



CANTON UNION SCHOOL DISTRICT #66

Every Canton student embraces individuality and is prepared, respectful, driven, and empowered to pursue their future.

CUSD #66 e-Learning Plan- February 22, 2023

The CUSD #66 may implement an e-Learning Day in the event school must be canceled. An e-Learning Day may be issued in place of an emergency day, as defined by the Illinois State Board of Education. In most cases, an e-Learning Day would likely be used in the case of closing school due to poor weather conditions but could be used for other emergency situations (i.e. loss of power, water, mandated closures, or other need to close one or all school buildings). This document summarizes the District's plan for implementing an e-Learning environment.

Issuing an e-Learning Day...

In the event conditions are such that school must be canceled, administration will do its best to make that determination by 6:00am. Sometimes this is not possible, as conditions can change rather quickly in Central Illinois, but the goal will be to make the determination by 6am. Once the decision is made, students, staff, and parents will be notified (in order of sequence):

- through our District call system
- through the main page of our Facebook website
- through local tv stations

If an e-Learning Day is implemented, everyone will be notified in the same manner as when school is canceled. Students will be expected to utilize the day to work on their required assignments/activities as described below in the Student Assignments/Activities section.

Student Assignments/Activities...

Expectations for student assignments/activities are going to vary greatly based on grade levels and subject matter. Learning materials will be designed for engagement time as follows: 2 hours for grades PreK and 5 hours for grades K-12. However, it is important to remember that activities should be about reinforcement and review of already learned material. It is also important to realize that many students

may have other responsibilities (shoveling snow, watching siblings, etc.) or be in a different environment (at a grandparent's house, in daycare, at work with a parent, etc.). For those students with multiple classes, remember that they will have work from each teacher.

- PreK – 4th Grade: Teachers will provide students with a “choice board” that will be sent home and/or electronically available to students/parents as soon as possible. It is important that the choice board not be solely dependent on the use of technology, as many grade school students may not have access to a device/internet during an e-Learning Day. Depending on student access to technology, it may be possible to add a “choice” to the choice board involving teacher communicated assignment. For example, one choice under one row could state “email assignment” or “SeeSaw or Google Classroom Assignment” issued by 9am on the e-Learning day. This might help with upper grades where teachers may want to add more timely, relevant assignments, understanding that not all students will have access to email and could therefore choose another available option. The district will make every attempt to provide learning materials prior to an e-Learning Day (i.e. beginning of each quarter a new choice board sent home to be prepared in the event of an e-Learning Day), but may use a variety of delivery methods if e-Learning Days are issued in an emergency situation.
- 5th – 12th Grade: Teachers will provide students with a Google Classroom announcement announcing their assignment(s) by 9:00am on the morning the e-Learning Day is initiated. For students who may not have access to the internet, it is recommended that teachers have “alternative” assignments/activities that students may work on that are not dependent on technology. These alternative assignments/activities should be communicated to students/parents prior to the possibility of an e-Learning Day...sending a “choice board” or packet home with the student(s) that is kept at home and ready to be completed if an e-Learning Day is initiated. The district will make every attempt to provide learning materials prior to an e-Learning Day (i.e. beginning of each quarter a new choice board sent home to be prepared in the event of an e-Learning Day), but may use a variety of delivery methods if e-Learning Days are issued in an emergency situation.
- 504, IEP and EL Services: Personnel will be available to students through electronic sources as applicable, based on student need and IEP goals. Modifications and adaptations will also be included in all assignments, based on the needs of the student and IEP goals.

Live Video Conferencing Sessions...

Google Meet will be one of the primary video conferencing tools used to host live class sessions in communication with students during e-Learning Days for online learners. If your child is unable to attend a live session, the classroom teachers may provide either notes or a recorded version of the session. In order to avoid conflicts with other classes/multiple children in a home, staff will use the times below when scheduling synchronous (live) sessions.

- Click [HERE](#) for a tutorial that describes how to join a video conference using Google Meet.
- Click [HERE](#) for the district-wide session schedule.
- Click [HERE](#) for Video Conference Etiquette.

Technology and Network Availability...

