



# Millstadt Community Consolidated School District #160



Sandi Pegg – Principal  
Millstadt Consolidated School  
211 West Mill Street  
Millstadt, IL 62260  
spegg@mccsd160.com  
618-476-1681 Fax: 618-476-3401

Dr. Brad Landgraf – Superintendent  
District Office  
211 West Mill Street  
Millstadt, IL 62260  
blandgraf@mccsd160.com  
618-476-1803 Fax: 618-476-1893

Ed Emge – Assistant Principal  
Millstadt Primary Center  
105 West Parkview Drive  
Millstadt, IL 62260  
eemge@mccsd160.com  
618-476-7100 Fax: 618-476-7182

## Millstadt CCSD #160 Remote-Learning Plan for Home Based Instruction

During an unforeseen emergency that requires school district closure, the Millstadt professional staff will provide students with assignments that provide for a remote or E-Learning experience.

### Remote Learning Plan Summarization:

- Grade levels will be provided packets, reading assignments, and/or electronic assignments for courses missed during the school closure.
- Any parent of a child who does not have internet access or a device to access the internet should contact the building principal so that an individual plan can be developed.
- In the event that there is an emergency school closure expected to last for multiple days, an E-Learning program will be implemented beginning on the second day. Teachers will utilize the first day of closure to prepare distance learning lessons
- Beginning on the second day of emergency closure, teachers will provide a digital platform for instruction. This may be Google classroom or another online platform familiar to the students. Communication through district e-mail is acceptable. Daily assignments/learning activities are posted for students by 10:00 am.
- The extent to which student participation during the closure is within the student's and /or family's control as to the time, pace, and means of learning. Millstadt School District will employ the following daily student participation guidelines based on these grade level criterion:
  - Pre-K students will be engaged for approximately 20-60 minutes.
  - Kindergarten students will be engaged for approximately 30-90 minutes.
  - Grades 1-2, students will be engaged for approximately 45-90 minutes.
  - Grades 3-4, students will be engaged for approximately 60-120 minutes.
  - Grades 5-8, students will be engaged for approximately 90-180 minutes (ex: 45 min for ELA, 45 min for Math, 30 min for Sci, 30 min for Social Studies and 15 min for PE and 15 mins for Specials).
- **Teachers will** be available to students via email and/or Google Classroom on each school day that classes do not meet. Teachers should respond to all communication from students and parents within an appropriate timeframe.



## Millstadt Community Consolidated School District #160



Sandi Pegg – Principal  
Millstadt Consolidated School  
211 West Mill Street  
Millstadt, IL 62260  
spegg@mccsd160.com  
618-476-1681 Fax: 618-476-3401

Dr. Brad Landgraf – Superintendent  
District Office  
211 West Mill Street  
Millstadt, IL 62260  
blandgraf@mccsd160.com  
618-476-1803 Fax: 618-476-1893

Ed Emge – Assistant Principal  
Millstadt Primary Center  
105 West Parkview Drive  
Millstadt, IL 62260  
eemge@mccsd160.com  
618-476-7100 Fax: 618-476-7182

- Due dates for all assignments are communicated to the students along with the lesson. While it may not be possible for the lessons to mirror what would be presented in class, all assignments should be relevant and manageable. Long-term projects are presented in a manner that students are aware of what should be completed each day to be on pace to complete the project by the due date. In the event a student experiences technical difficulties, that should be communicated to the teacher at the earliest possible opportunity and due dates will be adjusted accordingly.
- During a long-term emergency school closure, student work that is completed during the suspension of in-person instruction will **NOT** negatively impact a student's grade. However, District 160 will explore all possible ways in which remote packets and/or completed e-learning lessons can only positively impact a student's grade. This may include but is not limited to a pass/fail scenario, extra-credit/bonus, and/or a complete/incomplete grading scenarios. The district administration reserves the right to make the final decisions based on the length and type of emergency school closure.
- Students who receive accommodations through special education or 504 plans will be provided with accommodations equivalent to those outlined in their IEP or 504 plan. Special education teachers and case managers will work with general education staff to determine the appropriate accommodations as needs arise. Special education case managers will contact students to determine the appropriate method for providing assistance during the assigned work time. Help can be provided via email, telephone, Remind, and/or Google Hangouts.
- Counselors, therapists and other related service providers will contact students/parents to arrange a suitable home-based program. As appropriate, services may be delivered via Zoom, Skype or other suitable electronic means.
- Upon return to school, the first day will be designated as a Remote Learning Planning Day in order to transition back to on-site learning.



