

# Virginia CUSD 64 eLearning Days Guidance

- e-Learning Days due to inclement weather will be relayed through the district's notification system, district website, the district's Facebook page, and local TV/radio stations.
- e-Learning Days will take place on the day of the inclement weather with students having 2 school days following the eLearning day to complete the activities and assignments. Assignments will be due no later than the start of school on the third school day following the eLearning Day.
- If consecutive day cancellations are needed, the first two days will be eLearning Days, and the following days after will become emergency days off. *(IE: If we have a blizzard and are out 4 days in a row, the 1<sup>st</sup> two days will be eLearning days. The last two days will be snow days added to the end of the school year).*
- Students' attendance will be determined by their completion of assignments or activities. The classroom teacher will specify evidence of completion. Incomplete or missing work will be assigned the appropriate grade if applicable and will result in an unexcused absence.
- Teachers will post contact information and assignments/learning targets by 9:30 am. Teachers will host virtual office hours from 10:00 am - 12:00 pm and 12:30 pm - 3:00 pm over the course of the eLearning day (provides for ½ hour lunch). Digital office hours can be conducted via email, Google Chat, Google Classroom, and SeeSaw but not via social media.
- Classroom teachers and special education teachers will work together to ensure that work is appropriate, and accommodations are made for students with special needs.
- Non-electronic material will be made available upon return to school for any student prevented from accessing the required technology or does not have access to the Internet.
- If a student is having technical difficulty, he or she should first contact the teacher. If necessary, the student may call 217-452-3085 and leave a voicemail for the administration.
- e-Learning assignments are treated like every other assignment given in class. It is expected that they will be completed; otherwise, the student will not receive credit for being in attendance that day. Any issues that arise during the program will be communicated to the administration.

# e-Learning Procedure for Parents

## Activities and Assignments

- All activities and assignments will be posted in Google Classroom or SeeSaw by 9:30 am.
- Be mindful of the recommended timelines for engagement with learning activities.

### Grade 9-12 total 5 hours

- 90% of your normal course minutes (i.e. 45 minute ELA= 40 minute eLearning activity and/or assignment)
- 30 minutes for PE

### Grades 6-8 total 5 hours

- 80% of your normal course minutes (i.e. 45 minute ELA= 36 minute eLearning activity and/or assignment)
- 40 minutes for PE (physical activity or play)
- 40 minutes for Fine Arts

### Grades K-5 total 5 hours

- 250 minutes of core classroom (can use a cross-curricular activity and/or assignment when appropriate) Age and availability of a parent/sibling or daycare provider may limit activities.
- 25 minutes for PE (physical activity or play)
- 25 Minutes for Fine Arts

## Virtual Office Hours

- Teachers will hold virtual office hours from 10:00 am - 12:00 pm and 12:30 pm - 3:00 pm. Instructions for how to contact the teacher will be listed with the assignment.
- Teachers will be working online at this time and will be responsive to questions as quickly as feasible.
- Parents can expect to receive responses to questions from their teacher within approximately 30-45 minutes. Parents and students need to understand there may be longer wait times.

## Attendance

- Attendance will be counted based on assignment or activity completion.
- Evidence of completion of assignments or activities is due on the 3rd school day after return.
- Students' attendance will be determined by their completion of assignments and/or activities. The teacher will specify evidence of completion. Incomplete or missing work will be assigned the appropriate grade (if applicable) and will result in an unexcused absence.
- Students that cannot access the assignment or have a family obligation (watching younger children, shoveling snow, etc.) will be given the opportunity to complete it upon return to school. Assignments will be due no later than the start of school on the third school day following the eLearning Day. There will be no penalty unless the assignment is not completed which would result in incomplete or missing work resulting in the appropriate grade (if applicable) and will count as an unexcused absence.

## **eLearning Procedure Students**

### **Activities and Assignments**

All activities and assignments will be posted in Google Classroom or SeeSaw by 9:30 am.

