

CARTHAGE

ELEMENTARY SCHOOL *District 317*

Carthage Elementary School District #317 E-Learning/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." Please contact teachers via email for specific hours. Please see the teacher's email directory on page 12.
- Teachers may launch a variety of systems to engage the students besides email including Google Classroom, Google Hangouts, Google Meets, etc.
- Staff are 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 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 plan a week's worth of lessons just as they would if they were in their classroom. However, that does not mean the whole week will be posted. Documentation is imperative and lesson plans will 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.).
- 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 to their Google Classroom and/or 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.

IV. Special Education and ELL 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. CESD #317 will continue to follow our attendance policies as listed in our student handbooks.
 - PreK-6th: Teachers will email a list of students that did not complete assigned activities to the building administrator weekly.
 - 7-8th: Teachers will take attendance daily during required class time. See 7th/8th live streaming schedule below on page.....
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.

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.

VII. 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.

VIII. 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. All teaching staff will be using Google Suite applications for the purpose of providing remote learning instruction and experiences.
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 via email.
 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 by the teachers. Teachers will refer to the late work policy as stated in the CPS student handbook or CMS student handbook for guidance.

IX. Live Streaming Classes

The 7th and 8th-grade students at Carthage Middle School 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.
 - a) Teachers will document any attendance notes within PowerSchool. (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 administration and 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 available during their specified office hours.
 - 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 the building administrator.
- **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 the building administrator.

X. Live Streaming Schedule

1. Live Streaming Schedule for 7th/8th graders while CMS is “Fully-Remote” Learning due to a school shutdown :

7th/8th Grade Living Streaming Schedule	
7th Grade	8th Grade
8:00-8:30 Science	8:00-8:30 Social Studies
8:30-9:00 Social Studies	8:30-9:00 Science
9:00-10:00 Math	9:00-10:00 LIT
10:00-11:00 LIT	10:00-11:00 ELA
11:00-12:00 ELA	11:00-12:00 Math
12:00-1:00 P.E./BAND	12:00-1:00 P.E./BAND
<i>L.W. Conferences will be scheduled for the afternoon. Discussed between student & teacher</i>	

XI. 1:1 Implementation

Our District has officially become a 1:1 district. This means all students in our district have a chromebook. 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.

XII. 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.

XIII. 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 received a chromebook on the first day of school. If your child does not have one please contact your child(ren) school office.
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.

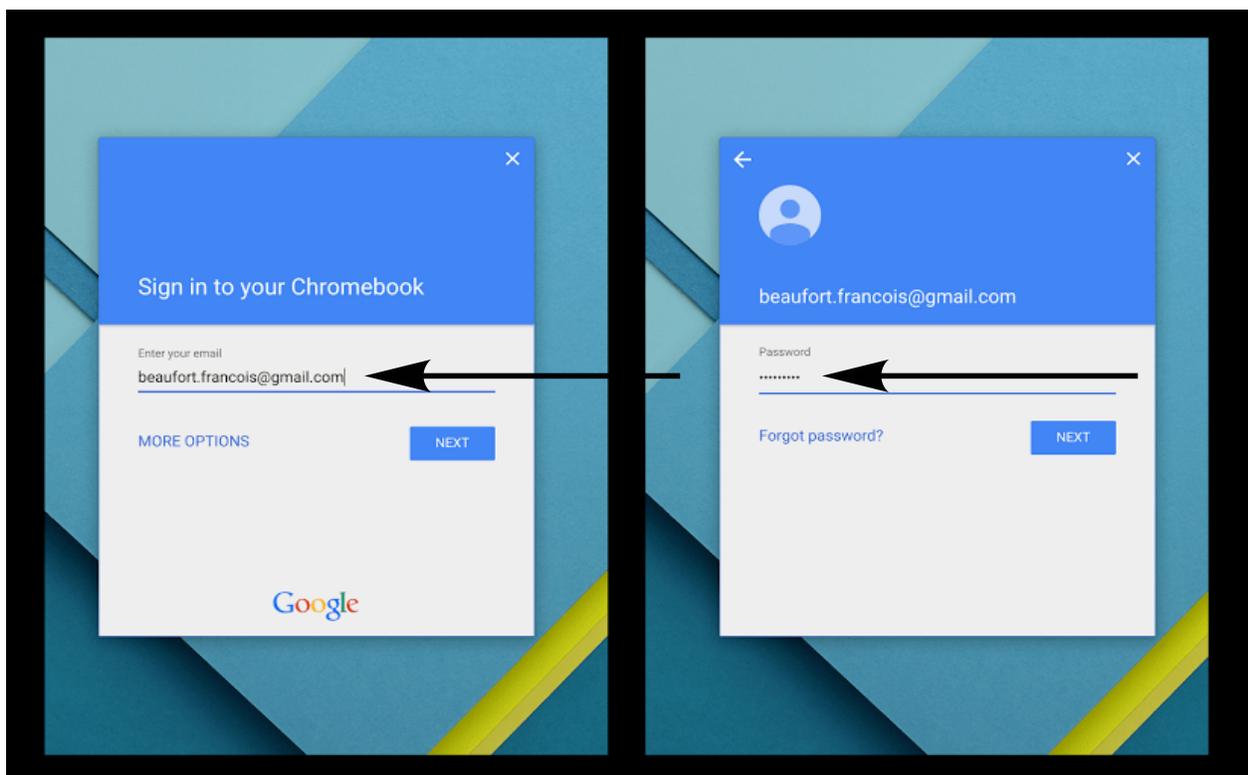
XIV. Carthage ESD #317 Guide to Remote Learning

