CARTHAGE
ELEMENTARY SCHOOL District 317

Carthage Elementary School District #317
Alternative Learning Day/Emergency Remote Learning Day Implementation Plan

This plan is to be used as guidance for teaching, related service, and paraprofessional staff of the Carthage Elementary School District #317.

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Carthage Elementary School District #317 may implement a remote learning day in the event school may be canceled due to an emergency. As defined by the Illinois State Board of Education a remote learning day is an educational program designed to provide continuation of learning for students under conditions that prohibit the learner and instructor from being in the same physical space. The goal of this document is to summarize the school's approach to implementing a remote learning day. **It is important to note that these requirements are subject to change pursuant to updated public health guidance and changing public health conditions. CESD #317 has the responsibility to follow guidance from the Illinois State Board of Education and the Illinois Department of Public Health.**

I. **Student Activities**

    Student activities, associated assignments, and minutes of instruction time per day will vary based on guidance from the Illinois State Board of Education and will reflect the State learning standards. It is important to recognize that students may be at different locations than their primary residence and have other responsibilities during the day. Flexibility will be provided so that students will be able to complete the school activities.

II. **Student Participation**

    Students will be accountable for completing the assigned work. Teachers will hold students accountable and will verify the completion of remote learning assignments. Student participation will be verified by teachers through a variety of ways which may include but are not limited to using email, Google classroom, Google Meets, the Remind app, telephone, and/or signed documentation. Teachers will notify the building principal of students who did not complete assigned activities.

III. **Certified and Non-certified Staff**
    1. **Teacher Availability**
        ● Teachers will be expected to be available Monday-Friday during the days we are in session to students and parents through "office hours" from 8:00 a.m. until 12:30 p.m. and 1:40 p.m. until 3:30 p.m. via email or other acceptable means on designated remote learning school days.
        ● Teachers may launch a variety of systems to engage the students besides email including Google Classroom, Google Hangouts, Google Meets, etc.
        ● Staff is encouraged to utilize the communication platform they believe will be most effective considering the age group of their students.
        ● Teachers will be required to check email no less than hourly to assist parents and students with activity completion or communicate alternative plans for communication when not available during those times.
        ● During office hours, each teacher is to be readily available to answer questions, provide virtual instruction, and/or anything else your students may need.

2. **Certified Staff (Gen Ed/Sped Teachers):**
   - All teaching staff will be using Google Suite applications and/or preparing packets (depending on grade level) for the purpose of providing remote learning instruction and experiences.
   - Staff will use Google Classroom for the purpose of providing virtual recorded lessons, materials, assignments, and clarification. Additionally, the use of Google Hangout, Google Meet, or Voice may be used to provide more specific interactions with students.
   - Teachers will prepare a week's worth of lesson plans just as they would if they were in their classroom. Documentation is imperative and lesson plans MUST align to what the assignments/tasks that are posted to your google classroom reflect.
   - Virtual lessons/assignments for the day must be posted daily on days we're in session. Teachers may post lessons weekly as well, but at a minimum daily on days we're in session.
   - Teachers will provide their students and any parent who requests it, their school email address. Teachers will check emails and respond as needed throughout their normal workday. Carthage Elementary School District #317 respects that outside of office hours, you may have children at home who have e-learning responsibilities and may require assistance. We just ask that you are mindful that you have professional responsibilities as if you were working in your respective classrooms.
   - Be mindful that many of our students have speech/language, OT/PT, Adapted PE (APE), and social work which will be part of their remote learning as well.
   - Teachers connect with students and/or reach out to parents as needed.
   - Primary Learning Objectives - Address and include skills and standards that are of the utmost importance at each grade level/content area.
   - Document everything that has been attempted (emails, calls, Google Meets, etc.).
   - Provide additional supplemental activities/tasks/websites/games etc., that students may engage with ***above and beyond the expected***.
   - Certified Staff is expected to be working on-site every day we're in session unless they're quarantined due to COVID-19 or with administrative permission. If Teachers are quarantined or sick, you may work from home with administrative permission.
   - Staff will add administrators and building secretaries to their Google Classroom and provide them with their Google Classroom codes.
3. **Non-Certified Staff**
   - Non-certified staff will be expected to work regular hours, although duties and hours may be shifted to earlier or later as necessary. For example, cafeteria workers could be provided make-up hours by providing additional work time throughout the work week when applicable. Maintenance and custodial staff will be expected to work regular hours and perform regular duties unless the conditions for the implementation of the alternative working day are not permitted. If an aide's services are not required, they could be provided additional hours throughout the workweek to make up for the lost work time. All made-up hours must be approved by building principals or directors. If a remote learning day is mandated through a state or federal emergency, non-certified staff may be asked to not work those days.
   - Support Staff is expected to be working on-site every day we're in session.
   - Paraprofessional staff may be called upon to assist teachers in the preparation

