

# ***LEWISTOWN CUSD#97 e-Learning Plan***

LEWISTOWN CUSD #97 may implement an e-Learning Day in the event school must be cancelled. An e-Learning Day may be issued in place of an emergency day, as defined by the Illinois State Board of Education. In most cases, an e-Learning Day would likely be used in the case of closing school due to poor weather conditions but could be used for other emergency situations (loss of power, water, mandated closures, or other need to close one or all school buildings). This document summarizes the District's plan for implementing an e-Learning environment.

**Issuing an e-Learning Day:** In the event conditions are such that school must be cancelled, administration will do its best to make that determination by 6:00am. Sometimes this is not possible, as conditions can change rather quickly in Central Illinois, but the goal will be to make the determination by 6am. Once the decision is made, students, staff, and parents will be notified (in order of sequence):

- through our District call system
- through local tv stations

If an e-Learning Day is implemented, everyone will be notified in the same manner as when school is cancelled. Students will be expected to utilize the day to work on their required assignments/activities as described below in the Student Assignments/Activities section.

**Student Assignments/Activities:** Expectations for student assignments/activities are going to vary greatly based on grade levels and subject matter. Learning materials will be designed for engagement time as follows: 2 hours for grades PreK-KG and 5 hours for grades 1-12. However, it is important to remember that activities, especially at the primary grade levels where students may not have a device, should be about reinforcement and review of already learned material. In the event of a long-term closure, materials will build upon already learned material and introduce new concepts. Learning materials will be offered in a variety of ways either to be returned to the teacher or materials to be signed off by a parent, guardian or caregiver (digital assignments, projects, print material, activities, etc.). It is also important to realize that many students may have other responsibilities (shoveling snow, watching siblings, helping on the farm, etc.) or be in a different environment (at a grandparent's house, in daycare, at work with a parent, etc.). For those students with multiple classes, remember that they will have work from each teacher.

- **PreK – 4th Grade:** Teachers will provide students with a “packet” that will be sent home and/or electronically available to students/parents as soon as possible. It is important that the packet not be solely dependent on the use of technology, as many grade school students may not have access to a device/internet during an e-Learning Day. Depending on student access to technology, it may be possible to add an online option to the packet involving a teacher communicated assignment. This might help with upper grades where teachers may want to add more timely, relevant assignments, understanding that not all students will have access to email and could therefore choose another available option. The district will make every attempt to provide learning materials prior to an e-Learning Day, but may use a variety of delivery methods if e-Learning Days are issued in an emergency situation.

- 5th – 12th Grade: Teachers will provide students with a Google Classroom or other online announcement announcing their assignment(s) by 9:00am on the morning the e-Learning Day is initiated. For students who may not have access to the internet, it is recommended that teachers have “alternative” assignments/activities that students may work on that are not dependent on technology. These alternative assignments/activities should be communicated to students/parents prior to the possibility of an e-Learning Day...sending a packet home with the student(s) that is kept at home and ready to be completed if an e-Learning Day is initiated. The district will make every attempt to provide learning materials prior to an e-Learning Day, but may use a variety of delivery methods if e-Learning Days are issued in an emergency situation.

- Special Education Services: Special education personnel will be available to students through electronic sources as applicable, based on student need and IEP goals. Modifications and adaptations will also be included in all assignments, based on the needs of the student and IEP goals.

**Student Accountability:** Students will be accountable for completing the assigned tasks in the same manner as any other excused absence. Students will have two days make up for each e-Learning Day utilized. Students will only receive a “present” for attendance once work is completed. Teachers are encouraged to hold students accountable for completing work as they would with any missing assignments. During an e-Learning Day, student work is not counted for a grade but used as an attendance measure for completion of work.

**Student Attendance:**

- PreK – 4th Grade: Teachers will send completed, signed assignment sheets to the School Office. If a student does not turn in a completed, signed sheet, or their work has not been completed, the student will be marked absent. All student absences on these days will be marked excused.

- 5th – 12th Grade: Upon students return to school, teachers will send a list of students that DID NOT take care of their learning responsibilities to the School Office. Those students will be marked absent. Each teacher will send an email for their class(es) to the office by the end of the makeup day(s) after the e-Learning Day(s) is/are completed (remember, students have one day to make up work for each e-Learning Day).

**Teacher Availability:** Teachers are expected to be available to students/parents from 9:00am to 2:30pm by email. For many teachers, other systems may work better than email (Google Hangouts, Google Classroom, Remind, Zoom, etc.) and staff are encouraged to utilize these other communication tools as the situation dictates. However, all teachers will check their email at least once per hour and provide feedback and guidance to students/parents on an as needed basis. The District understands that many teachers have their own responsibilities that may arise with these days (supervising their own children, shoveling snow, etc.). The District also understands that there will be time spent in follow up activities after the e-Learning Day (reviewing completed assignments, providing support for students without internet access, encouraging students to complete assignments, etc.).