All K-12 students and certified teaching staff in CUSD #66 are issued a 1:1 device. Students in Kindergarten through 1st Grade are issued an i-Pad with charger and students in grades 2-12 are issued a Chromebook with charger that may be utilized for an e-Learning Day. Families are also encouraged to utilize any devices available at home since most of the learning platforms and software systems the district utilizes are online. According to the most recent survey of families, 86% of households have internet access. In the event a family does not have access to the internet, the district will provide a printed packet of learning materials.

Internet Filtering at Home...

To help protect students against harmful and inappropriate online material, as well as to keep a “scholarly” focus when learning online, Canton School District 66 uses online services provided by GoGuardian. This web-based protection operates both when in school and also at home for school managed accounts (i.e. when a student is logged into Chrome or a Chromebook with their school email address). There are two GoGuardian policies that we employ; “At School Policy” and “After School Policy”. The At School Policy blocks websites like social media, Netflix, online gaming. This policy starts at 7:00am until 3:30pm. The After School Policy is a more lenient policy allowing social media and online streaming sites like Netflix. The After School Policy starts at 3:31pm until 6:59am.

While filtering takes place both at school and at home, **parents play an important role in supervising their child's internet access and usage. Parents are encouraged to discuss rules for appropriate internet usage, and reinforce lessons of digital citizenship and safety.**

Student Attendance and Accountability...

Students will be accountable for completing the assigned tasks in the same manner as any other excused absence. Students will have three days to make up for an e-Learning day. Students will only receive a “present” for attendance once work is completed. Teachers are encouraged to hold students accountable for completing work as they would with any missing assignments. On the 4th school day after an e-Learning day/event, teachers will send a list of students that DID NOT take care of their learning responsibilities, either print or electronic, to the School Office. Those students will be marked absent.

Teacher Availability...

Teachers are expected to be available to students/parents from 9:00am to 3:30pm by email. For many teachers, other systems may work better than email (Google Meets, SeeSaw, Google Classroom, etc.) and staff are encouraged to utilize these other communication tools as the situation dictates. However, all teachers will check their email at least once per hour and provide feedback and guidance to students/parents on an as needed basis. The District understands that many teachers have their own responsibilities that may arise with these days (supervising their own children, shoveling snow, etc.). The District also understands that there will be time spent in follow up activities after the e-Learning Day (reviewing completed assignments, providing support for students without internet access, encouraging students to complete assignments, etc.).

e-Learning Day Training...

At the beginning of each school year, CUSD #66 Administration will make sure their teachers and students are trained and informed about the expectations in the event an e-Learning Day is issued (i.e. take a period to run a mock e-Learning Day while students are present). Also, the district will provide a web page to house various online tutorials and resources to support e-Learning.

Student Helpdesk Form...

In the event of an issue with a student's District assigned device, please use the following email to send

the CUSD66 Technology Department a help ticket. This email help ticket system will only be monitored during an e-Learning event. Please make sure and list the following information in the email body:

help@cusd66-stu.on.spiceworks.com

We will need the following info:

- Student name & email address
- Brief description of issue
- What school/grade they are in
- phone number they can be reached at
- service tag of their computer (we need this to remote into their machine)

Certified Teacher Expectations...

Purpose: To define the expectations of an e-Learning day for general education teachers so that they can adequately plan and implement e-Learning activities within the District 66 framework.

Definition: If the e-Learning option is exercised, the school day shall be considered made-up on the date of the emergency event.

Communication:

- It is expected that educators are notified of the emergency day per the usual District 66 communication protocols.
- Educators will plan and revise appropriate e-Learning activities at the beginning of the school year. These activities will be organized by grade level teams and posted on the District e-Learning web page by September 1st of each year. From 8-9am on an e-Learning day, teachers may modify these activities, and updated lessons shall be posted by 9:00 a.m. on the emergency event date. Student attendance will be determined by completion of the posted lessons. Students will have 3 days from the date of the e-Learning day to complete all assignments.

