

This Quick Guide only applies to the following CareerTEC classes: Careers in Business, Construction Trades, Culinary Arts, and Health Occupations. CareerTEC classes at Highland Community College and Freeport High School will not follow this plan and, instead, will follow the policies and plans set forth by its Boards of Control and administrators.



## E-Learning Quick Guide

In the event of inclement weather, some CareerTEC students and teachers will engage in E-Learning days this year. Instead of canceling classes for a "snow day," teachers will meet with students remotely for synchronous (live) and/or asynchronous learning. Activities will be aligned to the expected curriculum.

### Expectations/Information for Students

- \* Please check for communication from your teacher (email, Remind app, and/or text) no later than 7:30 a.m. that E-Learning day to learn of the class plan and acquire a Google Meet link if synchronous learning is utilized.
- \* Attendance is expected and will be recorded normally for synchronous learning; tardies also will be recorded. If asynchronous learning is utilized, you need to acknowledge receipt of assigned activities from your teacher by replying to the email/text/Remind app or logging into a teacher's Google Form by 1 p.m. to be marked "present."
- \* Synchronous or asynchronous learning activities must be at least 45 minutes and no more than 90 minutes in length per class period. If needed, you may need to work past normal school hours to complete any asynchronous activities.
- \* A product is not required for evidence of learning to occur, nor for attendance purposes. If a product is assigned, it is at the teacher's discretion when it is due and if it will be graded.
- \* If you have any questions or concerns, contact your instructor between 7:15 a.m. and 2:45 p.m. on your E-Learning day.
- \* Contact your home school's technology department if you are having issues with your Chromebook or laptop.
- \* E-Learning days are instructional days and are not required to be made up.

For more information, please see the CareerTEC E-Learning Plan at [www.careertec-il.org](http://www.careertec-il.org). For further questions, please email CareerTEC director Brian Greene at [brian.greene@fsd145.org](mailto:brian.greene@fsd145.org).