and/or presentation of lessons. This assistance may come in the form of video/audio taping books, chapters, or any other reading materials that the teacher determines appropriate for instructional purposes.
- There should be no communication from paraprofessionals directly to parents or students. Paraprofessionals may communicate with teachers, and the teachers are to communicate with the parents.
- Paraprofessionals may be called upon from time to time to assist the teacher with reviewing previously presented materials with students or to help prepare packets to be sent home.

IV. **Special Education and EL Students**

Students with special needs will have assignments modified or provided based on their IEP goals from their special education teacher/case manager or related service provider. SPED staff and related service personnel (i..e, speech/language, social workers, school psychologist, OT, PT, etc.) will meet virtually or by telephone with students on their caseload when possible. For unique cases, meeting face-to-face may be required and will be determined on a case-by-case basis.

V. **Student Attendance**
1. Student attendance will be monitored. The District's SIS coordinator will compile and verify student attendance. Teachers will email a list of students that did not complete assigned activities to the building administrator weekly. CESD #317 will continue to follow our attendance policies as listed in our student handbooks. See live streaming attendance policies below.
2. As stated in our handbooks, "After five unexcused absences, the Truancy Office at the Regional Office of Education will be notified." If your child is in-person, this means that they have not been present. If your child is remote learning online, this means your child has not filled out the required Daily Attendance Form that is posted in their google classroom. If your child is remote learning using paper packets, this means your child's packets have not been picked up and/or returned.

VI. **Review Process**

CESD#317 will work to review and revise the remote learning day plan throughout the school year. Feedback will be gathered from all stakeholders and reviewed by the administration to determine the most efficient methods to deliver remote learning.

VIII. **Transition to On-Site Learning**

CESD#317 will provide whatever means necessary for a smooth transition from remote learning to on-site learning upon the School District's declaration that remote learning days are no longer deemed necessary.

IX. **Remote Learning Plan Emergency Guidelines**
1. Students will be held accountable regarding attendance and completion of assigned work.
2. Remote learning will take place on-line or through homework packets (depending upon grade level) that will be picked up by parents/guardians. Student learning will be assessed by the teacher.
3. Special Education students' IEPs will be followed and accommodations will be given. Individualized remote learning plans may be developed by case managers in conjunction with parents/guardians.
4. Teachers will notify the principal of students who are not engaged. The teacher and principal will make efforts to contact the students and parents to determine the best approach to getting the student engaged.
5. Attendance will be monitored.
6. Grading: Assignments will count and grades will be given.
7. If students are unable to complete assignments or maintain attendance, students must contact their teachers.
8. The amount of time that students are engaged per day are based on recommendations set forth by the Illinois State Board of Education and are as follows:
   - **PK:** 2 hours per day on days we're in session.
   - **K-8:** 5 hours per day on days we're in session.
9. Late Work Policy: This Will be determined by the individual teachers and will be communicated to students and parents.

X. **Live Streaming Classes**

(*Beginning second semester (January 4, 2021) the 7th and 8th-grade students at Carthage Middle School who have chosen REMOTE LEARNING as their modality of learning OR are absent and will be engaging in REMOTE LEARNING for the day, will be required to participate in their live-streamed classes. Below are the guidelines.*)

1. **7th/8th Grade Remote Learning Guidelines:**
   - CESD #317 will continue to follow our attendance policies as listed in our student handbooks.
   - Students are expected to be logged on to Google Meet for each period of the day.
   - Students are expected to have their cameras on and visible at all times.
     a) If a student turns their camera off or is not visible the teacher is expected to make contact with the student and direct him/her to turn the camera on or be visible.
     b) If the student does not turn the camera on or become visible after multiple attempts the teacher will count the student absent.

      c) Teachers will make note of this on PowerSchool (For example- students did not respond after numerous requests to turn the camera on).