# Millstadt Community Consolidated School District #160



Sandi Pegg – Principal  
Millstadt Consolidated School  
211 West Mill Street  
Millstadt, IL 62260  
spegg@mccsd160.com  
618-476-1681 Fax: 618-476-3401

Dr. Brad Landgraf – Superintendent  
District Office  
211 West Mill Street  
Millstadt, IL 62260  
blandgraf@mccsd160.com  
618-476-1803 Fax: 618-476-1893

Ed Emge – Assistant Principal  
Millstadt Primary Center  
105 West Parkview Drive  
Millstadt, IL 62260  
eemge@mccsd160.com  
618-476-7100 Fax: 618-476-7182

## Millstadt CCSD #160 Remote-Learning Plan EXPECTATIONS

### Student Expectations for E-Learning Days:

- Check your email every morning. If required by ISBE, you will be sent a link to a form to complete to be counted as present. You need to complete the form by 2:00 pm each day.
- After you check in, access your assignments for each of your classes through Google Classroom or the instructions your teacher emailed you.
- Remote Learning Packets – the packet is designed for multiple days of work and the student should pace themselves during the extent of the closure. If the closure continues, additional remote learning packets will be created and available to students.
- Complete all of your assignments by the due date your teacher provided.
- Remote learning/paper copies should be emailed to the teacher by the due date.
- Special education teachers are available for consultation if you need help determining the appropriate way to accommodate a given student.

### Teacher Expectations for eLearning Days:

- In the event that there is an emergency school closure expected to last for multiple days, a Remote or E-Learning program will be implemented beginning on the second day. Teachers will use the first day of closure to prepare for distance learning.
- Teachers will utilize the first day of the closure to prepare distance learning lessons. This includes the creation/copying of packets as well as the creation of e-learning formats and platforms. If the closure continues, teachers will be expected when applicable to return to the school to create and/or update additional packets. E-learning modules will be updated remotely by teachers.
- Beginning on the second day of emergency closure, teachers will provide a digital platform for instruction. This may be Google Classroom or another online platform **familiar to the students**. Communication through district e-mail is acceptable, however, Google Classroom is strongly preferred. Daily assignments/learning



# Millstadt Community Consolidated School District #160



Sandi Pegg – Principal  
Millstadt Consolidated School  
211 West Mill Street  
Millstadt, IL 62260  
spegg@mccsd160.com  
618-476-1681 Fax: 618-476-3401

Dr. Brad Landgraf – Superintendent  
District Office  
211 West Mill Street  
Millstadt, IL 62260  
blandgraf@mccsd160.com  
618-476-1803 Fax: 618-476-1893

Ed Emge – Assistant Principal  
Millstadt Primary Center  
105 West Parkview Drive  
Millstadt, IL 62260  
eemge@mccsd160.com  
618-476-7100 Fax: 618-476-7182

activities need to be posted for students by 10:00 am.

- Grade levels of younger students not utilizing digital platforms may have materials (paper copies/remote learning packet) prepared and ready to be picked up at a designated location. Times and pick up modalities will be determined by the building level principals.
- Assignments/learning activities that are roughly equivalent to a class period. Make sure the assignments are manageable and relevant. Examples include, but are not limited to, reading assignments, video assignments, interactive lessons, and special projects.
- It is not reasonable to expect to recreate what you would be doing in the classroom; it's fine to be creative! Please be sure that everything you choose is familiar to students and realize that district tech support is not available for platforms that the district has not purchased.

### Student participation Guidelines:

- The extent to which student participation during the closure is within the student's and /or family's control as to the time, pace, and means of learning. Millstadt School District will employ the following daily student participation guidelines based on these grade level criterion:
  - Pre-K students will be engaged for approximately 20-60 minutes.
  - Kindergarten students will be engaged for approximately 30-90 minutes.
  - Grades 1-2, students will be engaged for approximately 45-90 minutes.
  - Grades 3-4, students will be engaged for approximately 60-120 minutes.
  - Grades 5-8, students will be engaged for approximately 90-180 minutes (ex: 45 min for ELA, 45 min for Math, 30 min for Sci, 30 min for Social Studies and 15 min for PE and 15 mins for Specials).
- During a long-term emergency school closure, **ISBE has specifically expressed** that student work that is completed or not completed during the suspension of in-person instruction will **NOT** negatively impact a student's grade. However, District 160 will explore all possible ways in which remote packets and/or



## **Millstadt Community Consolidated School District #160**



**Sandi Pegg – Principal  
Millstadt Consolidated School  
211 West Mill Street  
Millstadt, IL 62260  
spegg@mccsd160.com  
618-476-1681 Fax: 618-476-3401**

**Dr. Brad Landgraf – Superintendent  
District Office  
211 West Mill Street  
Millstadt, IL 62260  
blandgraf@mccsd160.com  
618-476-1803 Fax: 618-476-1893**

**Ed Emge – Assistant Principal  
Millstadt Primary Center  
105 West Parkview Drive  
Millstadt, IL 62260  
eemge@mccsd160.com  
618-476-7100 Fax: 618-476-7182**

completed e-learning lessons can only positively impact a student's grade. This may include but is not limited to a pass/fail scenario, extra-credit/bonus, and/or a complete/incomplete grading scenarios. The district administration reserves the right to make the final decisions based on the length and type of emergency school closure.

- All assignments need to include a due date. Due dates must take into consideration that students may be working on their schoolwork during the day or in the evening. If a student has internet access issues, you must adjust the due dates accordingly, without penalty.
- If you serve students with IEPs or 504 plans, you need to provide accommodations equivalent to what is in their plan.
- Remember that some students will be doing this work through their phones and, while every attempt will be made to assist families without internet access, some students may need paper alternatives.
- Communication between teachers and students is essential. Communication between teachers and students must take place at regular intervals via email, phone call, video conferencing, or other means.