

# E-Learning Days

2019-20 School Year





## At Home E-Learning

As stated by ISBE “students can access the e-learning program away from the school facility through the internet, email or electronic text messaging, telephones, webinars, or other similar electronic communication devices that allow for interaction between students, teachers and the provision of the instruction. Instruction may take the form of pre-recorded lectures, video recordings, worksheets or reading materials. Instruction must be provided for a minimum of 5 clock hours a day and each students participation must be actively monitored in order to authenticate his or her identity and verify that the student is actively participating in the instruction and completing the work.”



## **The Board of Education E-Learning Resolution**

On November 25, 2019 the BOE approved a resolution to approve the use of e-learning days on emergency days. You can view the resolution [here](#).



## **GEEA and AFSCME Memorandum of Understandings (MOU)**

The district and both union groups collaboratively worked to develop memorandums of understandings regarding e-learning.

[E-Learning AFSCME MOU](#)

[E-Learning GEEA MOU](#)




# **E-Learning Plan Components**





## **How is this e-learning plan different from the 2018-19 at home learning plan?**

- E-learning days will occur **on** the emergency days, not after emergency day to make up the day.
- Students will turn in the work assigned on the E-learning day either that evening if it is electronic or the next morning if done on paper for the elementary students.
- Teachers will be online to answer questions that parents or students might have on the E-learning day. They will follow the schedule outlined in the next slide.



## **On an e-learning day\*, the 7 hour workday for teachers shall be scheduled as follows unless otherwise directed:**

- 8:20 a.m. - 8:30 a.m. - Planning/preparation -contact coaches for any needed support
- 8:30 a.m. - Learning modules posted and period of availability, student engagement, instruction, supervision and support as needed begins
- 8:30 a.m. - 1:30 p.m. - 5-hour block of student engagement, instruction, supervision, monitoring and support, as needed
- 1:30 p.m. - 2:15 p.m. - Duty Free
- 2:15 p.m. - 3:00 p.m. - Verification/assessment of student work/engagement; planning/prep, contact with coaches as needed. (e-learning)
- 3:00 p.m. - 3:30 p.m. - Planning/preparation, professional responsibilities -contact coaches for any needed support



## **Other GEEA staff e-learning responsibilities:**

- Counselors, School Psychologists, School Nurses and RNs will be available to parents and students on the e-learning day and will be issued an assignment from their building administrator in lieu of planning a lesson.
- PBL Coaches- support science planning for teachers
- Reading and Math Coaches-support for teachers during planning
- Elementary and Middle School Digital Literacy Specialist- provide tech support for their building families that need support prior to and during the e-learning day.
- The Specialist or Case Manager is expected to reach-out, individually, to families of students on their caseload to share activities that coincide with related services.
- Elementary Band and Orchestra-will send out assignment to students the morning of the e-learning day



# Elementary Student E-Learning

- Elementary students do not take their chromebooks home, but it is understood that all households have access to the internet either on a computer or cell phone.
- A matrix will be created with choices of work for the students to complete for that day. The matrix will be posted on the district website and will be able to be viewed on a cell phone.
- The students can complete the work either electronically or on paper to turn in to the teacher.
- Teachers in collaboration with coaches will create a matrix for their students to use as a choice for work to be completed for the day which will include activities in Literacy, STEAM, and FLES/EL.
- Special Education teachers will provide assignments based on students IEP goals.



## Hadley Student E-Learning

- The Hadley Junior High students have chromebooks that they take home and have assignments to complete in Google classroom on a regular basis so it is understood that all Hadley students have access to the internet and Google classroom.
- All Hadley students will be assigned work through Google classroom.
- SPED Co-teachers are typically part of their gen ed teachers Google classroom, therefore, they can assign their students through google classroom and check it when it gets returned. Another option is to create a separate assignment in Google classroom for just the students on their caseload - this could be the modified assignment that they created based on the Gen Ed teachers assignment or it could be something completely different related to one of the students goals.



