



District 120 eLearning Plan 2023-2025

What are eLearning days?

- On e-Learning days, students will participate in learning experiences for their courses at home. Teachers will communicate those learning experiences electronically through an online platform.
- The D120 eLearning plan will be communicated to families on September 5th and will be approved by the D120 Board of Education on September 12th.

What is the historical context of e-Learning: state and board policy?

- In 2018, the state of Illinois established new guidelines for the structure of the school day. As a result, school districts can now use eLearning for their emergency days. Mundelein High School will maintain the option to make up emergency days at the end of the year and/or implement an eLearning day to make up the attendance day.

What are the benefits of eLearning days?

- The end of the year is predictable regardless of the number of emergency days
- Students are able to consistently advance their learning during the school year
- eLearning days allow students to continue learning the information and skills in each course. These learning experiences help avoid a traditional “emergency/snow” day, which is made up several months later. The “make-up day” at the end of the school year often occurs after the relevant unit of study is completed, such as the case with classes prior to Advanced Placement exams.

How will the school communicate with me?

- School closure would be announced by 6:00 AM via the school website, email, and phone number registered in PowerSchool. If a closure is not announced by 6:00 AM, Mundelein High School will hold in-person instruction as usual.

What are the expectations of my student on these eLearning days?

- All students are provided with a Chromebook, as we are a 1:1 school. Students will use their assigned Chromebooks for the emergency eLearning day.
- Teachers will communicate the required digital assignments by posting them on their Canvas course pages by 8:30 AM.



- Students regularly utilize the Canvas platform for weekly and often daily digital assignments and assessments. Teachers will inform their students that if there is an unexpected emergency eLearning, Canvas will be the central platform for accessing their assignments.
- Students are required to finish their assignments within three days following the scheduled emergency eLearning day.
- Students are required to engage in 5 hours of instructional time. If students finish their assignments early, they should read their independent reading book or work on any missing assignments they may have.

How will teachers communicate with my student?

- Canvas will be the primary platform used for student communication.
- Teachers can also be contacted through email during school hours (7:30 AM-3:25 PM).

What if my student cannot connect to the Internet or is sick on the eLearning day?

- Students will have three school days after the eLearning day to complete their assignments and submit them to their teachers.

What happens if there is a loss of power?

- In the event that severe weather leads to power outages, the expectations of eLearning days will be altered. If the power outages are widespread in the District 120 area, an eLearning day will not occur, and we will use a traditional emergency day instead. That emergency day will be made up on the designated day on the school calendar.

My student has an IEP, 504, or other related services. How will they receive their accommodations on these days?

- Teachers will make modifications necessary to support students who need alternative learning experiences or additional support for their eLearning coursework.
- Students will be provided extended time upon return to school to ensure accommodations for any eLearning work are provided.

How will attendance be recorded?

- Students will be required to complete an attendance Google form that will be sent out by the school via email to their parents/guardians' emails and their student school email addresses. The Google form must be completed by 1:00 PM on the emergency day for the student to be counted as present.



What kind of assignments will students be required to complete on the eLearning day?

- Students may be asked to complete a variety of asynchronous tasks, including but not limited to:
 - Reading reflections
 - Video analysis
 - Math practice
 - Continuation of previous projects or essays
 - Journaling
 - Workouts following an exercise video
- Assignments for each class will take around 35-45 minutes to complete
- Students must submit their completed assignments to their teachers by the third school day following the emergency day.

Contacts for Support

- Mundelein High School District 120 Technology Department technology@d120.org
- Dr. Alexandria Taylor: Mundelein High School Building Principal ataylor@d120.org
- Mr. Mike Souza: Associate Principal of Operations msouza@d120.org
- Mrs. Stevee Libert: Assistant Principal of Student Life slibert@d120.org



Staff eLearning Overview

Teacher expectations:

- Create assignments/performance tasks that can be completed asynchronously
 - English- reading annotations, graphic organizers, etc.
 - Math- practice problems
 - On-going class project
- The goal is to maintain continuity in learning. Provide learning experiences that further the instructional objectives of the current unit.
- While we know that students work at different paces, provide materials that will take most students around 35-45 minutes to complete.
- If time allows, teachers may share assignments before the emergency day.

Assignments for students with an IEP or 504:

- Teachers and instructional assistants will extend timelines to accommodate for the implementation of all IEP and 504 accommodations as needed.
- Teachers in instructional and co-taught settings will provide lessons and accommodations like on a typical school day.
- In advance of a projected snow day, students in the Supported Learning Program will be provided with an at-home supplemental activity kit. This activity kit would take the place of an eLearning at-home assignment.

Sharing and communicating assignments:

- Canvas must be used to share assignments with students. Teachers need to ensure students have access to all the materials they need to complete an assignment.
- Assignments must be shared by 9:00 AM on the emergency day.
- eLearning assignments can be submitted digitally or in print upon returning to school

Tech support on an eLearning days:

- Kathryn Serby will be on call for tech support for staff
- Our Technology Department will be available remotely for tech support

Professional development for eLearning days:

- Swift K12 training
- Canvas trainings
- Department chairs will provide refreshers on department-specific technologies



Non-instructional certified staff:

- Grade checks in PowerSchool
- Report writing
- Case management paperwork completion
- Letters of recommendation for colleges, universities, and/or employment

Monitoring and evaluation

This eLearning plan will undergo continuous evaluation and enhancement through a structured process to ensure its effectiveness and relevance.

****This plan was developed in collaboration with the Mundelein District 120 administration and the Mundelein Education Association. This plan will be implemented for a period of three school years (2023-24, 2024-25, and 2025-2026).***



Plan de aprendizaje electrónico

Distrito 120

2023-2025

¿Qué son los días de eLearning?

