



COMMUNITY UNIT SCHOOL DISTRICT #3, FULTON COUNTY

Dr. Jonathan Hill, Superintendent

Mrs. Jacki Scharping, Principal, Cuba Elementary School

Mrs. Cassie Nelson, Principal, Cuba Middle-Senior High School

Mr. Jay Brenner, Assist. Principal, Cuba Middle-Senior High School

**"Partnering with families and community to be
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CUSD #3, Fulton County E-Learning Plan

FY27, FY28, and FY29

Goal of E-Learning Days

In CUSD #3's ongoing efforts to provide innovative educational opportunities for students, we have put in place guidelines for E-Learning Days. Our goal is to provide continuity of learning, as we strive for a quality experience for both students and staff. Our E-Learning day will mimic the developmental recommendations set in terms of student engagement by age. The guidance and considerations outlined in this plan are grounded in the following principles:

1. Safeguarding the health and safety of students and staff
2. Ensuring the the best possible continuity of education throughout the school year
3. Minimizing instructional loss due to decreased time spent inside the school building
4. Strong two-way communication between families, educators, and staff
5. Provide routines for families and students to ensure they stay connected to school and to learning.

Communication Regarding E-Learning Days

Communication regarding general expectations and provisions of the E-Learning Plan will be communicated to staff, students, and parents prior to the start of the school year as part of the school registration process. We will contact all students and parents when we will have a planned E-Learning day through:

- **Website push notifications including text alerts on how to find information.**
- **We will also post updates on our website "Live Feed" as well as social media.**
- **We will call parents as needed to stay in contact.**
- **Teachers will use Email, Google Classrooms, Alma, and Class Dojo to stay in contact with parents about E-Learning days.**



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Student Technology/Learning Materials Access

- We are a 1-1 school district. All students in grades 6-12 have been assigned a school device that they take home each night. They use this device to access their teacher's classrooms and resources. In the event of long-term E-learning, grades PreK-5 will also be provided a device to take home.
- During weather-related E learning days, paper packets will be provided ahead of time for grades PreK-5. They will be provided 5 days worth of instructional materials, but only complete one day at a time. Grades 6-12 will have live Google Meets and follow their E-learning schedule for their class periods. For students without Internet access, instructional material will be provided upon their return to school.

Technology Support

Technical support will be available from school and district technology staff by contacting the Technology Integration Specialist or Technology Coordinator via email. The email contact information will be posted on the E-Learning website.

Weather related E-Learning will be utilized by all students, if at any time during the school year it is determined that having students present in the building is not possible.

Plan for Weather Related E-Learning:

- During weather-related E learning days, paper packets will be provided ahead of time for grades PreK-5. They will be provided 5 days worth of instructional materials, but only complete one day at a time. Grades 6-12 will have live Google Meets and follow their E-learning schedule for their class periods. For students without Internet access, instructional material will be provided upon their return to school.



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Plan for long term E-Learning:

- E-Learning will take place daily for a period of at least 5 hours of instruction.
- Students receiving instruction through the E-Learning plan will follow a daily class schedule with teachers providing instruction from their classrooms, both recorded and in real time.
- Google Meet will be the primary video conferencing tools used to host live class sessions in communication with students during E-Learning Days.
- Teachers will live stream daily lessons for students to attend in real time. These lessons will be recorded and made available in Google Classroom and archived in Google Drive for any student to view at a later time.
- On E-Learning days, all learners will be expected to attend classes through the Google Meet platform, and will be required to follow school rules and guidelines including dress code and classroom rules.
- Students are expected to complete assignments daily.
- Students will be required to have their device cameras turned on.
- Teachers will be available each day during scheduled office hours to meet virtually with learners to address issues, questions, or concerns with material.
- Students and staff will have beginning of the year training on updated best practices and E-Learning procedures. Re-training will take place annually as part of the district's beginning of the year procedures and classroom orientations.

Attendance

- Attendance will be taken daily on E-Learning Days.
- Attendance at the Middle-High School will be taken for each class period. Elementary attendance will be taken when packets are returned to school.
- If a student is going to be absent (for example: if they are sick or to go to a doctor's appointment) parents must still call them into the school office in order for the absence to be excused on E-Learning days.



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Grading

- K-2: Elementary school students will continue with standards-based grading.
- 3-5: Elementary school students will continue with traditional grades for courses. Teachers are encouraged to work with students during extenuating circumstances and offer opportunities for students to redo assignments.
- 6-12: Junior high and high school students will continue with traditional grades for courses. Teachers are encouraged to work with students during extenuating circumstances and offer opportunities for students to redo assignments.