Learning Experience Expectations:

- Teachers will respond in a timely manner to student questions through email and Google Classroom during the e-Learning day student contact hours (9am-3:30pm).
- To ensure and verify at least 5 clock hours of instruction or school work, as required under Section 10-19.05, for each student participating in an e-learning day, CUSD66 e-Learning schedule is as follows:

- 8:00 - 9:00 am - Teacher planning and preparation of any digital materials, communications, etc.
- 9:00 am - Learning modules updated and posted as needed
- 9:00 am - 2:00 pm - 5-hour period of availability, student engagement, synchronous instruction, supervision and support as needed begins Click [HERE](#) for the district-wide session schedule. Duty Free lunches are built into the district-wide schedule.
- 2:00 p.m. - 3:30 p.m. - Verification/assessment of student work/engagement; planning/prep
- Learning activities should include a way for students to demonstrate or provide evidence of learning. Students are not required to have a completed “product” for each activity. For example, parents may confirm reading minutes and online platforms may record engaged learning time.
- Students shall have 3 school days to complete the learning experience. Attendance shall be tied directly to successful completion/demonstration of the learning experience. Student attendance will be entered on the 4th school day following the emergency event by teachers submitting communication of students who DID NOT demonstrate the learning experience.

Special Education Teacher/Certified Support Staff Expectations...

Special Education Teacher/Student Services Staff Responsibilities: A teacher should create activities/assignments with the individual student in mind. These activities/assignments may include, but are not limited to, PDFs, podcasts, presentations, multimedia lessons, Google Docs, and any combination of the above. Staff will be available on e-Learning days, via email or Google Meet, to answer student and parent questions regarding the assignments.

Related Service Responsibilities: Occupational therapists, speech therapists, and other related services providers, as appropriate, should operate as consultants when the teachers are putting together the learning activities for students who receive special education services. Related service providers will also utilize e-learning to create opportunities for the delivery of their services, as appropriate based on individualized student needs.

Non-Certified Staff Expectations...

Purpose: To define the expectations of an e-Learning day for non-certified personnel. These activities will align with the professional development and strategic planning objectives developed by the District.

Definition: An e-Learning day will count as an attendance day for students. The day will count as a work day for all staff. There are many different and essential roles that non-certified personnel serve within

CUSD66, and depending on the role, the experience will be differentiated to better meet the needs of these employees.

Work Plan(s): There will be different expectations for non-certified employees depending on the nature and timing of their work. Supervisors will communicate the expectations to staff in a timely fashion. The four work plans for e-Learning days are as follows:

1. Employees who are required to be on site due to maintenance, technology, and potential snow removal will have timing and expectations communicated to them via normal channels before and on the date of the emergency event. Standard operating procedures will remain in place for this group of employees.
2. Non-certified staff such as classroom paraprofessionals and reading aides may assist special education students after consultation with a special education teacher or principal. They may also complete online professional development or make up hours as directed by their building principal.
3. Employees that will not have a clear work role on the e-Learning day will be required to participate in appropriate online professional development activities. These activities will be related to the staff member's role in the building.
4. Office staff that can effectively work from home will be allowed to do so with supervisor approval or may choose to work on site..
5. Cafeteria and transportation workers will not work on an e-Learning day, but their duties and compensation will be discussed and communicated by the Assistant Superintendent, Transportation Director and Food Services Director.

e-Learning Plan Review and Revisions...

Each spring/summer, the e-Learning Plan will be reviewed and revised by a team of administrators, teachers, support staff, parents and students to ensure the plan is current with the latest student needs, technology requirements, etc. District Administration will ensure e-Learning plan topics are a part of the ongoing collective bargaining negotiations with the Canton Education Association.

CANTON UNION SCHOOL DISTRICT #66



Our Shared District Vision: Every student will believe in their power to learn, to excel beyond expectations, to adapt to an ever-changing world, and to own their future.

COLLABORATION

Working together to reach a goal. Putting reading, writing, speaking & listening to work.

PROBLEM SOLVING

Using a systematic process to work through the details of a problem to reach a solution.

CREATIVE THINKING

Analyzing tasks in a new way. Linking learning to real world application.

INNOVATION

Trying new approaches to get things done. Developing new ideas & solutions.

Four Pillars For **STUDENT** Success