- En los días de e-Learning, los estudiantes participarán en experiencias de aprendizaje para sus cursos en casa. Los maestros comunicarán esas experiencias de aprendizaje electrónicamente a través de una plataforma en línea.
- El plan de aprendizaje electrónico del D120 se comunicará a las familias el 5 de septiembre y será aprobado por la Junta de Educación del D120 el 12 de septiembre.

¿Cuál es el contexto histórico del e-Learning: política estatal y directiva?

- En 2018, el estado de Illinois estableció nuevas pautas para la estructura de la jornada escolar. Como resultado, los distritos escolares ahora pueden utilizar el aprendizaje electrónico durante los días de emergencia. La Escuela Secundaria Mundelein mantendrá la opción de recuperar los días de emergencia al final del año y/o implementar un día de aprendizaje electrónico para recuperar el día de asistencia.

¿Cuáles son los beneficios de los días de eLearning?

- El fin de año es predecible independientemente del número de días de emergencia
- Los estudiantes pueden avanzar constantemente en su aprendizaje durante el año escolar.
- Los días de eLearning permiten a los estudiantes continuar aprendiendo la información y las habilidades de cada curso. Estas experiencias de aprendizaje ayudan a evitar un día tradicional de “emergencia/nieve”, que se recupera varios meses después. El “día de recuperación” al final del año escolar a menudo ocurre después de completar la unidad de estudio correspondiente, como es el caso de las clases previas a los exámenes de Colocación Avanzada.

¿Cómo se comunicará la escuela conmigo?

- El cierre de la escuela se anunciará a las 6:00 AM. a través del sitio web de la escuela, el correo electrónico y el número de teléfono registrado en PowerSchool. Si no se anuncia el cierre antes de las 6:00 a. m., la Escuela Secundaria Mundelein impartirá instrucción en persona como de costumbre.



¿Cuáles son las expectativas de mi estudiante en estos días de eLearning?

- Todos los estudiantes reciben un Chromebook, ya que somos una escuela 1:1. Los estudiantes usarán sus Chromebooks asignados para el día de aprendizaje electrónico de emergencia.
- Los maestros comunicarán las tareas digitales requeridas publicándolas en las páginas de su curso Canvas antes de las 8:30 a.m.
- Los estudiantes utilizan regularmente la plataforma Canvas para evaluaciones y tareas digitales semanales y, a menudo, diarias. Los maestros informarán a sus estudiantes que si hay una emergencia eLearning inesperada, Canvas será la plataforma central para acceder a sus tareas.
- Se requiere que los estudiantes terminen sus tareas dentro de los tres días posteriores al día programado de aprendizaje electrónico de emergencia.
- Se requiere que los estudiantes participen en 5 horas de tiempo de instrucción. Si los estudiantes terminan sus tareas antes de tiempo, deben leer su libro de lectura independiente o trabajar en las tareas que les faltan.

¿Cómo se comunicarán los maestros con mi estudiante?

- Canvas será la plataforma principal utilizada para la comunicación de los estudiantes. También se puede contactar a los maestros por correo electrónico durante el horario escolar (de 7:30 AM- 3:25 PM).

¿Qué pasa si mi estudiante no puede conectarse a Internet o está enfermo el día del aprendizaje electrónico?

- Los estudiantes tendrán tres días escolares después del día de eLearning para completar sus tareas y enviarlas a sus maestros.

¿Qué pasa si hay una pérdida de energía?

- En caso de que el mal tiempo provoque cortes de energía, las expectativas de los días de eLearning se verán alteradas. Si los cortes de energía son generalizados en el área del Distrito 120, no se realizará un día de aprendizaje electrónico y en su lugar utilizaremos un día de emergencia tradicional. Ese día de emergencia se recuperará el día designado en el calendario escolar.



Mi estudiante tiene un IEP, 504 u otros servicios relacionados. ¿Cómo recibirán su alojamiento estos días?

- Los maestros harán las modificaciones necesarias para apoyar a los estudiantes que necesitan experiencias de aprendizaje alternativas o apoyo adicional para sus cursos de eLearning.
- Los estudiantes recibirán más tiempo al regresar a la escuela para garantizar que se proporcionen adaptaciones para cualquier trabajo de aprendizaje electrónico.

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- Assignments for each class will take around 35-45 minutes to complete
- Students must submit their completed assignments to their teachers by the third school day following the emergency day.



¿Cómo se registrará la asistencia?

- Los estudiantes deberán completar un formulario de asistencia de Google que la escuela enviará por correo electrónico a los correos electrónicos de sus padres/tutores y a las direcciones de correo electrónico de la escuela de sus estudiantes.
- El formulario de Google debe completarse antes de la 1:00 PM del día de la emergencia para que el estudiante se cuente como presente.

¿Qué tipo de tareas deberán completar los estudiantes el día del eLearning?

Se puede pedir a los estudiantes que completen una variedad de tareas asincrónicas, que incluyen, entre otras:

- Reflexiones de lectura
- Análisis de vídeo
- practica de matematicas
- Continuación de proyectos o ensayos anteriores.
- Llevar un diario
- Entrenamientos siguiendo un vídeo de ejercicios.
- Las tareas de cada clase tardarán entre 35 y 45 minutos en completarse.
- Los estudiantes deben entregar sus tareas completadas a sus maestros antes del tercer día escolar después del día de emergencia.

Contacts for Support

- Departamento de Tecnología del Distrito 120 de Escuelas Secundarias de Mundelein technology@d120.org
- Dra. Alexandria Taylor: Directora del edificio de la escuela secundaria Mundelein ataylor@d120.org
- Sr. Mike Souza: Director Asociado de Operaciones msouza@d120.org
- Sra. Stevee Libert: Subdirectora de Vida Estudiantil slibert@d120.org

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