STAUNTON CUSD #6 - E-LEARNING PLAN

Please note that this document is subject to change at discretion of School Administration and the Staunton Board of Education.

The Staunton School District has developed an E-Learning Plan to address the following:

A) Accessibility of the remote instruction to all students enrolled in the district due to an emergency closing (i.e. winter/inclement weather)

B) When applicable, a requirement that the E-Learning Day activities reflect the Illinois Learning Standards;

C) Means for students to confer with an educator, as necessary;

D) The unique needs of students in special populations, including, but not limited to, students eligible for special education; students who are English Learners; students experiencing homelessness under the Education for Homeless Children Act; or vulnerable student populations;

E) How the district will take attendance and monitor and verify each student's e-learning participation.

DISTRICT WIDE E-LEARNING PLATFORM = SCHOOLOGY

Staunton CUSD No. 6 will utilize Schoology as the main learning platform for remote learning. The most up to date attendance and grade records will be found on Skyward. Teachers will also continue to utilize school issued Google Email, Google Meets, Skyward, IXL and other software as needed.

STAUNTON CUSD #6 DAILY REMOTE LEARNING EXPECTATIONS

- Students must login to Schoology daily, participate as requested and complete work as assigned.
- It is expected that students participate in daily instruction as directed by their classroom teacher. This participation may come in the form of logging into Conferences, Google Meets, paper packets, or another strategy as directed by the teacher.   Elementary students will be given guidance by their teachers as to when they are supposed to log on. Students in 6th-12th grades will follow the daily schedule below.
- Teachers will make contact with their students daily via Schoology, Google Meets, school issued Gmail, Conferences, paper-packets, or in-person sessions for select students.
    - Teacher will keep a communication log of student contact
- Teachers will take attendance daily. Attendance will be based on students participating in the assigned activities via Conferences, Google Meets or as directed by the classroom teacher.
- Options for students without reliable Internet access
    - Teachers will make every effort to print paper packets and have them available in advance.
    - Reach out to a local internet provider to see if there is any assistance being provided.

PRE-KINDERGARTEN THROUGH GRADE 5

DAILY CURRICULUM MINUTES

(This is a combination of teacher instruction, guided practice, and independent work.)

English Language Arts/ Reading	90 minutes
Math	60 minutes
Science / Social Studies	45 minutes
Physical Education/Music/Art	30 minutes

PRE-KINDERGARTEN THROUGH GRADE 5 _DAILY_ SCHEDULE

- Teacher's Work Hours: 8:00 AM - 3:50 PM
- Daily attendance will be taken by the classroom teacher
- It is expected that students participate in the direct instruction activities
- Grade level teachers will meet with their students daily for <u>direct instruction</u> using "Conferences," Google Meets or other media as deemed appropriate by the classroom teacher.
- The Elementary teachers will communicate with their students on the scheduled times to login and conference.
- Please note that when a teacher is not meeting with their whole class using Conferences, Google Meets or other media, they may hold small group instruction with students, hold individual conferences with students, or assess student work.

GRADE 6 THROUGH GRADE 12

DAILY CURRICULUM MINUTES

It is expected that Full Remote Students are engaged in the learning process for at least 45 minutes (combined teacher instruction, guided practice and independent work) per scheduled course.

English Language Arts/Writing	45 minutes
Math	45 minutes
Reading	45 minutes
Electives	45 minutes
Science	45 minutes
Social Studies	45 minutes

Physical Education/ Music/Band/Jr. High Rotation Classes	45 minutes

GRADE 6 THROUGH 8 *DAILY* SCHEDULE

- Teacher's Work Hours: 8:00 - 3:50
- Daily attendance WILL be taken by the classroom teacher utilizing Schoology, classroom participation and/or work completion
- Each class period will consist of direct instruction and independent work.
- Grade level teachers will meet with their students daily for *direct instruction* using "Conferences", Google Meets, or other media.