      d) **Teachers will not remove the student from Google Meet.**

- If a student is not in attendance and they have reached out to their teacher(s) because it is due to technical difficulties, mark the student absent and note the reason in the attendance (Example- tech issues). If a teacher is having technical difficulties, the student's attendance will be an excused absence.
- If a student logs into Google Meet after 30 minutes into the period the student will be marked absent.
- Note this in attendance (Example- 1st per: student logged on at 8:35).
- If a student receives an Unexcused Absence his/her work will not be counted.
- Teachers will make contact with parents of students that are showing poor academic performance.
  - a) Teachers will offer solutions/ ways to improve (utilize office hours).
  - b) If teachers do not see improvement, teachers will notify Miss Nason: give a brief synopsis of the situation.
- Office staff will make contact with parents of students that are showing poor attendance.
- Teachers are to be in their classroom during office hours from 1:40-3:30 pm.
  - a) Teachers will encourage struggling students to meet with teachers during this time.
- If teachers are having a behavioral issue, they will address the issue with the student and allow them to correct it.
  - a) If the behavior does not stop, turn the student's camera off (if it's a visual disturbance) or mute the student (if it's an audio disturbance), or both.
  - b) Teachers will contact the parent(s).
  - c) If it is repeated behavior or a severe infraction, write a referral to Miss Nason.
- **Teachers will not remove the student from Google Meet unless it is absolutely necessary (Example- student's camera and audio turned off but they continue to send chat messages that are a disturbance.**
- Remote learning is an extension of teachers' classrooms. Certain isolated incidents may come up. When that happens, and teachers need guidance, notify Miss Nason.

XI. Live Streaming Schedule

1. 12:30 dismissal for 7th/8th graders while CMS is "In-Person" Learning:

Seventh Grade Schedule

Blue Day	White Day
8:00 - 9:00 E/LA - Shirey [TBD]	8:00 9:00 Math/Underwood
9:00 - 10:00 E/LA - Shirey (cont.) [TBD]	9:00 - 10:00 Math Continued
10:00-11:00 Social Studies/ Klein	10:00 - 11:00 Literature/Lewis
11-11:30/Noon-12:30 Science-Krieg	11:00 - 11:30/Noon - 12:30 Literature Cont.

Eighth Grade Schedule

Blue Day	White Day
8:00 9:00 Math/Underwood	8:00 - 9:00 E/LA - Shirey
9:00 - 10:00 Math Continued	9:00 - 10:00 E/LA - Shirey (cont.)
10:00-11:00 Literature/Lewis	10:00-11:00 S.S. Klein
11:00-Noon Literature Continued	11-Noon Science- Krieg

2. Live Streaming Schedule for 12:30 dismissal for 7th/8th graders while CMS is "Fully-Remote" Learning due to a school shutdown :

CMS Schedule - Student (M, W) BLUE

	0	1	2	3	4	5	6	7	8	9	10	11
	7:30-8:00	8:00-8:28	8:30-8:58	9:00-9:28	9:30-9:58	10:00-10:28	10:30-10:58	11:00-11:28	11:30-11:58	12:00-12:30	12:30-1:40	1:40-3:30
7-1	Shirey's Room	7-1 GRAM	7-1 GRAM	7-1 GRAM	7-1 GRAM	7-1 SS	7-1 SS	7-1 SCI	LUNCH GYM	7-1 SCI	PREP LUNCH	
7-2	Krieg's Room	7-2 SCI	7-2 SCI	7-2 SS	7-2 SS	7-2 GRAM	7-2 GRAM	7-2 GRAM	LUNCH CAFETERIA	7-2 GRAM	PREP LUNCH	
8-1	Underwood's Room	8-1 MATH	8-1 MATH	8-1 MATH	8-1 MATH	8-1 LIT	8-1 LIT	8-1 LIT	8-1 LIT	LUNCH GYM	PREP LUNCH	
8-2	Lewis's Room	8-2 LIT	8-2 LIT	8-2 LIT	8-2 LIT	8-2 MATH	8-2 MATH	8-2 MATH	8-2 MATH	LUNCH CAFETERIA	PREP LUNCH	

CMS Schedule - Student (T, TH) WHITE

	0	1	2	3	4	5	6	7	8	9	10	11
	7:30-8:00	8:00-8:28	8:30-8:58	9:00-9:28	9:30-9:58	10:00-10:28	10:30-10:58	11:00-11:28	11:30-11:58	12:00-12:30	12:30-1:40	1:40-3:30
7-1	Shirey's Room	7-1 LIT	7-1 LIT	7-1 LIT	7-1 LIT	7-1 MATH	7-1 MATH	7-1 MATH	LUNCH GYM	7-1 MATH	PREP LUNCH	
7-2	Krieg's Room	7-2 MATH	7-2 MATH	7-2 MATH	7-2 MATH	7-2 LIT	7-2 LIT	7-2 LIT	LUNCH CAFETERIA	7-2 LIT	PREP LUNCH	
8-1	Underwood's Room	8-1 SCI	8-1 SCI	8-1 SS	8-1 SS	8-1 GRAM	8-1 GRAM	8-1 GRAM	8-1 GRAM	LUNCH GYM	PREP LUNCH	
8-2	Lewis's Room	8-2 GRAM	8-2 GRAM	8-2 GRAM	8-2 GRAM	8-2 SS	8-2 SS	8-2 SCI	8-2 SCI	LUNCH CAFETERIA	PREP LUNCH	