In this guide you will find a quick “how to” on accessing your school Gmail account, Google classroom, and anything else that you may need for remote learning.

If you have received a Chromebook from the school please handle it with care and return it in its original condition. If you have any trouble with your school provided device please call the Carthage Middle School office at (217)357-3914 or the Carthage Primary School office at (217)-357-9202.

Once you have received your chromebook please make sure it is fully charged. You can then proceed to turn it on by pressing the power button on the right side of the keyboard at the top. It will then ask you to choose a network. Please choose your **home network** and type in the password for your home network. The network password is **NOT** something the school will know. This is the password for your **HOME** network. You must have access to the internet to be able to access your Gmail, Google classroom, Google docs, etc.

Pictured below is the login screen. This is where you will enter your school provided email address. Your email address is your firstname.lastname@cesd317.org.



(For Example: john.smith@cesd317.org) After you have entered your email address it will then ask you for your password. **Please note:** your password is located on the label on your student planner. The password on the label is to get you on the chrome book and into your email if you are using something other than a chrome book. After you have typed this password in it will prompt you to change your password to something of your choosing. **Important:** Write your new password down! If you forget your password you will have to call the school office to have your password reset.

After you have logged into your chromebook you will be taken to the main screen. Please do not change any of the settings that have been put in place. You may adjust volume or screen brightness as needed. At the bottom of the screen you will see two icons please click on the

Google Chrome icon. It looks like this . Once you have opened google chrome it will take you to the home page. To access your gmail, Google classroom, or Google docs you will click

the “cube” in the upper right corner of the webpage. It looks like this . Once you have clicked this icon, it will drop down a menu with many applications (apps for short). The main apps that will be utilized during remote learning are as follows: Gmail, Google classroom, Google docs, Google sheets, Google slides and Google meet. We know this sounds like a lot, but they are very easy to use! Google docs and google sheets are equivalent to Microsoft Word and Excel. See below for each icon. Again, these are just some of the main applications that can be used. However, this may not be all of them.

Gmail Icon: 

Google Classroom Icon: 

Google Docs Icon: 

Google Sheets Icon: 

Google Meets Icon: 

Google Slides Icon: 

Google Calendar Icon: 

Gmail: When you click the gmail app your email will automatically pop up and there will be no need to login. Please have your student check their email a few times every day. This is how a teacher will communicate with your student!

Apps: Please feel free to open the other apps to see how they work. You will not need to save anything in Google applications. They automatically save every couple of minutes. You can click out of them at any time and return to it later and everything you created will still be there.

Google Classroom: When you click on the classroom icon you will be taken to a blank page unless you have used google classroom before. In the upper right hand corner there is a plus sign (+), this is where you will add your classroom codes. Please see the last page of this document for classroom codes. When you click the plus sign you are given two options. The only option you will need to select is “**Join class.**” A screen will appear and ask you for a class code. **Please note** each class has a different classroom code. **For example:** Mr. Klein’s Social Studies class code is not the same as Mrs. Kreig’s Science class. Once you have entered the class code please take some time to look at each classroom page. Make sure to check the “classwork” tab at the top of each Google Classroom to see every assignment. Feel free to email the teacher for any questions you may have. Classroom codes and email addresses have been included in this guide. (Please look at **ALL** classroom codes)

Outside Sources: If teachers send you any other links such as YouTube, DiscoveryED, Spelling City, online textbooks, etc. you are able to access these as long as you are connected to the internet.