#### **Grade 9-12 total 5 hours**

- 90% of your normal course minutes (i.e. 45 minute ELA= 40 minute eLearning activity and/or assignment)
- 30 minutes for PE

#### **Grades 6-8 total 5 hours**

- 80% of your normal course minutes (i.e. 45 minute ELA= 36 minute eLearning activity and/or assignment)
- 40 minutes for PE (physical activity or play)
- 40 minutes for Fine Arts

#### **Grades K-5 total 5 hours**

- 250 minutes of core classroom (can use a cross-curricular activity and/or assignment when appropriate) Age and availability of a parent/sibling or daycare provider may limit activities.
- 25 minutes for PE (physical activity or play)
- 25 Minutes for Fine Arts
- Should be a review or extension of previous learning/concepts;
- Teacher will specify the evidence of completion for the activity and/or assignment. For example...
  - Completed assignment
  - Number of tracked minutes on online system
  - Photo, video, etc.
  - Parent/adult verification
  - Evidence of completion will determine attendance

### **Student Questions & Virtual Office Hours**

- Teachers will hold virtual office hours from 10:00 am - 3:00 pm. Instructions for how to contact the teacher will be listed with the assignment in Google Classroom or SeeSaw. This must be consistent to avoid confusion.
- Teachers will interact with students throughout the day through classroom messages, announcements, posting additional resources, video, etc.
- Students may submit questions but please allow the instructor time to respond; typically within 30-45 minutes
- Students should use time wisely and move onto other work while waiting for an instructor to respond
- Physical activity can include work/chores/etc. as long as cleared with instructor

### **Attendance**

- Attendance will be counted based on assignment completion due date on the 3rd school day after return.
- Incomplete or missing work will be assigned the appropriate grade and will result in an unexcused absence.
- Assignments and activities are used to determine attendance
- Students should inform the instructor if unable to complete assignment due to other responsibilities and will be required to complete upon return to school.

## **e-Learning Procedure for Teachers**

### **Activities and Assignments**

All activities and assignments will be posted via Google Classroom or SeeSaw by 9:30 am.

#### **Grade 9-12 total 5 hours**

- 90% of your normal course minutes (i.e. 45 minute ELA= 40 minute eLearning activity and/or assignment)
- 30 minutes for PE

#### **Grades 6-8 total 5 hours**

- 80% of your normal course minutes (i.e. 45 minute ELA= 36 minute eLearning activity and/or assignment)
- 40 minutes for PE (physical activity or play)
- 40 minutes for Fine Arts

#### **Grades K-5 total 5 hours**

- 250 minutes of core classroom (can use a cross-curricular activity and/or assignment when appropriate) Age and availability of a parent/sibling or daycare provider may limit activities.
- 25 minutes for PE (physical activity or play)
- 25 Minutes for Fine Arts
- Avoid introducing new concepts (unless doing an initial reading only.
- Work should be a review or extension of previous learning/concepts.
- Teacher must specify the evidence of completion for the activity and/or assignment by...
  - Completed assignment
  - Number of tracked minutes on online system
  - Photo, video, etc.
  - Parent/adult verification
  - Evidence of completion must determine attendance

### **Virtual Office Hours**

- Teachers will hold virtual office hours from 10:00 am - 12:00 pm and 12:30 pm - 3:00 pm. Instructions for how to contact the teacher will be listed with the assignment in Google Classroom or SeeSaw. This must be consistent to avoid confusion.
- Teachers will interact with students throughout the day through classroom messages, announcements, posting additional resources, emails, Google Chat/Hangouts, etc.
- Communications will NOT be done via social media.

- Teachers are expected to respond to student and/or parent questions using appropriate means within 30-45 minutes if at all possible. Parents and students understand there may be longer wait times.

### **Attendance**

- Attendance will be counted based on assignment completion due date on the 3rd school day after return.
- Incomplete or missing work will be assigned the appropriate grade and will result in an unexcused absence.
- Assignments and activities are used to determine attendance and should only be assigned points when appropriate and reasonable.

### **Personal or Sick Day**

- Teachers who have elected to use a personal or sick day are responsible for posting their activity and assignment on Google Classroom or SeeSaw by 9:30 am.
- Teachers who have elected to use a personal or sick day will NOT be responsible for office hours during the eLearning day, but will need to post an announcement that they will not be available for office hours.
- Teachers who have elected to use a personal or sick day will post an activity and assignment that is appropriate for a student to complete without additional guidance from a teacher.
- Teachers should contact the administrative member/team to inform them they have elected to use a personal or sick day at the beginning of the day as normal. Teachers are also responsible for entering the sick or personal time on the SDS system.