

E-Learning Days Expectations

Administration

Administrators will make decisions about school cancellation and the implementation of eLearning days as soon as possible. Student attendance will be handled through a Google form and will only need to be done once by the student. Administration will send out the attendance form.

Teachers

On e-Learning days due to inclement weather, all teachers are expected to work remotely. On all other e-Learning days, teachers can choose to work remotely or in the school buildings, unless told otherwise by their supervisor.

- By 8:00am on an e-Learning Day, all teachers will communicate to students assignments that should take students approximately 50 minutes to complete.
 - This 50 minutes can be a combination of any learning tasks (instruction, reading, researching, writing, etc.), and does not need to be technology-based. These tasks do not need to amount to a full 50 minutes of student work production. It should be designed to mirror instructional goals that would have been implemented had the day been a normal school day. The student learning on that day should be meaningful and continue to move students through the curriculum.
 - Learning tasks should be asynchronous, meaning students can access the instructional materials and complete the tasks at any point during the day.
 - As with any assignment, students should know the goal of the lesson, what resources will be needed to complete the lesson, how they will submit the work, and how it will be assessed.
- Teachers will clearly communicate to their students where to find their assignments and how to submit those assignments well before the e-learning day takes place. When deciding on assignment due dates, consideration must be given for the possibility of students losing the ability to complete the work on that e-Learning day.
- Teachers will be available, through G-Suite products (e-mail, docs, Classroom, Meet) or Hapara, for responding to student questions in a timely manner, during normal school hours. If a teacher will not be available to respond to students for an extended period of time, that teacher should inform their immediate supervisor and adjust assignment due dates if needed. If possible, teachers should also notify their students if they will be unavailable for an extended period of time. On emergency days, it is understandable that teachers might need to tend to personal matters or might lose access to the internet.
- For teachers who have students with special needs that the above expectations do not address, teachers will follow the Special Services E-Learning document that outlines their roles and responsibilities. ([E-Learning Document](#))

Non-Classroom Teachers

All teachers who do not have classes assigned to them are expected to work remotely on e-Learning days due to inclement weather. On all other e-Learning days, non-classroom teachers can choose to work remotely or in the school buildings, unless told otherwise by their supervisor. These educators should continue with their normal work through their laptops. These educators should also be available to respond to communications in a timely manner. If an educator will not be available to respond to communications for an extended period of time, that educator should inform their immediate supervisor. On emergency days, it is understandable that educators might need to tend to personal matters or might lose access to the internet. In cases where phone calls to families are needed, our [caller ID masking service](#) can be used to keep personal phone numbers anonymous.

Support Staff

On e-Learning days due to inclement weather, support staff should not report to work, unless otherwise requested by their supervisor.

On all other e-Learning days, support staff should report to work, unless told otherwise by their supervisor.

CMG

All 52-week employees will report to work for regular duty in the event of a school closing (unless specifically instructed otherwise by the Superintendent of Schools). A loss in pay may result for those employees who do not report for work. Employees may, at the discretion of the Supervisor of Building and Grounds and/or his/her authorized representative, be required to do emergency work such as mechanical repair, snow plowing, boarding of windows after vandalism or other emergency duties, on days when the Superintendent of Schools has directed all other employees to stay home.

Students

- By 6:00 pm on the e-learning day, students will check-in for school through the attendance form sent to their District 99 Gmail inbox.
- In advance of an e-Learning day, teachers will inform students where to find assignments. On an e-Learning day, students will access and complete assignments. During normal school hours, students can email their teachers if they need assistance with their assignments for the day.