

Willow Springs Elementary School, District 108
Remote and E-Learning Plan for Pandemic School Closing

Student Expectations

- Families were notified by email blasts and daily robo-calls.
- Students will be assumed present unless called in by 9:00 am.
- Students can access work available by paper packet or electronically through student email by 9:00 am.
- Students who choose to complete work electronically are expected to check their student email account twice daily.
- Students should complete assignments and submit them to their teachers by the deadline communicated by the teacher.
- Students can communicate with teachers via email or other electronic applications, such as Remind, that are in use by the specific teacher.
- Students without internet access at home are encouraged to return work electronically, via a picture in an email or Remind. A student may return completed work at designated pick up points.
- Each family was polled to see if they had electronic communication/WIFI or paper. Those that did not have electronic communication were given paper. In addition all families had the choice to take paper if they wanted it.
- School Chromebooks are made available to students who had WiFi access at home.

Teacher Expectations

- Teachers create electronic coursework and assignments for each E-Learning Day by 8:30am.
- Teachers create paper coursework and assignments for each E-Learning Day submitted the last school day of the week in advance to accommodate copying and distribution.
- Teachers will respond to student emails or questions each E-Learning day between 9 and noon. Teachers are also encouraged to respond periodically in the afternoon hours.
- Assignments will be focused on the most critical outcomes of the course and essential to the pacing of the curriculum.
- Assignments may be collected and graded, as communicated by the teacher. A Pass/Incomplete scale is being used during the Health Crisis. Students are encouraged to finish up and redo incompletes prior to on site school learning. Those with outstanding incompletes will be addressed in the return to onsite learning Transition Plan.
- Assignments should approximate the ISBE State recommendations:
 - EC: 60 minutes
 - Kindergarten – 2nd grade: 90 minutes
 - Grades 3-5: 120 minutes
 - Grades 6-8: 180 minutes
- Special teachers should submit their assignments and expectations to the homeroom teachers at a minimum of 24 hours in advance of daily E-Learning coursework. Or they can establish their own routine to communicate with students. Art and Music are on a 3 day / 2 day rotation. PE is expected daily.
- PreK-5 homeroom teachers are expected to communicate daily with their students either

via email, electronic application or telephone. When using telephone, use *67 to block personal phone numbers and prohibit return phone calls to protect teacher privacy.

- 6-8 teachers are expected to communicate with each of their classes electronically everyday. If you have not communicated with a student electronically you are expected to communicate via telephone every other day. Teachers of grades 6-8 can rotate contact responsibilities per homeroom across the teaching team. When using telephone, use *67 to block personal phone numbers and prohibit return phone calls to protect teacher privacy.
- Teachers should update their online gradebook daily so that student participation can be monitored. Coursework and assignments shall be Pass/Incomplete.
- Teachers will record student interactions daily on a district created communication log. Teachers will record attempted contact with students not responding to the Remote Learning Plan.
- Call the principal and report any student you have not been able to contact for 2 school days.
- Will participate via phone meetings, as needed, per Special Education Coordinator.

Social Worker, Speech Pathologist, EL Teacher. SPED Teacher

- Staff should submit their weekly assignments and expectations to the homeroom teachers at a minimum of 24 hours in advance E-Learning coursework being distributed.
- Staff are expected to communicate weekly with their students either via email, electronic application or telephone. When using telephone, use *67 to block personal phone numbers and prohibit return phone calls to protect teacher privacy.
- Will work on one of the following suggested activities, or complete another project that has been pre-arranged with their immediate supervisor.
 - Progress monitor of students
 - IEP/504 plan updates
- Will participate via phone meetings, as needed, per Special Education Coordinator.

Nurse Expectations

- Nurse will check attendance voicemails and continue to monitor/post attendance daily.
- Contact absent families, as needed by phone. When using telephone, use *67 to block personal phone numbers and prohibit return phone calls to protect teacher privacy.
- Monitor illness and make reports to the administration and Illinois Department of Public Health as required.
- Communicate with Principal regarding students who are absent.
- Will work on one of the following suggested activities, or complete another project that has been pre-arranged with their immediate supervisor.
 - Progress monitor of students
 - IEP/504 plan updates
- Will participate via phone meetings, as needed, per Special Education Coordinator.

Teacher Tips

- Make things simple. Whenever possible, use technologies with which your students are familiar.

- Provide detailed assignments, instructions, deadlines and submission protocols.
- Clearly articulate desired learning outcomes.
- Share daily reminders about expectations and routines.

Training:

- Staff met and were trained on the process and teachers created lessons
- Teachers are only using electronic components in which their students have already used.

FAQ

How will student attendance be verified?

At this time, attendance will be taken via reported absences. Call the principal and report any student you have not been able to contact for 2 school days.

Should a student expect assignments daily?

Having students work on assignments outside of class will help mitigate the loss of direct instructional time. Each teacher will determine what assignments and formative assessments will be assigned daily.

What about a student who doesn't have access to the internet at home?

Students who currently do not have internet access at home will be provided paper alternatives.

Should teachers and students be available for all five hours on an E-Learning Day?

Teachers will be available by email 9:00am-2:00pm. Students are expected to check in during that time.

Remediation of Difficulties:

The district has put in place a running google doc for teachers to post areas of concern. These areas of concern are monitored and corrected ASAP if possible. If that is not an option, those areas of concern will be addressed later.