## **Student participation will vary based on the grade level:**

- For Early Childhood and Kindergarten, students will be engaged for 45 min
- For Grades 1-2, students will be engaged for 60 minutes
- For Grades 3-4, students will be engaged for 90 minutes
- For Grades 5-8, students will be engaged for approximately 120 minutes (45 min for ELA/Social Studies, 45 min for Math/Science, 15 minutes for FLES or EL and 15 min for PE/Specials)



# Technology Expectations and Communication

- All teachers and aides have been assigned a laptop or chromebook for use at school and at home. Please take your device home during the winter to be prepared for an emergency day.
- Teachers and specialists will be available for support from 8:30 am to 1:30 p.m.
- Parents/students can email their teacher/specialist, do a virtual chat with their teacher in Google, post a question in Google classroom, or call and leave a voicemail.
- Teachers can retrieve school voicemails remotely.

# How will student work be monitored and verified?

- All work will be posted on the district website by 8:30 a.m. on the e-learning day.
- The work will need to be completed and turned in either electronically to verify the student's participation by 9 p.m. on the e-learning day or in paper form the next morning.
- Elementary students who complete 3 assignments within the matrix (Literacy, STEAM and Fles (students who are EL will replace FLES work with an EL activity) will be considered "full day of attendance." Elementary students who complete 2 assignments will be considered "half day of attendance" and students who complete no assignments will be considered absent. The assignments completed within the matrix will count for work habits grades.
- Junior High students who complete the assigned work from at least five out of six teachers in Google classroom will be considered "full day of attendance". Junior High students who complete one to five assignments will be considered "half day of attendance." Students who complete no assignments will be considered absent. Each assignment completed will be given a grade for work habits for the day.



# **AFSCME E-Learning Day Requirements**





# AFSCME Staff Assignments

AFSCME staff will be sent an email with access to a video to watch along with an activity to complete. The work will be assigned by 9 a.m. and must be completed by 5 p.m. If the employee has an emergency situation that does not allow for them to complete the assignment, they must contact their principal by 5 p.m. on the emergency day to inform them of their situation.

**This is a directive for all employees to complete the assignments; an employee will be subject to discipline if it is not submitted before 5 p.m.**



## **AFSCME Assignments**

Regardless of which school you are assigned to, everyone will be receiving the same articles/videos to respond to on Infinitec.

\*Please let your digital media person know if you do not have access to tech at home or need help accessing your gmail from home.





# Infinitec First Time Login Instructions

Please fill out all fields.

Your **screen name** will be used to log in to myInfinitec. We recommend you use your first initial and last name for screen name, with no spaces or special characters.

**Screen Name**

**First Name**

**Last Name**

**Email Address**

**Password**

**Enter Again**

Save

**Position**

- Administrator
- AT Specialist
- Behavior Specialist
- Case Manager
- Consumer
- COTA
- Curriculum Director
- Direct Service Provider
- Gen Ed Teacher

To select multiple values, hold the CTRL key (PC) or CMD key (Mac) while selecting items.

**State**

**District/Co-op**

You only need to complete this the first time you log in. Please keep your screen name and password where you can find it for an e-learning day.



# Infinitec Trainings

Once you are in the Infinitec system, you will see a list of trainings you can select from to complete on the e-learning day. Please complete one of the trainings and take the quiz at the end of the training. You do not need to print the certificate.

Presentation	Presentation Status	Quiz Status	Certificates
What is Autism: An Introduction	Completed Dec 09 2019 <a href="#">Click to Replay</a>	<a href="#">Click to Take the Quiz</a>	
Supporting Students with Autism in the Inclusive Classroom	<a href="#">Click to View Presentation</a>	<a href="#">Click to Take the Quiz</a>	
Characteristics of Autism	<a href="#">Click to View Presentation</a>	<a href="#">Click to Take the Quiz</a>	
Impact of ASD on Learning	<a href="#">Click to View Presentation</a>	<a href="#">Click to Take the Quiz</a>	



## Q and A

Please review the [Q and A document](#)  
for e-learning.