

Guidance for Teachers:  
Creating At-Home Learning Opportunities

---

We understand that everyone's circumstances are unique right now, regarding child care and responsibilities at home. We realize that it is a challenge to balance home and work challenges, all during stressful times. We encourage you to create a schedule that works for you to best find that balance.

**General Expectations**

- From the State Superintendent:

**Student work completed during the mandated statewide school closure must not negatively impact a student's grades or otherwise impact a student's academic standing. As we do not yet know the full extent of the closure and want to minimize any negative effects on students, schools may allow student work to count during the closure only to increase a student's academic standing.**

In other words, we can assign tasks and require completion of learning activities for students. If a student is unable to complete it, you can't mark it as a "0" (can't negatively impact a student's grade). If they have completed it, you can count out to help a student advance their learning and overall grade.

- It may be best to think in terms of plans for one week at a time, since this is an ever-changing situation. You may want to think about content/activities for the week. You can present it to parents/students as a weekly plan or break it down by day...whatever makes sense for your teaching style.
- Keep in mind that not all students have access to online resources. You may choose to create a weekly packet of materials. You can assign reading, textbook activities, etc. Just be as specific as possible with expectations for caring for books, folders/notebooks, etc. Parents are asked to pick up materials at CMS.
- On the other hand, many students DO have access to online resources, so you are encouraged to get creative with those options. Some creative options include:
  - You can set up Skype calls with your students/class at set times to "teach" a lesson, check-in, provide verbal explanations to students and parents, etc.
  - You can video tape or audio record yourself giving a lesson (stop worrying about how awkward that might be), providing directions, showing a parent how to read with their child, etc. We will provide you with directions for how to utilize district technology for that purpose.
- Please make yourself available to students. Use your judgment on how this works best for your own personal situation. Some teachers will create "office hours," where they are available by phone, email, skype, etc. at specific times. Some teachers may, instead, choose several times a day to check email and answer questions from students/parents. Please share your preferred communication method/times with parents, students, and your building principal so it is clear to everyone.

- Please check your email at least twice per day (morning and afternoon) and check your school voicemail at least once per day (call 217-639-1011 following the prompts). Those are the best ways for parents and students to communicate with you, so it's important that you are accessible and able to answer questions from parents and/or students as regularly as possible.
- When you think about at-home work, please remember to be as specific as possible in your directions. If you leave a web-link, please provide specific directions about which activity/where to find it. If you send a web resource, please provide directions for logging in and how to access the content you are assigning. Students and parents are your targeted audience. To avoid questions, be as specific as you can be.