

# FSD145 Emergency Learning Days (E-learning)

## Guidelines for K-12 Teachers

The purpose of this document is to provide teachers with support for e-Learning and emergency school closure days. Although the following document is meant to provide a general overview of eLearning and emergency school closure days, keep in mind that each situation is different and will require a unique response. **Highlighted sections have been updated from previous versions of this document.**

Teachers in need of additional support and guidance should contact Tim Mangan, Instructional Technology Coordinator at [tim.mangan@fsd145.org](mailto:tim.mangan@fsd145.org).

### ISBE Mandatory Grading Guidelines for State Closure of Schools

- No work assigned during emergency learning days will be graded. eLearning is encouraged, but not required.

eLearning days are NOT the time to experiment with new tools or routines.

- **Use tools that are familiar to your students.** Don't expect your students to start using Schoology or XtraMath if your students haven't been regularly using those programs at home.
- **Make sure that your students have practiced using tools at home.** This goes for low-tech solutions as well. For example, don't expect your students to use a protractor and compass if they aren't familiar with those tools and have practiced using them in class.
- **Keep to established routines as much as possible.** Requiring students to read or journal is a great way to keep students focused on learning -- especially if you have already established those expectations for nightly school work.
- **For certain assignments, students might start working on a project at home and complete their work when they return to school. (Example: Rough draft of an essay that will later be assigned).**
- **Students can be encouraged to work on assignments that have been previously marked as missing or incomplete.**

### FSD Lesson Guidelines

- Lessons during emergency days are intended to review and reteach prior information, not introduce new content. It could also be an enrichment activity.
- A few good questions or an open-ended response is going to be easier for students to work with and challenge students to use critical thinking skills.
- A district template will be developed and provided.

### Amount of Work

- 20-30 minutes **recommended, but not required** per subject/course per day.

## **Students Without Internet Access**

- Students should not be penalized if they do not have Internet access at home. Lack of access is an equity issue and ISBE has been clear on our need to be equitable. This is why e-learning includes the availability of both electronic and paper copy to accommodate students' situations at home.

## **Communication and Work Expectations**

- Teachers should be available during an eLearning or emergency learning day. Teachers should announce in advance of eLearning which method they prefer for communication (Remind, email, Schoology, etc.). Teachers will have office hours from 9:00 - 12:00 via their preferred method of communication.
- Teachers should continue to report student progress back to parents and students via email, Schoology or calls home as needed.
- Lesson plans will NOT follow a teacher's typical lesson planning process. In the case of an emergency closure or eLearning days, the district will provide guidance for the lesson planning process.