

# CUSD4 eLearning Days Guidance 2023-2024

- eLearning Days due to inclement weather will be relayed through the district's notification system, district website, phone calls, the district's Facebook page, and local TV/radio stations.
- eLearning Days will take place on the day of the inclement weather with students having 2 school days following the eLearning day to complete the activities and assignments. Assignments will be due at the start of school of the third school day following the eLearning Day. The expectation is for the student to complete it on the eLearning Day.
- If consecutive day cancellations are needed, the first two days will be eLearning Days, and the following days after may become emergency days off.
- Students' attendance will be determined by their completion of assignments or activities. Evidence of completion will be specified by the classroom teacher. *Incomplete or missing work will be assigned the appropriate grade if applicable and will result in an unexcused absence.*
- Teachers will post contact information and assignments/learning targets by **8:30 am**. Teachers will host virtual office hours from 8:30 am - 1:30 pm over the course of the eLearning day. Digital office hours can be conducted via email, Google Chat, Google Classroom, Schoology, Class Dojo *but not via social media*. Elementary teachers may provide "Blizzard Bags" to their students in advance to use on eLearning Days. These should center on the curriculum the students are currently studying and focus on math and/or English Language Arts.
- Classroom teachers and special education teachers will work together to ensure that work is appropriate and accommodations are made for students with special needs.
- Non-electronic material will be made available upon return to school for any student prevented from accessing the required technology or does not have access to the internet. *\*Internet access is available at the Four-Star Public Library in Mendon if needed*
- An eLearning Day "Hotline" will be available for those needing technical assistance by calling the building administrator at 217.936.2111. *If there is no answer please leave a voicemail.*
- Annually the District Leadership Team will review and revise eLearning Days for areas of concern or improvement. The current guidelines are dictated by ISBE expectations on duration of time.



# eLearning Procedure: Parents

## Activities and Assignments

- All activities and assignments will be posted in Google Classroom or Class Dojo by **8:30 am**.
- Activities and assignments will total approximately **5 hours** of total time.

## Virtual Office Hours

- Teachers will hold virtual office hours from **8:30 am - 1:30 pm**. Instructions for how to contact the teacher will be listed with the assignment.
- Teachers will be working online at this time and will be responsive to questions as quickly as feasible.
- Parents can expect to receive responses to questions from their teacher within approximately 30-40 minutes or sooner depending on the number of student questions.

## Attendance

- Attendance will be counted based on assignment or activity completion.
- Evidence of completion of assignments or activities are due on the 3rd school day after return.
- Students' attendance will be determined by their completion of assignments and/or activities. Evidence of completion will be specified by the teacher. **Incomplete or missing work will be assigned the appropriate grade (if applicable) and will result in an unexcused absence.**
- Students that cannot access the assignment or have a family obligation (watching younger children, shoveling snow, etc.) will be given the opportunity to complete it upon return to school. The assignments will be due following the same policy as being absent. There will be no penalty *unless the assignment is not completed* which would result in incomplete or missing work resulting in the appropriate grade (if applicable) and will count as an unexcused absence.



# eLearning Procedure Students

## Activities and Assignments

All activities and assignments will be posted in Google Classroom or Class Dojo (or the format normally used by the instructor), by **8:30 am**.

Activities and assignments will follow the approximate guideline for time.

### Grades 9-12 total 5 hours

- ✓ 90% of your normal course minutes (i.e. 45 minute ELA= 40 minute eLearning activity and/or assignment)
- ✓ 30 minutes for PE

### Grades 6-8 total 5 hours

- ✓ 80% of your normal course minutes (i.e. 45 minute ELA= 36 minute eLearning activity and/or assignment)
- ✓ 40 minutes for PE (physical activity or play)
- ✓ 40 minutes for Fine Arts

### Grades K-2 total 5 hours

- ✓ 250 minutes of core classroom (can use a cross-curricular activity and/or assignment when appropriate) Age and availability of a parent/sibling or daycare provider may limit activities.
  - ✓ 25 minutes for PE (physical activity or play)
  - ✓ 25 Minutes for Fine Arts
- Should be a review or extension of previous learning/concepts;
  - Teacher will specify the evidence of completion for the activity and/or assignment. For example...
    - Completed assignment
    - Number of tracked minutes on online system
    - Photo, video, etc.
    - Parent/adult verification
    - Evidence of completion will determine attendance

## Student Questions & Virtual Office Hours

- Teachers will hold virtual office hours from **8:30-1:30**. Instructions for how to contact the teacher will be listed with the assignment in Google Classroom or Class Dojo. This will be consistent to avoid confusion.
- Teachers will interact with students throughout the day through classroom messages, announcements, posting additional resources, video, etc.
- Students may submit questions but please allow the instructor time to respond; *typically, within 30-40 minutes*.
- Students should use time wisely and move onto other work while waiting for an instructor to respond
- Physical activity can include work/chores/etc. as long as cleared with instructor

## Attendance

- Attendance will be counted based on assignment completion due date on the 3rd school day after return.
- Incomplete or missing work will be assigned the appropriate grade and will result in an unexcused absence.
- Assignments and activities are used to determine attendance
- Student should inform instructor if unable to complete assignment due to other responsibilities and will be required to complete upon return to school