1st Period	8:00 AM - 8:38 AM
2nd Period	8:41 AM - 9:19 AM
3rd Period	9:22 AM - 10:00 AM
4th Period	10:03 AM - 10:41 AM
5th Period	10:44 AM - 11:22 AM
6th Period	11:25 AM - 12:03 PM
7th Period	12:06 PM - 12:45 PM
Teacher/Student Lunch	12:50 PM - 1:30 PM
Students: Independent/Guided Work Time Completed In Schoology for all class periods	1:30 PM - 3:00 PM During this time, please don't hesitate to contact your teachers via Schoology or email if you have any questions about your assignments.
Teachers: Office Hours ● Parent/Student Communication	1:30 PM - 3:00 PM
Important Information:	Please note that when a teacher is not meeting with their whole class using "Conferences" or another media they may hold small group instruction with students, hold individual conferences with students, or assess student work.

GRADE 9 THROUGH 12 *DAILY* SCHEDULE

- Teacher's Work Hours: 8:00 - 3:50
- Daily attendance WILL be taken by the classroom teacher utilizing Schoology, classroom participation and/or work completion
- Each class period will consist of direct instruction and independent work.
- Grade level teachers will meet with their students daily for *direct instruction* using "Conferences" in Schoology using the schedule below.

1st Period	8:00 AM - 8:38 AM
2nd Period	8:41 AM - 9:19 AM
3rd Period	9:22 AM - 10:00 AM
4th Period	10:03 AM - 10:41 AM
5th Period	10:44 AM - 11:22 AM
6th Period	11:25 AM - 12:03 PM
7th Period	12:06 PM - 12:45 PM
Teacher/Student Lunch	12:50 PM - 1:30 PM
Students: Independent/Guided Work Time Completed In Schoology for All 7 class periods	1:30 PM - 3:00 PM During this time, please don't hesitate to contact your teachers via Schoology or email if you have any questions about your assignments.
Teachers: Office Hours ● Parent/Student Communication	1:30 PM - 3:00 PM
Important Information:	Please note that when a teacher is not meeting with their whole class using "Conferences" in Schoology they may hold small group instruction with students, hold individual conferences with students, or assess student work.

COMMUNICATION

Teachers will communicate with their students daily using Schoology, Gmail, and other forms as necessary.

In the event we are E-Learning, it is understood that teachers are posting information in Schoology daily and parents will have access to the account.

TECHNOLOGY

See the one-to-one digital citizenship agreement and FAQ document located on the district website. All district staff will utilize Schoology as the main learning platform while supplementing with software such as Schoology, IXL, MAP, etc. While remote learning, Staunton CUSD #6 students will utilize the school issued Chromebook or iPad.

GRADING

Staunton CUSD #6 will use a traditional grading system to measure student learning during e-learning. Students will be held accountable for the work assigned during an e-learning day.

STUDENT ATTENDANCE

Daily attendance will be taken based upon student participation and work completion.

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Appropriate school discipline
- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney

Staunton CUSD #6 participates in the Macoupin County Truancy Program.

FOOD SERVICE FOR E-LEARNING DAYS

During E-Learning Days, the school district will communicate to families when and where food may be made available. Factors such as road conditions or other extenuating circumstances may limit the district's ability to offer food service on an e-learning day.

EXTRACURRICULAR ACTIVITIES FOR E-LEARNING DAYS

During E-Learning Days, the school district will communicate to families regarding extracurricular activities.

STAUNTON CUSD #6 STAKEHOLDER RESPONSIBILITIES

E-LEARNING DISTRICT RESPONSIBILITIES	• Support schools in planning and implementing e-learning plans
E-LEARNING SCHOOL RESPONSIBILITIES	• Communicate regularly with all stakeholders • Support teachers in planning and implementing e-learning plans
E-LEARNING TEACHER RESPONSIBILITIES	• Make e-learning activities available daily in Schoology • Be available at scheduled times to answer student/caregiver questions • Provide timely feedback on student work • Communicate with students. • Provide a range of meaningful learning opportunities that meet the needs of all learners • Provide feedback to students on progress related to learning activities • Take attendance
E-LEARNING STUDENT RESPONSIBILITIES	• Log in to each scheduled class or coordinate with individual teachers to complete paper-packets. • Review assigned work • Complete assigned work by the due date • Ask clarifying questions when you need help or do not understand • Be respectful to yourself, teachers and peers
E-LEARNING PARENT/ CAREGIVER/ FAMILY RESPONSIBILITIES	• Remind your child to log in to be counted for attendance • Encourage and motivate your child to participate in activities • Review work assigned to your child • Reserve a space for your child to complete e-learning work • Set sensible time limits for technology use • Talk to children about their work