Newark CCSD 66

E-Learning Plan

August 19, 2024 - August 19, 2027



What is an E-Learning Day??

An E- Learning Day approach allows us to provide an “instructional day” even if our building is not open due to emergency/weather/road conditions/etc. The district is allowed per school code five (5) emergency days per year. On e-learning days, teachers will send home assignments, lessons, and enrichment activities for students to complete. There may also be links established by teachers that allow for students to complete work online at home. Teachers will be available via e-mail to answer questions – with mandatory checks by teachers daily.

Won’t this look different at each grade level?

Each grade level looks uniquely different every day, so yes this E-Learning Day may look different. Our teachers have collaborated and will continue to collaborate to collectively develop lessons that are grade level appropriate and a continuation of what has been happening in the classroom.

Will students that cannot complete the work online be penalized?

Absolutely not! We understand that internet and digital access may not be available to everyone, and that some students may not be able to complete all tasks assigned by teachers.

We also want to be clear, not all activities will need the internet to be completed. These days are meant to enhance learning and be formative in nature. However, to be counted as a day of attendance, the assignments must be completed for credit.

Will this be our policy moving forward?

Yes.Please be patient with our teachers and staff and your students. We reserve the right to pull the plug if necessary and have an official snow day if necessary. With that being said, our teachers are excited to lead this trend in public education. As always if you have questions, comments, or concerns please don’t hesitate to email or call.

Our Goals:

- Access from home or other appropriate remote facilities for all students
- Ensure non-electronic materials are made available to those who do not have access to required technology
- Address appropriate learning opportunities for students with special needs
- Provide effective notice to students, their parents or guardians of the use of days for E-Learning
- Provide staff and students with adequate training for E-Learning Days
- Promote innovation and out-of-the- box thinking for instruction
- Use best practices to provide students with equitable and continued access to high quality education

Student Responsibilities:

- ALL students in 1:1 classrooms will be allowed to take their Chromebooks home the night before if district officials believe there may be an E-Learning Day. Currently all K - 8 grades have chromebooks.
- Students are encouraged to ensure that Chromebooks are appropriately charged.
- Students are responsible for reviewing assigned work.
- Students are responsible for the safety of their Chromebook. 1 to 1 policy and acceptable use policies were sent home at the beginning of the year and are in the student handbook.
- Students are responsible for personal Wi-Fi/Internet. If students do not have Wi-Fi/Internet in the home, they are to request paper copies of work. The district has a limited number of hot spots available for check out.
- Students are responsible for work assigned. Late or missing work will be treated like late or missing work on a regular school day.
- Students may have up to two days to complete the work from the E-Learning Day.
- Students are to return assignments on Fridays by 3:00 pm.
- Work will be assigned and aligned to the ISBE recommended guidelines. This looks different at each grade level.
- Students will need to check in for attendance no earlier than 9:00 and no later than 2:00 pm. K - 4 check in with your homeroom teacher. 5th - 8th check in with your homeroom teacher. Attendance will be counted.
- For students who do not complete ELearning work, their grade will be marked incomplete and they will have to make up the instruction during the return of school.

Parent Responsibilities:

- If your student will not be available that day, please follow normal absence policies and call the office to report your child absent; that is call the school office by 9:30 am. NGS 815.695.5143 or MJH 630.553.5435. Please leave a message.
- Reserve a space for your child to complete remote learning work.
- Talk to students about their work every day.
- Help students establish and follow regular daily routines.
- Encourage students to get enough sleep.
- Please feel free to contact teachers with any questions/concerns.
- If your student needs a hotspot for WIFI, we have a limited number to check out. Please contact us if you need assistance.

Teacher Responsibilities:

- Teachers will be available via email to answer questions 9:00 am - 2:00 pm. Teachers will respond within 24 hours.
- After each E-Learning Day, lesson plans from each subject and grade level will be submitted for accountability purposes. If there are 2 teachers for that grade / subject, only one set of plans needs to be turned in if all teachers are giving the same lessons / assignments.
- Lesson plans for E-Learning Days must be turned into the district office where we will keep them in a binder for each E-Learning Day. Please have emergency lesson plans such as the emergency sub folder that you have in your classroom in the district office.

- Contact your students by using Google docs, Google Classroom, Google Chat, Google Hangout, Zoom etc. Include which contact method you will use in your lesson plan. Inform students before the E-Learning Day how you will be contacting them.
- Monitor students on Go Guardian.
- Students do have two days to turn in the assignments. Students should turn in assignments for the week by the end of the day on Friday at the latest.
- Provide timely feedback on student work.
- Make adaptations for those who do not have Wi-Fi. Print out assignments for those who cannot access the internet. Please keep in mind that many of our students do not have structured home environments and plan accordingly.
- E-Learning Planning days will be incorporated for teachers for continuing PD.
- Review and revise the program as implemented to address difficulties.
- For students who do not complete ELearning work, their grade will be marked incomplete and they will have to make up the instruction during the return to school.

Wellness

The wellness of all our staff and students is the fundamental priority at this time. Health and safety concerns are paramount in all work that must be done in person or in a specific place. With remote learning and work schedules for many adjusted, wellness is an even more important foundation for adults and children to be ready to engage with the world. Below are some recommendations districts can provide to their stakeholders to support the wellness and safety of district staff members, families, caregivers, and students:

• Underlying Health Conditions: Talk with staff and families of children who have medical diagnoses (chronic lung disease, moderate to severe asthma, serious heart conditions, immunocompromised, undergoing cancer treatment, severe obesity, diabetes, kidney failure) to reinforce the importance of checking in with their primary doctor about health maintenance at this time and emphasize the importance of having enough of their prescription medications available.

