

NCOE CUSD #3
CARDINAL
STRONG
E-Learning Plan

E- LEARNING DEFINED

"E- learning is learning that happens outside of the traditional classroom because student and teacher are separated by distance and/or time. E- learning can be real-time or flexible time, and it may or may not involve technology" (ISBE, 2020).

NCOE CUSD #3 PLAN

The ultimate goal of the E- learning plan is to provide direction, information, and resources for staff, students, and parents during a time when face-to-face instructions are not feasible. Our top priority will always be the well-being of our students and staff as we try to provide the best opportunities for continued learning that regularly engages the students and focuses on both content and skills in order to minimize instructional loss. We are committed to serving our students and families from an equity lens by taking into consideration diverse learning needs, home living situations, access to technology, home and community support, and transportation.

COMMUNICATION

A key ingredient to a successful E- learning plan is two-way communication! All staff members must make every effort to connect with their students and/or caregivers on a daily or weekly basis depending on the length of the E- learning period. In order for staff to best serve the whole child, actionable feedback from both student and parent is imperative. Communication will take place via platforms such as phone calls, email, Teacherease, Remind App, Class Dojo, and/or Google Classroom. Assignments will be shared either through Google Classroom or if required, paper packets. Both asynchronous and synchronous experiences will be provided to allow for flexibility for both students and staff. Teachers will be available and actively checking the agreed upon means of communications during contractual hours.

ATTENDANCE

Student attendance and monitoring will be based on successful completion of work submitted or learning activities performed on these days. Students will have five days after the original date of posting to complete any work or activity. Once evidence of work is received, student will be considered present for that day.

INSTRUCTION

We are aware that many of our students have parents/guardians who are still working and will not be home to assist their child with their school work. Therefore, assignments or learning activities will focus either on skill deficiency, reinforcement of skills previously taught, or pertinent skills needed to move forward when face to face instruction is allowed. Teachers will have daily instructions available for students to access by 9:00 am. Please encourage your child to communicate with the teacher by phone or through email throughout the day if help is required.

RECOMMENDED HOURS OF INSTRUCTION (Times include the amount of time the teacher anticipates it will take the student to finish the lesson. This would include time spent on various activities such as reading a book, watching a teacher created video, gathering materials, creating a product, finishing an assignment, etc.)

Grade Level	Minimum Per Day	Maximum Per Day
PreK	20 minutes/day	60 minutes/day
K	30 minutes/day	90 minutes/day
1-2	45 minutes/day	90 minutes/day
3-5	60 minutes/day	120 minutes/day
6-8	Subject: 15 minutes/day Total: 90 minutes/day	Subject: 30 minutes/day Total: 180 minutes/day
9-12	Subject: 20 minutes/day Total: 120 minutes/day	Subject: 45 minutes/day Total: 270 minutes/day

GRADING

The focus of grading during E- learning will be on learning specific skills or understanding specific standards, not on compliance. We recognize the importance of providing feedback, assessing student progress, and learning; and communicating this to students, parents, and teachers in a form of a grade. However, we want to ensure that our grading maintains a focus on the continuation of learning while prioritizing connectedness and care for the students and staff. Within the timeframe allowed to submit work, we believe that students should have the opportunity to redo, make up, or try again in order to demonstrate a better understanding of the skill or standard being assessed. Students who choose to disengage in E- learning shall receive an Incomplete that can be made up within five days after face-to-face instruction resumes.

SPECIAL EDUCATION/504 Plans

Individualized Education Plans (IEPs) and 504 Plans remain in effect during E- learning days. Instruction and services will follow the student's plan. The general education teacher, the special education teacher, and any specialist providing services should be in communication with each other and with the

student and parent daily and/or weekly. Documentation of materials provided and conversations had should be maintained by all that are involved. Current federal mandates regarding IEP/504 meeting timelines remain in place and must be followed. During E- learning days, IEP/504 meetings will be held either through Google Meets or by phone conference.

STAFF DEVELOPMENT

Staff will be awarded five E- learning planning days for the 2020-21 school year. Professional development on specific platforms or software will be provided as needed during the planning days.