

Carlinville Community Unit School District # 1

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Carlinville Unit School District #1 E-Learning Plan

E-Learning Requirements for Regional Superintendent and ISBE

1. **Ensure and verify at least 5 clock hours of instruction or schoolwork, as required under section 10-19.05, for each student participating in an E-Learning Day.**

During e-learning students must be provided work from the teachers they were assigned to see on the missed day from multiple subject areas that equate to no more than 5 hours of participation. The work will be assigned to the students on the emergency day and will be due to be submitted back to the teacher or staff member per the assigned time established by the teacher. On an E-Learning Day, the 7-8 hour workday for teachers shall be scheduled as follows unless otherwise directed:

8:30 AM-9:00 AM: Staff Plan Time
9:00-12:00 PM: Student Support
12:00-12:40PM: Lunch
12:40-3:20 Student Support

Counselors, school nurses and other support services personnel will be available to parents and students during E-Learning Days can be contacted by phone or email.

Teachers may work remotely or on-site depending on if the emergency requires all staff and students to vacate the building due to the nature of the emergency or staff's ability to safely travel to their on-site work location. If staff are unable to enter the building that will be included in the notification sent to staff regarding the E-Learning Day.

2. **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.**

PreK-12

Student learning on these emergency days may be a synchronous (Live) Window as outlined by the teacher and/or include asynchronous activities such as reading logs, foundational math worksheets, science journals, math games, at home experiments, independent reading, learning packets, family reading, fine or gross motor activities. All synchronous and asynchronous should reflect the learning goals and standards of the grade and class.

Grades 4-12+

The CUSD#1 students 4th through 12th grade have Chromebooks that they take home or can take home and have assignments to complete in Google classroom and other programs. Synchronous activities are more likely to be expected based on age and class. Teachers will communicate with students and parents through the district communication portal, Google Classroom and other LMS programs. Students needing hotspots due to connectivity concerns have those assigned and/or can have them assigned as needed.

Students with disabilities in grades 4-12 also have access to a device and have programs such as google classroom and other programs that they should access during the elearning day and check with all teachers

All teachers, co-teachers, and coaches will be available from (9:00a.m.-12:00p.m./12:40p.m.-3:20p.m.) to support student learning and answer any questions.

Grades PreK-3

Elementary students (K - 3rd) do not take their Chromebook home but it is understood that a lot of households have access to the internet either on a computer or cell phone. Chromebooks or devices may be assigned and sent home as needed. Synchronous activities will be less than 2 hours daily and the other clock hours will include asynchronous activities. Teachers will create e-learning grade level assignments to be completed for the day which include ELA, Math, Science/S.S., and Enrichment/specials activity.

The District can assign Chromebooks and hotspots to students to ensure connectivity and access to materials during an E-Learning Day. Teachers will communicate with students and parents through the district communication portal, Google Classroom and other LMS programs.

PreK students will have skills and materials assigned prior to the E-Learning Day for parents to read and work on during the E-Learning Day.

Special Education teachers will provide support for students through different assignments based on student goals. Teachers will be available from (9:00a.m.-12:00p.m./12:40p.m.-3:20p.m.) to support student learning and answer any questions.

In addition, each of the buildings has external Wi-Fi access that can also be utilized if needed by students. The district will also have hotspots and cellular devices that can be checked out by students.

3. 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

The CUSD#1 staff will work with individual families to accommodate as needed. Hard copies of work or alternative activities that do not require Internet or devices will be provided for all students/families that do not have internet access. Parents should reach out to building level administration to make these arrangements. In addition, each of the buildings have external Wi-Fi access that can also be utilized if needed by students.

If a staff member is not accessible during the E-Learning Day due to the emergency, students will be notified.

4. Ensure appropriate learning opportunities for students with special needs

Special Education staff will provide students with modified work and adjust expectations for the work. Special education educators will be available for monitoring curricular platforms to measure logins and be ready to communicate to parents/students as needed to support students.

Some therapies may be given through a virtual platform if agreed to by parent and therapist.

All IEP minutes and services will be provided and documented for the quarter and eLearning days will not impact those services.

5. Monitor and verify each student's electronic participation

All work will be posted on the district website or sent directly to students using various formats by 9:00a.m. on the E-Learning Day. Students must complete work by the specified due dates. Students will be asked to check in at 9:00 a.m. each E-Learning Day either through the electronic classroom or by phone to the school office.

CUSD#1 students, in grades 4-12 may be asked to participate remotely several times throughout the day to be considered a "full day of attendance".

In some situations, in grades K-12, where work completed will be used to determine a "Full day of student attendance", the student will need to complete 3-4 assignments prior to the next class period/day. CUSD#1 students (K-12) who complete 1-2 assignments will be considered "half day of attendance" and students who complete no assignments will be considered absent. In cases where the student cannot submit electronically the assignments will be reviewed when they return to school. **The assignments completed will be graded.**

6. Address the extent to which student participation is within the student's control as to the time, pace, and means of learning

Students will access assignments through the packets sent home, website, google classroom, District Communication Portal, or other electronic portals established for classes and there will not be a specific time during which students must work on the assignment during the E-Learning Day.

Student attendance is tracked at various grade levels differently. Student attendance in many cases is logged through synchronous participation, google classroom access, district communication portal and through morning check ins at the elementary levels.

Students must complete the work by a specified due date. Students will be given one additional day to complete an assignment given on an E-Learning Day to accommodate any student that has difficulty completing the work in the absence of direct teacher supervision. Students needing this time should contact the teacher directly regarding a time to receive the direct instruction when returning to school. On a block 8 schedule this would be one day not one additional class period. Students would need to meet with the teacher and address the issue the day they return

to school. The assignment would be due the following day. This would be regardless of whether the student had the class that day or not. Teachers are available during the specified times to assist students and parents remotely if needed.

Social workers, counselors, principals or school administrative assistants will make direct contact to the families of students that do not participate and may have barriers such as technology, shelter, and/or food shortages. Families that may be impacted by the event such as loss of power or extreme weather damage will be contacted to remove barriers and refer to agencies for assistance.

7. Provide effective notice to students and their parents or guardians of the use of particular days for e-learning

Communication will go to parents explaining our E-Learning plan through our webpage as well as our Parent notification system to provide notice to parents.

Staff will also convey to their classes throughout the semester the process and expectations regarding E-Learning.

8. Provide staff and students with adequate training for e-learning days' participation

Principals will be reviewing the expectations with staff at an upcoming staff meeting. E-Learning and remote learning have been shared with staff and are available on website. Training regarding software and other tools is on-going. Staff are also encouraging to take advantage of professional training regarding teaching and learning strategies related to remote/e-learning.

9. 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

All those involved in e-learning have computers and other mobile devices that can be accessed at school and remotely. In addition, staff have access to programs, platforms, and other materials to support e-learning. Any staff member that does not have access to hardware or software should immediately notify their building administrator to ensure they have the needed items.

The District has access to hotspots and cellular devices that provide remote access.

10. 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

CEA leadership has copies of the plan and the document has been provided to all staff through email. Any concerns should be directed to CEA leadership and to the District Superintendent prior to being finalized by the Board of Education on September 14, 2026

11. Review and revise the program as implemented to address difficulties confronted

The E-Learning Plan will be reviewed annually. Data will be utilized such as student participation/attendance, survey information and stakeholder input.