Sharing documents: Google chrome has made this very easy to do. While using google docs there is a big blue share button in the upper right hand corner. When you click on this it will ask you for an email address. You will just need to type in the teacher’s email address and it will automatically send it to him/her. Again, there is no need to save with google docs. It automatically saves itself. This goes for any other Google applications.

Care of Device: Please remember to take care of your Chromebook, charger, and anything else the school provides you will so we are able to use it in the future. Please take time leading up to the first day of school to familiarize yourself with the chromebook, applications and Gmail. Please feel free to make contact with your Homeroom teacher.

If you are still having trouble please contact your homeroom teacher or the building secretary for further assistance.

Carthage Middle School: 217-357-3914
Carthage Primary School: 217-357-9202

XV. Staff Email Directory

Carthage Primary School

Name	Position	Email
Ryanne Jacoby	Principal	rjacoby@cesd317.org
Jennie Snodgrass	Secretary	jsnodgrass@cesd317.org
Lori Peuster	Kindergarten	lpeuster@cesd317.org
Traci Twaddle	Kindergarten	ttwaddle@cesd317.org
Michelle Bavery	First Grade	mbavery@cesd317.org
Jennifer Carlisle	First Grade	jcarlisle@cesd317.org
Meghan Maag	Second Grade	mmaag@cesd317.org
Rayna Little	Second Grade	rlittle@cesd317.org
Melissa Johnson	Third Grade	mjohnson@cesd317.org
Miakea Toubekis	Third Grade	mtoubekis@cesd317.org
Madison Harmon	Fourth Grade	mharmon@cesd317.org
Kolbie McCallister	Fourth Grade	kmccallister@cesd317.org
John Edris	P.E.	jedris@cesd317.org
Scott Knicl	Vocal Music	sknicl@cesd317.org
Rose Fisher	Preschool Teacher	rfisher@cesd317.org
Sarah Talley	Special Education / LD	stalley@cesd317.org
Megan Brink	Special Education/LD	mbrink@cesd317.org
Amanda Boley	WCISEC Special Education	aboley@wcisec.org
Brooke Schafer	WCISEC Special Education	bschaefer@wcisec.org

Carthage Middle School

Name	Position	Email
Dave Scott	Principal	dscott@cesd317.org
Lauren Gronewold	Secretary	lgronewold@cesd317.org
Allison Baumann	7th & 8th Grade Math	abaumann@cesd317.org
Amy Bergmann	Special Education / LD Teacher	abergmann@cesd317.org
Raylene Gunning	Physical Education	rgunning@cesd317.org
Lyle Klein	5th-8th Social Studies	lklein@cesd317.org
Nick Klein	Special Education /LD Teacher	nklein@cesd317.org
Scott Knicl	Band & Chorus	sknicl@cesd317.org
Kaitlyn Krieg	5th-8th Grade Science	kkrieg@cesd317.org
Christine Lewis	8th Grade Literature/Language Arts	clewis@cesd317.org
Sarah Roberts	6th Grade Literature/Language Arts	sroberts@cesd317.org
Abbey Schaeffer	5th & 6th Grade Math	aschaeffer@cesd317.org
Amy Shirey	7th Grade Literature/Language Arts	ashirey@cesd317.org
Jenny White	5th Grade Literature/Language Arts	jwhite@cesd317.org

XIV. Contact Information

Mrs. Ryanne Jacoby, Principal
 Carthage Primary School
 600 Miller Street
 Carthage, IL 62321
 217-357-9202 / Fax 217-357-0585

Mr. David Scott, Principal
 Carthage Middle School
 640 Buchanan Street
 Carthage, IL 62321
 217-357-3914 / Fax 217-357-3755

Mr. Dustin Day, Superintendent
 Carthage E.S.D. #317
 210 S Adams Street
 Carthage, IL 62321
 217-357-3922 / Fax: 217-357-6793