• Primary Care Givers: If the family's child doesn't have a primary care provider, they should contact https://www.illinois.gov/hfs/MedicalPrograms/AllKids/Pages/default.aspx or 1-866-ALL-KIDS (1-866-255-5437).

• Diet: Students and staff should eat three healthy meals a day that include fruits, vegetables, and protein. Families that are having difficulty getting sufficient meals should look to possible resources from schools or local government. Avoid unhealthy snacking to alleviate stress. Teachers should encourage parents to allow their children to participate in meal preparation to encourage healthy eating habits.

• Sleep Guidelines: Students aged 3 – 5 years old need 11 to 13 hours of sleep. Students aged 5 – 10 years old need 10 to 11 hours. Students aged 11 – 18 years old need 9 to 10 hours

• Exercise: Gross motor movement is more important now than ever but can also be more difficult to achieve with an adjusted schedule. Children and adolescents age 6 and older need at least an hour a day of physical activity. Most of the hour should be either moderate or vigorous aerobic activity. Vigorous activity should be included at least three days a week. At the very least, a vigorous walk around their neighborhood where active conversation occurs about their immediate environment (houses, trees, animals, neighbors) or a developmentally appropriate conversation about what is

going on in the world and why it's so different from the norm. Other examples of moderate activity are sweeping the floor, walking briskly, dancing, vacuuming, washing windows, and yard work. More vigorous activity could involve a bike ride, playing tag with siblings or parents, and taking the family dog for a run.

• Hydration: An altered schedule and environment where students aren't walking by a drinking fountain several times a day mean that it is more difficult for them to stay hydrated. An easy rule to follow would be for a child to drink an 8 oz. glass of water for every year they are old, with a maximum of eight glasses of water for ages 8 and up. This is in addition to whatever else they are drinking. It is important to remember that sugary drinks (soft drinks, cans of ice tea, "sport" drinks) should be minimized, as they are not healthy and actually create more thirst.

• Practicing Good Hygiene: Routines are out of sorts but practicing good hygiene should not go to the wayside. Teachers should encourage parents to promote independence with these activities, so children can set themselves up for a lifetime of healthy hygiene habits. Brushing your teeth twice a day is important. Hand hygiene is important to practice, especially whenever returning from outside -- wash hands for 40 seconds with soap and water. Regular bathing, changing clothes, and involving children in cleaning the house are all good ways to have children make the connection between hygiene and health.

• Stress Management: It goes without saying that this is a stressful situation for all of us. Being mindful of the overall heightened stress level is important because the goal of e-learning is not to add stress, but to maintain learning, to the extent that this is possible under current circumstances. Everyone has different tools to manage stress, and it is important to prioritize healthy mechanisms (e.g., exercise, mindful breathing, talking about feelings, adequate sleep) over less healthy ones (e.g., denial of circumstances, stress eating, escapism via excessive video gaming or binge watching shows).

• Resources: There are many resources for families to use and explore in terms of health maintenance at this time. They should seek credible information from their primary care provider, local government, Illinois Department of Public Health, or the Centers for Disease Control and Prevention. Families can also call 211 - Kendall County's number for Human Services.

Grade Level	Minimum	Maximum	Recommended Length of Sustained Attention
PreK	20 minutes/day	60 minutes/day	3-5 minutes
K	30 minutes/ day	90 minutes/day	3-5 minutes
1-2	45 minutes/day	90 minutes/day	5-10 minutes
3-5	60 minutes/day	120 minutes/day	10-15 minutes
6-8	Class: 15 minutes/day Total: 90 minutes/day	Class: 30 minutes/day Total: 180 minutes/day	1 subject area or class
9-12	Class: 20 minutes/day Total: 120 minutes/day	Class: 45 minutes/day Total: 270 minutes/day	1 subject area or class

Further, we encourage teachers to give additional optional work, engagement opportunities, and enrichment opportunities (e.g., independent research projects) as long as it is made clear to students and families that the work is optional and will not negatively impact a student's grade. Additional engagement is especially important for primary grades, where it is not developmentally appropriate to expect a student to attend to academic tasks for a long period of time. Instead, students and families should be supported in having access to varied enrichment opportunities. In addition, students and families are encouraged to support academic skills and social-emotional health through activities that extend beyond assigned remote learning work.

Suggestions for Additional Activities				
Mind	**Body**	**Sprit**	**Environment**	**Family**
• Reading, e.g., independent reading, listening to someone else read, audiobooks • Puzzles, Word Searches • Write a story or in a journal • Count money • Draw a map of your neighborhood • Building with blocks or Legos • Listen to a podcast • Watch a documentary	• Take a walk • Dance • Exercise • Fine/gross motor activities • Stretch or do yoga • Play a sport	• Listen to music or sing • Playing (inside or outside) • Creative arts • Coloring or drawing • Imaginative play • Meditate • Do something you've been avoiding	• Clean up your room • Do age-appropriate chores • Gardening • Fix something broken • Take care of pets or plants • Cook or bake	• Write a letter to someone • Play board games with a family member • Tell jokes or riddles • Build a fort and tell stories in it • Offer to help someone