Quarter 2: CMS Schedule - Student (F)

	0	1	2	3	4	5	6	7	8	9	10	11
	7:30-8:00	8:00-8:28	8:30-8:58	9:00-9:28	9:30-9:58	10:00-10:28	10:30-10:58	11:00-11:28	11:30-11:58	12:00-12:30	12:30-1:40	1:40-3:30
7-1	Shirey's Room	7-1 LW	7-1 LW	7-1 SPANISH	7-1 SPANISH	7-1 STUDY SKILLS	7-1 STUDY SKILLS	7-1 SPANISH	LUNCH GYM	7-1 SPANISH	PREP LUNCH	
7-2	Krieg's Room	7-2 LW	7-2 LW	7-2 KEYBOARD	7-2 KEYBOARD	7-2 STUDY SKILLS	7-2 STUDY SKILLS	7-2 KEYBOARD	LUNCH CAFETERIA	7-2 KEYBOARD	PREP LUNCH	
8-1	Underwood's Room	8-1 LW	8-1 LW	8-1 MATH WKSHP.	8-1 MATH WKSHP.	8-1 STUDY SKILLS	8-1 STUDY SKILLS	8-1 MATH WKSHP.	8-1 MATH WKSHP.	LUNCH GYM	PREP LUNCH	
8-2	Lewis's Room	8-2 LW	8-2 LW	8-2 ART	8-2 ART	8-2 STUDY SKILLS	8-2 STUDY SKILLS	8-2 ART	8-2 ART	LUNCH CAFETERIA	PREP LUNCH	

XII. **1:1 Implementation**

Our District is going to start 1:1 implementation in the second semester. We received our first shipment of devices last week and they will be ready for CMS students when they return on Jan. 4. Devices currently being used by CMS students will be sent over to the Primary School for use until their devices arrive in January/February. Not counting our newest inventory, there will be approximately 100 devices available for Primary students. The decision was made to start 1:1 implementation at the Middle School because of its technology utilization. This will allow us to troubleshoot any situations that could arise with 1:1 before devices are given to younger students. Each Chromebook will have a label with the student's information and barcode. This is the only thing that is to be placed on the device. Devices are NOT to be written on. Any accessories (i.e. wireless mouse) the student wishes to use with the device will not be provided by the district. The District is requiring students to use a school-issued device as this ensures student safety and that students are accessing appropriate content while at school and in session. Allowing students to use a personal device prevents teachers from having access to the student's activity while in session. They are not accessible due to students using a personal account or using the device in Guest mode. Our devices prevent students from doing so. GoGuardian software not only monitors student activity on devices but allows teachers to control and push out screens for students while they are in session.

- A school issued-device must be used when they are required to be in session with a teacher. This relates more to 7th and 8th-grade students or fully remote students.
- Personal devices (if they have one) may only be used when the work does not require them to be in session. For example, PE and Music do not require students to be in session, therefore a student could use a personal device (if they have one) to complete the required work.

XIII. **GoGuardian**
1. Carthage E.S.D. #317 is using Chromebooks this school year. To help keep your child safer and more scholarly online, we have adopted online services provided by GoGuardian.
2. It may be helpful to know that over 10,000 other schools use GoGuardian to protect 5.5 million students across the world, and the Global Educator Institute has endorsed the GoGuardian Teacher product.
3. How are we using GoGuardian?
    - We have chosen GoGuardian Admin and GoGuardian Teacher services to:
        a) Help protect students against harmful and inappropriate online material
        b) Help students stay "scholarly" and more focused when learning online
        c) Helping assess students' progress towards class assignments facilitating communication between teachers and students during class time
4. When and how does GoGuardian operate?
    - GoGuardian's web-based services operate on our school's managed Google Suite for Education Chrome accounts (i.e. when a student is logged into Chrome or a Chromebook

