-8 will post assignments to *Google Classroom* (see **Google Classroom section below**) and on the day of e-Learning, students are expected to log into their Google account and retrieve their course assignments from *Google Classroom*. By following these guidelines, we are able to capture student engagement and attendance.

### **Teacher Preparation**

In preparation for e-Learning Days, teachers will receive two plan periods to prepare assignments. One day prior to the scheduled e-Learning Day, the District is expecting all Google course assignments to be ready to launch.

### **Connectivity**

The most common concern relates to students who don't have internet access at home. Those students will have the option to receive a hardcopy of all assignments (please check with all students) or attend their local library for Internet and computer access.

### **Google Classroom (3-8 ONLY)**

Bellwood School District 88 is excited to announce that we are using a free and secure learning network for teachers, students, and schools called Google Classroom! Google Classroom provides a safe way for us to connect, share content, access classwork, participate in discussions and receive important class information or announcements.

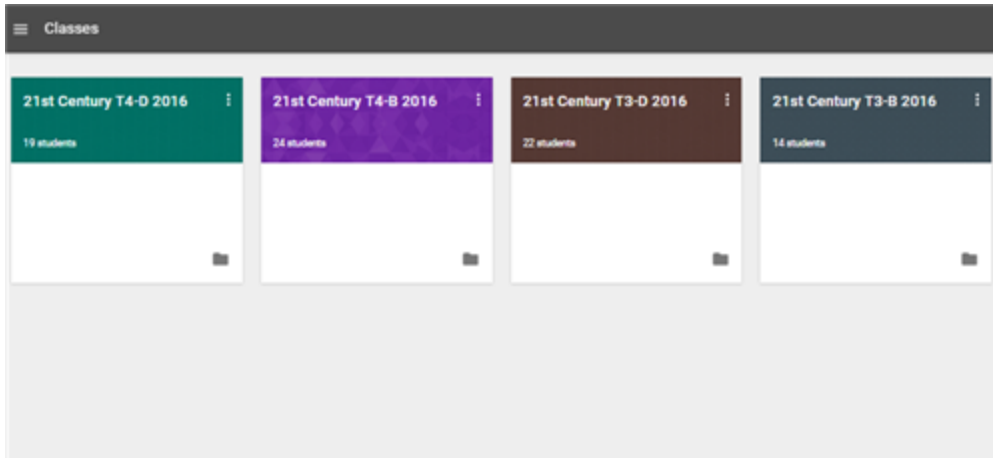
Google Classroom is used as an educational tool and will be used strictly for educational purposes. The site will discuss school-related content only and all staff and students will be held accountable for these actions.

There are multiple ways for students to access Google Classroom. Google Classroom is best used while running the Google Chrome web browser, however, this is not required. Using your Internet browser, type [classroom.google.com](https://classroom.google.com) in the URL bar.

All students have their own personal login credentials for all of the Google services. Their email address is in the format of [First name] . [Last name] @s.sd88.org. For example, "Jane Doe" would log in as [jane.doe@s.sd88.org](mailto:jane.doe@s.sd88.org). Students will use their password, an 8-character password, that has been provided by the Technology Department. If students do not know their login

credentials, please have them to request their password from their homeroom teacher prior to the e-Learning Day.

The classroom teacher will provide students with a classroom code and place course work under the section, "Classwork." When students login they will see all of the course offerings. Intermediate grades (3-5) will more than likely only see one class. Middle School students may see more than one class listed. To jump from one class to another, the three horizontal lines in the upper left-hand corner may be used to return to the main menu.



Each class page has three sections, Stream, Classwork, and People. The section that utilized the most is "Classwork." The "Stream" may be used for school-related communication. School work will be assigned, accessed, and oftentimes turned in through the "Classwork" section.

## **Assignments**

### ***Pre-K***

Students will receive age appropriate assignments that include gross motor, free choice play, and reading activities.

### ***Kindergarten -5<sup>th</sup> Grade***

Students will receive course assignments in the four core content areas: English Language Arts, Mathematics, Social Science, and Science and a special course. All assignments must be completed in order for students to be given full attendance on that day 0-2 courses = absent, 3-4 courses = ½ day present, 5 courses = full day present.

If students do not complete the work, they will be considered absent and can make up the work just like a normal attendance day without penalty. Each core course assignments should take approximately 65 minutes to complete. Each assignment from a special course should take approximately 40 minutes to complete.

### **6-8<sup>th</sup> Grade**

Students will receive course assignments in the four core content areas: English Language Arts, Mathematics, Social Science, and Science and two elective courses. All assignments must be completed in order for students to be given full attendance on that day 0-2 course = absent, 3-5 courses = ½ day present, 6 courses = full day present.

If students do not complete the work, they will be considered absent and can make up the work just like a normal attendance day without penalty. Each core content and elective course assignments should take approximately 50 minutes to complete.

### **Accommodations**

Accommodations for students with IEPs and 504 plans and ELs will be provided by the homeroom teacher in conjunction with the Special Education and Bilingual Departments. All accommodations will be prepared one week prior to the first scheduled e-Learning Day.

### **Parent Communication**

Letters will be sent home to explain the general expectations of the scheduled e-Learning Days. In addition, parents will receive detailed information regarding available resources and how to access Google Classroom.

### **Questions**

We expect questions - so please feel free to contact the eLearning helpdesk at [elarning@s.sd88.org](mailto:elarning@s.sd88.org) or the eLearning hotline at 708-410-3045.