

Raccoon C.S.D. No. 1
E- Learning Day Plan

February 2024

PURPOSE

Due to extreme weather conditions and/or emergency circumstances, and in order to ensure student safety, Raccoon Consolidated School District #1 will have students and teachers engage in E- Learning Days when planned emergency days are implemented by the district. These learning opportunities and alternate forms of instruction will prepare students today and will also assist them in the future.

GOAL OF E-LEARNING

Our goal is to provide a continuity of learning, as we strive for a quality experience for both students and staff. Our E-Learning Day will mimic the five-hour clock day in terms of teacher mandated work hours and student homework as required by Illinois State Statute. We have developed a system to meet the needs of the school community, where teachers will provide meaningful work for the students and the students will have until they return to school to turn in the work.

BENEFITS

- Allows for the end of the school year to be more predictable and constant, regardless of the number of emergency days.
- Allows educators to advance learning more effectively, given the ability to plan within the normal school year.
- Ensures that the end of the year activities, like graduation and awards night, are maintained.
- Promotes flexible learning and operations in the digital age.
- Promotes learning beyond the school walls with a variety of instructional tools.

PROGRAM EXPECTATIONS

Teachers will provide appropriate and meaningful lessons either online or paper/pencil format.

As a guideline for student work on E- Learning Days:

- Junior High students will be provided approximately 30 minutes of work per class, per day.
- Elementary students will be provided approximately 20 minutes of work per class, per day.
- Junior High students who are on remote due to quarantine will need to be online with their teachers at the times that would have regular class.

Lessons will be specific to each grade level:

- Lessons will try to integrate as seamlessly as possible into the regular instruction that has been occurring in the class.
- Tasks should be meaningful and important to students and learning.
- Utilize digital tools and platforms as part of their regular instruction.
- Attendance will be monitored through feedback from Google platforms, Teacher Ease, Raccoon App and other social media platforms.
- Those with paper and pencil work will be supplied with materials and be sent home with students prior to or to be emailed by 9:00 on the instructional day.
- Teachers will be present/available electronically from 9:00AM – 1:00PM on E-Learning Days.
- Parents will be notified of E-Learning Days through the use of the Raccoon App.
- E- Learning assignments are treated like every other assignment given in class. They are expected to be completed, otherwise the student will not receive credit. Student work will either turned in upon return to school or remotely as prompted by classroom teachers.
- Any issues that arise during the program will be communicated to administration.

- A letter will be sent out annually explaining the process and this policy will be located on the district website, as well as the district handbook.

STUDENTS WITH AN IEP OR 504 PLAN

- Students with individual education plans will follow lessons provided by classroom teacher and will include appropriate accommodations and or modifications made by the student's case manager.
- All lessons will be appropriate and follow the students' IEP/504 guidelines.
- Case managers will include, in the student's IEP/504, the needed (if any) accommodations that would be implemented on the day that E- Learning takes place.

RACCOON ELEMENTARY AND JR. HIGH

1. Teachers will provide appropriate and meaning lessons online or paper/pencil format.
2. Teacher will be available electronically from 9:00AM – 1:00PM each E-Learning Day to answer questions via email or other platform.
3. Teachers will send assignments with students before the planned day or will email assignments by 9:00 on each declared day. Assignments for each class will be clearly marked as a E-Learning Day assignment and be attached to the form for each class.
4. E-Learning Day assignments are treated like every other assignment given in the class. They are expected to be completed, otherwise the student will not receive credit for work.

CERTIFIED STAFF EXPECTATIONS

- Certified Staff Members must be available electronically during the hours of 9:00AM – 1:00PM each E-Learning.
- Unless extreme conditions exist, Certified Staff Members may work at the school or from home.
- Certified Staff Members will complete required online training as prescribed by district administration for E-Learning.

EDUCATIONAL SUPPORT PERSONNEL

- Assignments will vary depending on the nature of duties.
- Secretarial and Administrative Assistants will complete required online trainings and may work from the office or from home.
- Teachers with special assignments will complete required online trainings and may work at the school or from home.
- Paraprofessionals, kitchen staff, bus drivers, nurses, and custodians will complete online trainings and other duties as prescribed by district administration.
- Options may be made available to any employee who wishes to work on site with an approved plan by district administration.

TRANSITION PLAN FOR STUDENTS

As school services transition back to a traditional framework, students will be assessed for progress and instruction will meet student needs to fill in gaps from loss of direct instruction. Student social-emotional and resource needs will also be assessed and considered upon return.