



## **Steger School District 194 e-Learning Plan**

**Updated for 2023-2024 school year**

The Steger 194 e-Learning Program will ensure access for all students; ensure that the specific needs of all students are met, including special education students and English Learners and ensure that all mandates are still met using the e-Learning program.

### **Technology**

All students will be issued a district device to use for an e-Learning day.

The technology department will be available for connectivity and hardware questions or challenges. Students and families can email [studenthelpdesk@sd194.org](mailto:studenthelpdesk@sd194.org) or call 708-753-8400 for support.

K through Eighth Grade will utilize **Google Classroom** to provide instruction and assignments.

Families without internet access at home can access free internet at the Steger Library or some local restaurants/businesses provide free internet. Information on how to obtain low cost internet can be found on the SD 194 website.

SD 194 has a Remote Learning page on its website. The link is found at the top right of the screen. Please visit the link to find information such as; Google Classroom training, District Updates, and support.

### **Student School Day- Please see schedules below**

The e-Learning program will ensure 5 clock hours of instruction or school work for each student participating in an e-learning day. Students will be expected to participate in live lessons, view pre-recorded lessons, and engage in independent work with their teacher(s) throughout the school day. Students will participate in Reading, English Language Arts, Math, Social Studies and Science. Specials may be provided.



### **Attendance**

Attendance will be taken daily. Student attendance is expected. In the event of any absence, the students' parent(s)/guardian(s) is required to call the school prior to the start of the school day and explain the reason for the absence.

Per ISBE, attendance must be taken daily. Student will be marked present if they:

- participate in any of the live lessons
- demonstrate engagement through our digital resources (i.e. responding to teacher's discussion questions on the various platforms, logging to Google Classroom and completing independent assignments, etc.)

### **Teacher Availability**

Teachers will utilize Google Classroom and Google Meets or Zoom during an e-Learning Day. Teachers hours will be the same as a regular school day 7:25 a.m -2:40 p.m.

### **Non-electronic materials**

Non-electronic materials will be sent home with students in anticipation of an e-Learning Day due to weather. A staff member will also be available at each building and/or at the Administration Center between 9-11 to distribute any non-electronic materials needed by students.

### **Notice to families**

Students and families will be notified of school closings and the use of E-learning days. Many forms of effective notice to students and their parents or guardians of the use of particular days for e-learning will be provided as soon as a decision is made by phone blast, website, email, and social media.

### **Teacher Materials**

Teachers and staff will take home any needed technology (laptop) and materials to continue the educational program remotely. All teachers and staff who may be involved in the provisions of e-learning will have access to any and all hardware and software that may be required for the program.

### **Special Education Students, EL Students, and 504 Plan Students**

Special education teachers play a vital role in the daily instruction of students with IEPs. During e-Learning days, special education teachers will continue to support students' IEP goals and services. Students eligible for special education or Section 504 will receive their lessons in the same manner as their peers via Google Classroom unless otherwise notified by the individual student case manager. English Learners will receive support from their EL teachers during an



e-Learning Day. Our intervention specialists and student support specialists have worked together to create meaningful activities in a variety of modalities and will be available for students who have any questions, are exhibiting any difficulty, or need additional support. All staff will be using Google Classroom to provide engaging activities to support the students goals.

### Student Expectations

Daily attendance will be taken, students will be given assignments/assessments and grades will be assigned.

- Log into your Google Classroom (K-4) or homeroom (5-8) by 7:50 a.m.
- Attendance will be taken daily.
- Check your email daily for communication from teachers and staff (grades 5-8)
- Take advantage of the learning opportunities provided by teachers
- Be responsible and be respectful to yourself, teachers and peers
- Check your Google Classroom daily for learning activities from your teachers
- Check your teachers' online availability hours so you will know when it is easiest to connect with them
- Email teachers with any questions you might have; please allow a response window of 24-48 hours
- Complete and submit your assignments by the assigned due date within Google Classroom.
- Produce and submit high-quality work to teachers
- Follow your daily schedule
- Be on time and prepared for all live Google Meets/Zoom meetings
- All handbook rules remain in effect for remote learning
- Students will sign and adhere to the Technology User Agreement

### Teacher Expectations

Teacher hours 7:25 a.m.-2:40 p.m. daily. **Teachers will provide “live” remote instruction. See schedules below.**

- Teachers are required to use Google Classroom as the remote learning platform for their classes.
- Work will be assigned and collected through Google Classroom
- Create engaging activities for students linked on Google Classroom
- Teachers will take daily attendance. Follow your building attendance procedure.
- Collaborate with colleagues to ensure alignment of pacing, content, and assessment.
- Teachers will post an outline of the learning objectives by 8:00 am daily for all classes. These outlines will be posted via the District website and/or Google Classroom.
- Teachers will host live daily Google Meet/Zoom classes during 8-12 hours for each class taught (ELA/Math/Science/SS)
- Teachers can upload a flipped classroom video as an assignment.



- Teachers can create their own classroom videos, use ones created by their content area or grade level teams, PLC, or upload videos already created by a reputable source. Teachers should view the video prior to posting if they did not create.
- SIC and SPC teachers should hold office hours every day from 1-2. This allows teachers to be available for students' questions for guided instruction, reteaching, or support. Teachers are encouraged to take student meetings by appointment as needed. Middle School Staff should follow their teaching schedule and reach out during planning time as you would in an ordinary school day.
- Teachers will respond to parent and student emails within 24-48 hours during normal school hours.
- Teachers will begin the school year by sharing information with students and parents about communication including:
  - School provided usernames and passwords
  - How to engage in office hours with the teacher
  - How to access Google Classroom, Google Meet/Zoom, etc.
  - How to access the primary resources used in the class
  - Attendance expectations
  - Expectations of learning
  - Grading Guidelines

## School Schedules

**SPC and SIC log into your teacher's Google Meet at 8am**

**Specials teachers will be co-teaching with an assigned teacher for the day.**

**SPC and SIC E-Learning Schedule**

7:25 - 7:50	Teacher Office Hours
7:50 - 8:15	ALL Students Log-In/SEL Attendance
8:15 - 10:15	ELA
10:15 - 10:30	Break
10:30 - 12:00	MATH
12:00-1:00	Lunch
1:00-2:00	Independent Student work time- Asynchronous- Teacher office hours Specials Google
2:00-2:40	Teacher Planning Time



## **Columbia Central Middle School Schedule 5-8**

**HR - 7:50-8:00**

**Period 1 - 8:01-8:41**

**Period 2 - 8:41 - 9:22**

**WIN 9:23-9:43**

**Period 3 - 9:44-10:24**

**Period 4 - 10:25-11:05**

**Period 5 - 11:06-11:46**

**Period 6 - 11:47-12:27**

**Period 7 - 12:28-1:08**

**Period 8 - 1:09-1:49**

**Period 9 - 1:50-2:30**

**8/17/2021**

**Updated 1/08/23 2023-2024**

**School Day 7:50-2:30 dismissal**

**Wednesdays are regular days until 2:30**