E-Learning Day Expectations & Schedules

Champaign Unit 4 School District

Communication with Staff, Students, and Families

- The District will announce the possibility of an E-Learning Day as soon as practical, and no later than **12:30 p.m. the day before**. This gives staff time to gather resources and prepare, and gives families time to make arrangements.
- After the possibility has been announced, the District will continue to monitor the forecast. Once it is clear that school cannot be held in person, a final decision will be made and a second announcement will go out to staff and families.

General Expectations and Procedures

- Buildings will follow the E-Learning schedules in this document. These schedules also apply if an E-Learning Day falls on an Early Release Day.
- Student attendance will be taken on E-Learning Days.
- Teachers will deliver live (synchronous) instruction, host 60 minutes of virtual office hours, and provide asynchronous/independent learning activities as outlined in the schedules.
- Teachers and administrators may provide non-electronic materials to students before E-Learning Days.
- Administrators will check in with staff and support E-Learning sessions throughout the day.
- If a family or staff member needs Internet support, the building administrator or office manager must submit the IT Internet request form as soon as possible.
- Students have **three in-person school days** to submit E-Learning activities without penalty.
- District administrators will review the E-Learning program at the end of each school year and revise it as needed.

Administrator Responsibilities Before an E-Learning Day

- Communicate E-Learning expectations and schedules to staff, families, and students.
- Answer building- or department-specific questions as they come up.

Student Attendance

E-Learning Days count as student attendance days. Teachers will record attendance in Synergy (TeacherVue). Our focus is on connecting with students and making sure they are engaged in learning, and the District strongly encourages students to attend their E-Learning sessions and classes.

Grades	When attendance is recorded
Pre-K–5	Once daily, each morning
6–12	Each class period

Attendance codes: Absent (A), Excused Absence (E), Unexcused Absence (U), Excused Illness (EI), Tardy (T)

- When a student is marked absent, an automated call goes to the family/guardian. The family must contact the school to excuse the absence.
- If buildings are closed, staff may not be able to answer phones but may respond to email. Families who call should leave a message or call after the E-Learning Day.
- The attendance secretary will update Synergy based on family communication. Building administrators will monitor attendance, communicate with families, and help with support.
- Students who cannot participate will be allowed to make up all missed work without penalty if the absence is reported as excused.

Technology for Staff

Staff have access to District-issued equipment, including Chromebooks, laptops, webcams, and microphones. The District also has mobile hotspots available. Contact the IT Help Desk for assistance.

Guidance for Specific Student Populations

Students with IEPs and 504 Plans

- To the greatest extent possible, students with an IEP or 504 Plan will receive appropriate learning opportunities, with accommodations and modifications provided for E-Learning activities. Services that cannot be provided will be addressed on an individual basis.
- Special education students who attend general education courses should follow the general education procedures for accessing courses and instruction.
- Special education teachers may provide services through a combination of live and independent activities. Self-contained programs (FLS, ES, ED) will offer hard copies and/or digital resources aligned with each student's IEP.
- To the greatest extent possible, related services may be provided over Google Meet, through consultation with parents, and/or through independent activities, as determined by the related service provider or the student's remote learning plan.
- Grades 6–12 students follow their classroom schedule. For **co-taught** classes, the special education teacher joins the classroom Google Meet. For **pull-out** classes, the special education teacher creates the Google Meet and provides instruction.

English Learners

To the greatest extent possible, English learners will receive appropriate learning opportunities on E-Learning Days.

E-Learning Assignments

Synchronous and asynchronous assignments should be shared in Google Classroom and should focus on reviewing key concepts and skills, **not introducing new concepts for the first time**.

Expectations for Students and Families

- **Families:** Let the school know if your student cannot attend during the scheduled live E-Learning times.
- **Students:** Take part in synchronous and asynchronous learning activities in Google Classroom.
- **Students:** Follow the expectations in the student handbook/code of conduct.

E-Learning Daily Schedules

In every building, non-classroom teachers will work with building administration to support staff and students. Teachers post office hours links in their Google Classroom(s).

CECC

	Time	Details
Live Instruction	AM: 9:05–9:35 PM: 1:05–1:35	30 minutes led by classroom teachers, with instructional supports for all student populations (SPED, ESL, DL).
Office Hours	AM: 9:35–10:05 PM: 1:35–2:05	Hosted by classroom teachers.
Independent learning	AM: 9:35–11:35 PM: 1:35–3:35	Classroom teachers post 2 hours of choice board activities for families.

Elementary Schools and Grades K-5 at Garden Hills & IPA

Start time	Live instruction (2.5 hrs)	Office hours (60 min)
Early Start Schools	7:45–10:15 a.m.	11:00 a.m.–12:00 p.m.
Middle Start Schools	8:00–10:30 a.m.	11:30 a.m.–12:30 p.m.
Late Start Schools	8:40–11:10 a.m.	12:00–1:00 p.m.

- **Live instruction:** At least 2 hours of literacy and math, plus about 30 minutes of specials/library (following each building's regular rotation) via Google Meet. Led by classroom and specials teachers.
- **Office hours:** Classroom and specials teachers host 60 minutes for students and families after live instruction.
- **Independent learning (2.5 hrs):** Classroom teachers post activities in Google Classroom that extend or complete the day's learning.

Middle School and Grades 6–8 at Garden Hills & IPA

Live instruction (3.5 hrs) on an abbreviated period schedule:

1 7:55–8:20	**2** 8:25–8:50	**3** 8:55–9:20	**4** 9:25–9:50	**5** 9:55–10:25
6 10:25–10:50	**7** 10:55–11:20	**8** 11:25–11:50	**9** 11:55–12:20	

- **Office hours:** 1:00–2:00 p.m. for students and families.
- **Independent learning (1.5 hrs):** Each teacher posts at least 10–15 minutes of activities in Google Classroom that extend or complete the day's learning.

High School

Live (synchronous) Instruction (4 hrs) on an abbreviated period schedule:

1 8:05–8:35	**2** 8:40–9:10	**3** 9:15–9:45	**4** 9:50–10:20
5 10:25–10:55	**6** 11:00–11:30	**7** 11:35–12:05	**8** 12:10–12:40

- **Office hours:** 1:30–2:30 p.m. for students and families.
- **Independent learning (1 hr):** Each teacher posts at least 10–15 minutes of activities in Google Classroom that extend or complete the day's learning.

Novak Academy

Live instruction (4 hrs) on an abbreviated period schedule:

1 9:00–10:20	**2** 10:25–11:45	**3** 12:25–1:45

- **Office hours:** 30 minutes before live instruction (8:15–8:45 a.m.) and 30 minutes after (1:45–2:15 p.m.).
- **Independent learning (1 hr):** Each teacher posts at least 20 minutes of activities in Google Classroom that extend or complete the day's learning.