Building Schedules, Instructional Time & Online Resources

We have created an E-Learning website with resources and important materials which will be linked from our cusd3.net homepage:

<https://www.cusd3.net/page/e-learning-resources>

This page is updated annually with resources and up to date information.

Parent Expectations

- Provide students a designated work space when learning at home.
- Connect as guardians to Google Classroom/Class Dojo to stay informed.
- Check the posted assignments/plans/gradebooks regularly through Alma.
- Commit to regularly checking emails/Class Dojo for communication purposes.
- Keep a designated area for class codes/passwords for Google Classroom.
- Keep students on a set schedule
- Communicate with teachers. Please allow 24 hours for response if office hours have expired.
- Be flexible.
- Allow students to work independently.



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Student Expectations

- Check into classes in Google Meet to attend lessons at scheduled times, or follow the schedule given by the teacher; make sure to mute your microphone unless you have a question or comment for class discussion.
- Complete work/assignments on time.
- Have a designated work space.
- Use assignment planners to stay organized.
- Follow all handbook expectations. E-Learning and face-to-face learning have the same expectations (i.e. dress code, language, behavior, etc.).
- Students are required to have their Chromebook cameras turned on when using.
- Produce and submit **your own** best work possible. E-Learning is not pass/fail, and teachers will be utilizing the traditional grading policies. All work is to be your own work! Academic dishonesty is prohibited. Do not allow your work to be copied or submitted by any other student.
- Be a good digital citizen.
- Communicate with teachers through email/Class Dojo. Allow for 24 hours for response if office hours have expired.
- Be flexible
- Stay eligible-participation in extracurricular activities will still follow IHSA eligibility rules.

Staff Expectations

Weather Related E-Learning:

- Check your email often (several times daily).
- Be consistent with language between Google Classroom, gradebook and all forms of communication with students and parents.
- Teachers will respond to emails/communication within the school day if received during the school day.
- Be flexible.
- Consistently check in with students/parents.
- Attendance should be taken each class period for grades 6-12, and attendance will be taken upon returning to school for grades PreK-5 (completed packet means present for the day).



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Long- Term E-Learning:

- Record your classes, post daily. Make sure to have Google Meet up and running during class for E-Learning students.
- Check your email often (several times daily).
- Be consistent with language between Google Classroom, gradebook and all forms of communication with students and parents.
- Make sure to post/update grades at least weekly.
- Give timely/informative feedback to students and communicate with parents often.
- Teachers will respond to emails/communication within 24 hours.
- Be flexible.
- Consistently check in with students/parents.
- Remember, not all parents are free during our working hours.

E-Learning Activity / Homework - Guidelines Only

Teachers will follow these guidelines when preparing homework materials for the E-Learning day.

- Cuba Elementary (Grades K-2) – 30 minutes
- Cuba Elementary (Grades 3-5) – 1 1/2 hours
- Cuba Middle School – 2 Hours (15 mins per class)
- Cuba High School – 2.5 hours (15 mins per class minimum up to 30 mins maximum)

Communication to Students:

- Grades PreK-5: Class Dojo will be the main form of communication. All teachers will have online office hours each day where they will be checking email and communicating with students.
- Grades 6-12: Email and Google Classroom will be the main form of communication. All teachers will have online office hours each day where they will be checking email and communicating with students.
- Google Classroom: teachers will post materials on Google Classroom which will automatically send emails to the students.



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- Teachers will use Email, Google Classrooms, Alma, and Class Dojo to stay in contact with parents.

Special Education Services:

CUSD#3 Fulton County is committed to providing free and appropriate educational opportunities for students with disabilities, to the greatest extent possible in alignment with public health guidelines. Collaboration with families has always been an essential part of the special education process and continues to be during this time. To address the unique needs of students with disabilities:

- Staff will continue to work with families to collaboratively identify the most essential services for each student that can be provided.
- Individual Education Plans (IEPs) will be reviewed for the circumstances of the learning environment that the family selects as well as will be adjusted if the learning environment is forced to change throughout the school year.
- Each individual student will have an individual E- Learning plan which will align with meeting the individual needs of students.
- For long-term E-Learning, students who have a need for an IEP indicating a need for frequent, intense interventions based on an identified disability would be encouraged to enroll in the traditional in-person learning option when available. This option will provide the most intense intervention and services by certified educators and providers.



