

Irvington Grade School
E- Learning Day Plan
Remote Learning Day Plan



PURPOSE

Due to extreme weather conditions and/or emergency circumstances, and in order to ensure student safety, the Irvington School District #11 will have students and teachers engage in E-Learning / Remote Learning Days when planned emergency days are implemented by the district. These learning opportunities will also prepare students for work during post-school years by supporting alternative forms of instructional delivery.

GOAL OF E-LEARNING / REMOTE LEARNING

Our goal is to provide a continuity of learning, as we strive for a quality experience for both students and staff. Our Remote Learning Day will mimic the five-hour clock day in terms of teacher mandated work hours and student homework as required by Illinois State Statute. We have developed a system to meet the needs of the school community, where teachers will provide meaningful work for the students and the students will have until they return to school to turn in the work.

BENEFITS

- Allows for the end of the school year to be more predictable and constant, regardless of the number of emergency days.
- Allows educators to advance learning more effectively, given the ability to plan within the normal school year.
- Ensures that the end of the year activities, like graduation and awards night, are maintained.
- Promotes flexible learning and operations in the digital age.
- Promotes learning beyond the school walls with a variety of instructional tools.

PROGRAM EXPECTATIONS

Teachers will provide appropriate and meaningful lessons either online or paper/pencil format.

As a guideline for student work on Remote Learning Days:

- Students enrolled in grades 5-8 will be provided approximately 30 minutes of work per class, per day.
- Students enrolled in grades K-4 will be provided approximately 20 minutes of work per class, per day.

Lessons will be specific to each grade level:

- Lessons will try to integrate as seamlessly as possible into the regular instruction that has been occurring in the class.
- Tasks should be meaningful and important to students and learning.

- Utilize digital tools and platforms as part of their regular instruction.
- Attendance will be monitored through feedback from Google platforms, Teacher Ease, and other social media platforms.
- Students with paper and pencil work will be supplied with materials. Materials will be sent home if applicable or materials will be emailed by 9:00 on the instructional day.
- Teachers will be available electronically from 9:00AM – 1:00PM on E-Learning/Remote Learning Days.
- Parents will be notified of E-Learning Days through the use of the OneCall System
- Remote Learning assignments are treated like every other assignment given in class. They are expected to be completed; otherwise the student will not receive credit. Student work will either be turned in upon return to school or remotely as prompted by classroom teachers.
- Any issues that arise during the program will be communicated to administration.
- A letter will be sent out annually explaining the process and this policy will be located on the district website, as well as the district handbook.

STUDENTS WITH AN IEP OR 504 PLANS

- Students with individual education plans will follow lessons provided by the classroom teacher and will include appropriate accommodations and or modifications made by the student's case manager.
- All lessons will be appropriate and follow the students' IEP/504 guidelines.
- Case managers will include, in the student's IEP/504, the needed (if any) accommodations that would be implemented on the day that Remote Learning takes place.

IRVINGTON GRADE SCHOOL

1. Teachers will provide appropriate and meaningful lessons online or paper/pencil format.
2. Teachers will be available electronically from 9:00AM – 1:00PM each E-Learning/Remote Learning Day to answer questions via email or other platform.
3. Teachers will send assignments with students before the planned day or will email assignments by 9:00 on each declared day. Assignments for each class will be clearly marked as a E-Learning/ Remote Learning Day assignment and be attached to the **RLD (Remote Learning Day)** form for each class.
4. Remote Learning Day assignments are treated like every other assignment given in the class. They are expected to be completed; otherwise the student will not receive credit for work.

CERTIFIED STAFF EXPECTATIONS

- Certified Staff Members must be available electronically during the hours of 9:00AM – 1:00PM each E-Learning/Remote Learning Day.
- Unless extreme conditions exist, Certified Staff Members may work at the school or from home.
- Certified Staff Members will complete required online training as prescribed by district administration for E-Learning/Remote Learning Day.

EDUCATIONAL SUPPORT PERSONNEL

- Assignments will vary depending on the nature of duties.
- Secretarial and Administrative Assistants will complete required online trainings and may work from the office or from home.
- Teachers with special assignments will complete required online trainings and may work at the school or from home.
- Paraprofessionals, kitchen staff, bus drivers, nurses, and custodians will complete online trainings and other duties as prescribed by district administration.
- Options may be made available to any employee who wishes to work on site with an approved plan by district administration.
- Administration will complete required online trainings and may work from the office or from home.
- Employees may be required to perform other duties as assigned by the Superintendent.