5. What are the school's responsibilities?
   - Carthage E.S.D. #317 selected GoGuardian services to help our students stay safer and more scholarly online. We will work with students during class time to help teach them digital responsibility and safety. Additionally, we will train teachers about how to operate GoGuardian and about our policies and procedures to help protect student privacy.
6. What are my parental/guardian and child's responsibilities?
   - We ask that students use their school-managed Google accounts and school-managed devices for educational purposes within the boundaries of Carthage E.S.D. 's Acceptable Use Policy/Authorization for Internet Access agreement.
   - When a student is off-campus, parents are responsible for supervising internet access and usage. We encourage you to discuss rules for appropriate internet usage with your child and reinforce lessons of digital citizenship and safety with him or her. We also highly encourage you to report any potential cyberbullying or other sensitive issues to us.
7. How does GoGuardian help protect my child's privacy?
   - To help your child remain scholarly and safe online, GoGuardian collects certain personally identifiable information about your child. GoGuardian has consulted with privacy experts, participates in privacy organizations, is a proud signatory of the Student Privacy Pledge, and has been awarded certifications by iKeepSafe for complying with both Family Education Rights and Privacy Act and California student privacy laws. For more detailed information about GoGuardian, you may visit GoGuardian's website, Trust & Privacy Center, GoGuardian's Product Privacy Policy, and the attached COPPA Notice and Disclosure Form.

XIV. **1:1 Technology Q&A**
   1. **What does 1:1 mean?** The term one-to-one is applied to programs that provide all students in a school district with their own Chromebook. One-to-one refers to one computer for every student.
   2. **How does my child receive their device?** Your child must have a signed waiver on file before they are given a device. After the waiver has been turned in, your child will be assigned a device. We ask that you please keep the device in the condition that your child received it. Please do not remove decals, write on the device, or put the device in a place where it can be damaged. Each Chromebook will have a label with your child's information and barcode. This is the only thing that is to be placed on the device. Any accessories (i.e. wireless mouse) your child wishes to use with the device will not be provided by the District. Each new device will have a warranty. The warranty covers the repair or replacement of parts deemed defective. The warranty does not cover accidents, abuse, or use of an HP product outside of the standard-use instructions included with the product. Devices are set to automatically update.
   3. **What is GoGuardian and how does it work?** GoGuardian is a service that monitors student activity while on a device. It allows teachers to direct students' attention to specific online resources and close off-topic tabs on one or more devices. We have chosen GoGuardian Admin and GoGuardian Teacher services to:
      - Help protect students against harmful and inappropriate online material
      - Help students stay more focused when learning online
      - Helping assess students' progress towards the class assignment

- Facilitating communication between teachers and students during class time

4. **What does it mean for my child to be "in-session" with a teacher?** GoGuardian Teacher allows teachers to monitor students as they work online. For example, if your child is required to take a test. The teacher can lock down the device so the student can only access the test and no other content. In-session time would be required if:
   - Your child is full remote learning instead of in-person learning.
   - The District goes full remote learning.

5. **Is GoGuardian installed on my personal device?** If your child has signed into a browser using their school email address, GoGuardian will be installed as an extension while your child is browsing. Once the school account has been signed out, it will no longer be on the device.

6. **Why can my child not use a personal device while "in-session"?** Personal devices can be logged into with any account. School-issued devices can only be signed into the school-issued account. If your child were to sign in to a personal account or run the device in Guest mode, teachers are not able to keep them on task and monitor activity on the device. Also, we are not able to prevent inappropriate content from being accessed or displayed while on the device.

7. **When can a personal device be used?** Students that have personal devices may use the device to complete any work that does not require a student to be "in-session" with a teacher. For example, students are not required to be "in-session" to complete PE and Math. Therefore, they could use their personal device.

8. **Does my child need to bring the device home?** The only time your child would need to take the device home is:
   - They do not have a device at home and have work that needs to be completed online.
   - The District goes full remote learning.
   - Your child is required to be "in-session" with a teacher.

9. **I do not have the internet at home. How will my child use a device?** The District has purchased hotspots for students to use. If you require a hotspot, please contact the school office and let them know you will need one. Hotspots are only to be used by the student to complete homework. Hotspots do have a gigabyte limit and can be monitored to ensure that it is being used for what it is intended for.

10. **What are the interactive projectors the District has purchased?** Interactive projectors are a projector that allows the teacher to display content for class but will also allow the whiteboard to become a tool that they can interact with. Here is a brief overview of what they can do: https://www.youtube.com/watch?v=kxrJ7RAhN4U&ab_channel=EpsonAmerica

11. **Who should I contact if I have more questions or need help with my child's technology?** Please contact Danielle White, our Technology Director, at 217-357-3922 or dwhite@cesd317.org.

XV.   Contact Information

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