

Calhoun CUSD #40
e-Learning Plan and Handbook
2023-2026



Purpose

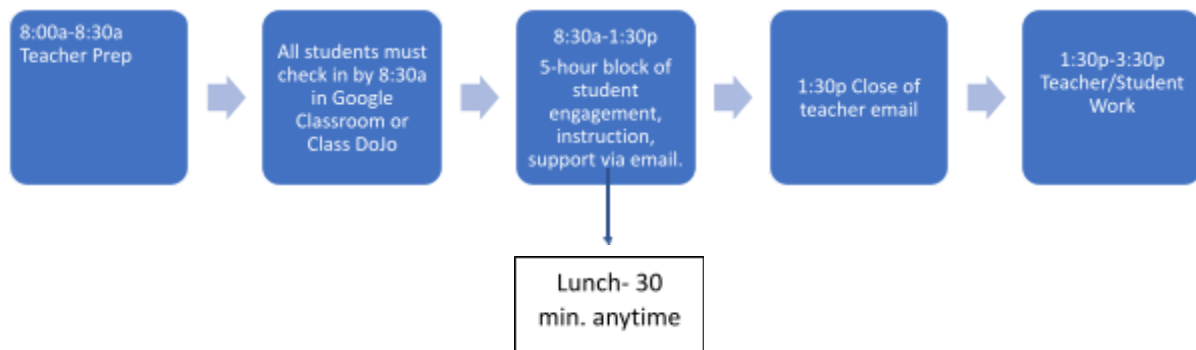
The purpose of the Calhoun CUSD #40 eLearning plan is to provide a continuum of learning for all students during a period of emergency closure. This plan addresses the eLearning program requirements as determined by statute and the Illinois State Board of Education (ISBE). Each requirement is addressed in the plan.

Calhoun CUSD #40 will maintain the momentum of learning and minimize disruptions through the e-Learning plan. Faculty and staff will leverage the district's one-to-one resources to provide students with relevant, meaningful and manageable learning tasks that all students can complete when a short-term closure occurs due to weather or other related building concerns.

Supporting eLearning

Student Considerations

To ensure a continuum of learning for all students during a period of emergency closure the Calhoun CUSD #40 eLearning plan includes requirements to guarantee five-clock hours of instruction during the course of a normal weather-related eLearning day experience. The schedule for an eLearning day is as follows:



- Log in between 8:30-8:45 a.m. to your homeroom or 1st hour class.
- Check Google Classroom or Class Do Jo for communication and daily learning activities from teachers and/or staff.
- Email teachers with any questions you may have between 8:30 am-1:30 pm.
- Produce and submit high quality work to teachers. E-learning assignments will be treated just like in-person assignments and will be graded accordingly per each teacher's grading policy.
- Be respectful to yourself, teachers, and peers. Follow the online etiquette set by Calhoun CUSD #40.
- Be prepared to be successful when taking tests and other assessments.

Family Considerations

In an attempt to gain a more thorough awareness of eLearning for all stakeholders throughout Calhoun CUSD #40, an opportunity is provided through online tutorials.

The district will utilize two different methods to ensure students' participation. The first method deploys a 'Check-In' process that can be completed by parents or students at the beginning of an eLearning day. Additionally, the teacher will also have the opportunity to mark for student attendance based upon the participation indicated by student artifacts that have been received after an eLearning day. Samples of these artifacts may include assignments, projects, or parent-focused participation checklists. After two full school days, faculty have the ability to modify attendance in the student information system for the five days following a declared eLearning day.

Every attempt will be made to determine that an eLearning Day will be used by 9 p.m. the night before. A decision will be made by 6:30 a.m. at the latest. Communication will be sent through email, phone call, district social media accounts, and emergency closing outlets.

- Check that your student has logged in for attendance between 8:30-8:45 a.m.
- Check Google Classroom or Class Do Jo for assignments.
- Regularly check assignment and submission status.
- Check grades by logging into Skyward.
- Reserve a space in the home for students to complete remote work.
- Remind students how to communicate with teachers.
- If there are any technology issues/concerns or if your child is ill, please make necessary contact to the teacher, office, or administrator.

Faculty and Staff Considerations

When an eLearning Day is utilized in accordance to the Board-approved plan for such days of instruction and student attendance, certified staff are required to "report for duty virtually" as per the schedule in the eLearning Plan (p.2). It is also noted, that certified staff are not required to be "physically present" on campus.

To maintain the momentum of learning and minimize disruptions through the District #40 eLearning plan, instructional staff members will adhere to the following:

- Staff will post instruction and assignment in Google Classroom or Class Do Jo by 8:30 a.m.
- Teachers that are responsible for homeroom or 1st hour class will include attendance in their Google Classroom or on Class Dojo. This class should be shared with the building secretary so they can enter attendance for the day.
- Review e-Learning expectations and procedures at the start of each quarter every year.

- Consideration should be given to the type of assignment given on an e-Learning day. You should reasonably be able to move on with instruction when students return. Work assigned should be meaningful, applicable, and not busy work.
- Strive to include some type of interaction with the students during the day. This can be accomplished through Google Meet, Zoom, Group e-mail etc.
- Assignments may be given a due date. Late work or incomplete work should be handled the same as your regular class policies.

When an eLearning Day is utilized in accordance to the Board-approved plan for such days of instruction and student attendance, ESP employees will work as follows:

12-month ESP

Director of District Services, Maintenance Director, Custodial Staff: These employees will be “physically present”. The day consists of 5.5 hours.

Building Secretaries: These employees will be “physically present”. Secretaries will be responsible for documenting student attendance in Skyward on these days and also fielding any emails that come through regarding computer issues, parent questions, etc. The work day will be 8:00-1:30.

Other ESP

Paraprofessionals: These employees would “report for duty virtually”. Paras should work in conjunction with the administration and classroom teachers at the beginning of the school year to prepare a list eLearning responsibilities. This could include working on supporting the teacher, scheduling time with students online, monitoring student progress of work etc.

Cafeteria: These employees will not report to work on eLearning Days. Any eLearning Days will need to be made up at the end of the school year to complete the 176-day contract. Up to 2 of the eLearning Days may be used for working on mandated trainings virtually and would count towards the 176 days.

Bus Drivers: These employees will not report to work on eLearning Days. Any eLearning Days will need to be made up at the end of the school year to complete the 176-day contract. Up to 2 of the eLearning Days may be used for working on mandated trainings virtually and would count towards the 176 days.

Summary

The purpose of the Calhoun CUSD #40 e-Learning plan is to provide a continuum of learning for all students during a period of emergency closure. Through the e-Learning plan, students will have the opportunity to engage in tailored, relevant, meaningful and manageable

learning tasks during an unexpected closure.

Other Considerations

Internet and Electronic Devices

The district has Chromebooks available for any student that needs it on an e-Learning day. When an e-Learning day is anticipated devices will be sent home for students as needed. If a student is experiencing connectivity issues, an attempt should be made to contact the teacher, office, or administrator immediately so that it can be documented. Non-electronic materials will also be available for students who do not have any access to internet and at the lower elementary grade levels.