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CUSD #3, Fulton County Late Start During Inclement Weather

Instead of cancelling school for an entire day, we may utilize a late start as an option. In the event a late start occurs, please note the following:

1. You will be notified of a late start in the same manner you are notified of a school cancellation.
2. Schools will be open to accept students at 7:30 a.m. and classes will begin at 10:00 a.m. Dismissal will occur at its regularly scheduled time.
3. Bus transportation will operate, but using a delayed schedule. If your student rides the bus, anticipate the bus arriving approximately 90 minutes later on late start days.

Please review the above information to plan for your child's school attendance during inclement weather.

If you have any questions, please contact your child's principal.

We will perform a Test Alert as we have done in the past after the plan is approved. Please see the example below.

TEST ALERT

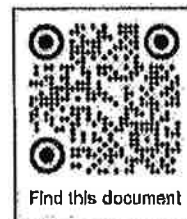
FOR E-LEARNING DAY OR LATE START DURING INCLEMENT WEATHER OR OTHER EMERGENCIES

This evening at **6:00 p.m.**, CUSD #3 Fulton County Schools will conduct a test of our **Emergency Notification System**.

This is only a test—**no action is required**.

If you receive this message in error, or if you know someone who does not receive it, please contact your child's school office to ensure that contact information is current.

E-Learning Plan Approved by BOE: October 19, 2026



ROE/ISC DEPARTMENT

According to Section 10-20.56 of the School Code [105 ILCS 5/10-20.56], school districts may, by adopted resolution, utilize "e-learning days" in lieu of emergency days. The number of e-learning days may not exceed the minimum number of proposed emergency days for an approved school calendar. The district's e-learning program must be verified by the regional office of education or intermediate service center for the school district prior to implementation. The school board must hold a public hearing prior to initial adoption or renewal of an e-learning program.

Please provide the dates for each procedural requirement as outlined below.

- District Name: CUSD#3 Fulton County
- Publication in a newspaper of general circulation in the school district at least 10 days prior to hearing
Date of Publication: 10/04/2026
- Written or electronic notice designed to reach the parents or guardians of all students enrolled in the district at least 10 days prior to hearing
Date of Notification: 10/04/2026
- Written or electronic notice designed to reach any exclusive collective bargaining representatives of school district employees and all those employees not in a collective bargaining unit at least 10 days prior to hearing
Date of Notification: 10/04/2026
- The school board's approval of a district's initial e-learning program and renewal of the e-learning program shall be for a term of 3 years that coincides with the school year calendar.
Date of Public Hearing: 10/19/2026 Date of Board Meeting/Resolution: 10/19/2026

Note: A district that has an approved e-learning program must utilize all five e-learning days in addition to all proposed emergency days before ISBE will consider approving Act of God Days.

Annually, the regional office of education or intermediate service center for the school district must verify that the e-learning proposal will: 1) ensure access for all students; ensure that the specific needs of all students are met, including special education students and English learners; ensure that all mandates are still met using the e-Learning program adopted; and 2) contain provisions designed to reasonably and practicably accomplish the following:

- 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
- Ensure access from home or other appropriate remote facility for all students participating, including computers, the Internet, and other forms of electronic communication that must be utilized in the proposed program
- Ensure that non-electronic materials are made available for students participating in the program who do not have access to the required technology or to participating teachers or students who are prevented from accessing the required technology
- Ensure appropriate learning opportunities for students with special needs
- Monitor and verify each student's electronic participation
- Address the extent to which student participation is within the student's control as to the time, pace, and means of learning
- Provide effective notice to students and their parents or guardians of the use of particular days for e-learning
- Provide staff and students with adequate training for e-learning days' participation
- Ensure that all teachers and staff who may be involved in the provisions of e-learning have access to any and all hardware and software that may be required for the program

- Ensure an opportunity for any collective bargaining negotiations with representatives of the school district's employees that would be legally required, and including all classifications of school district employees who are represented by collective bargaining agreements and who would be affected in the event of an e-learning day
- Review and revise the program as implemented to address difficulties confronted
- Ensure that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, and students at least 30 days prior to utilizing an e-learning day

Dr. Jonathan Hill

Verified by: School Dist. Superintendent (printed)

DAVE DEMLER

Verified by: Regional Superintendent (printed)

Verified by: Regional Superintendent (printed)

Verified by: Regional Superintendent (printed)

Dr. Jonathan Hill
Signature

Signature

Signature

Signature

10/19/2026

Date (for initial adoption or renewal)

10/20/26

Date (Verification Year 1)

Date (Verification Year 2)

Date (Verification Year 3)

**Supporting documentation for any/all items listed may be required by the regional office of education or intermediate service center.*