

Hartsburg-Emden CUSD #21

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Remote Learning Plan

On Tuesday, March 31st, we are switching from Continued Learning Days to Remote Learning Days. At this point, I believe it is important to understand a few basic definitions, as defined by the State before we get into the details of the plan.

E-Learning Days

These are to be used during snow/emergency days. They are designed for at-home learning during days in which school may be called off for snow, weather, emergency, etc. These are designed short periods where school will be resuming. Schools are allowed five (5) of these days each year. Packets, Google classrooms, and other online platforms may be used for at home learning. 5 clock hours (or 300 minutes) of instruction are expected to be done on these days, which is the minimum required for all school days. Since school is expected to resume, students are given opportunities to ensure the work is completed and understood upon return. Teachers are available for assistance through online platforms for those 300 minutes as well.

Act of God Days

Act of God Days are days beyond the five (5) snow/emergency days required to make up by law. If some unforeseen circumstance where we have more than 5 days out, the State may grant Act of God Days. Meaning, those days do not need to be made-up and the school year will be less than 180 days by the number of Act of God Days allowed.

Continued Learning Days

When the pandemic first began, the State announced initially that all schools to prepare E-Learning Days as a format for possible shutdown. However, they decided to implement Act of God Days in conjunction with a new Continued Learning Days. Continued learning from home was highly recommended, but not required. Since Act of God Days are considered non-instructional days, the State could not mandate that we do them. Continued Learning Days were to have no new material being taught, no advancing a course (you could rehash old material or have the kids learn something unrelated to new content within the class), and no grading (work completed could only be consider to help a student's grade, but could not lower it). The delivery of these days to be done in a similar format of E-Learning Day: packets, Google classrooms, and other online platforms.

Remote Learning Days

Remote Learning Days will begin on Tuesday, March 31st. They will be considered instructional days for academic purposes. Teachers will advance the course content. Grading will resume (under State guidelines) which I will outline in the plan. They may follow a similar format of E-Learning Day: packets, Google classrooms, and other online platforms. The teachers are responsible for providing instruction. A Remote Instruction Plan (this plan), stating how we will proceed through these days is required.

Introduction

The educational mission of Hartsburg-Emden C.U.S.D. #21 is to provide an empowering and collaborative environment allowing students to reach their full potential. We want to support, and inspire all students to learn and achieve to their highest potential in order to become productive citizens and lifelong learners.

Hartsburg-Emden's Remote Learning Plan was developed with the following considerations:

- Doing what is best for Hartsburg-Emden
- Maintaining positive relationships
- Continuity of learning for growth and development
- Giving flexibility and autonomy to our teaching staff to develop, modify or choose learning activities that fits the essential content of their class
- Acknowledging that each student will have unique learning environments that may be fluid and need flexibility in accomplishing goals set
- Adopting a DO NOT HARM aspect to grading as recommended by the Illinois State Board of Education (ISBE)

Hartsburg-Emden will continue with the same format we have been using. Our goal remains the same, to provide each student with the highest level of education possible. Students will continue to be educated at home via Remote Learning Days. Our Remote Learning Days will last until the State ends the shutdown (at this point that is Thursday, April 30th).

During the timeframe of Remote Learning Days, only essential employees will be allowed in the building. We will be staffing the offices at both buildings and continuing with our Lunch Program. ISBE has asked that we have our Hours of Operations and Breakfast/Lunch Program in the Remote Learning Plan. However, nothing is changing with them and we will continue operating as we have.

Hours of Operations

The offices will technically be closed, but we will be here to answer phones and conduct regular administrative duties. For the duration of the school closing, all hours of availability will be the same, **8:00am – 1:00pm**. If you need to come to the Main Office for something, we ask that call us at (217)-642-5244 and arrange to do so. Please do not arrive without letting us know. Again, no one but essential employees will be allowed in the buildings.

Teachers will continue working from home. They will be available for students via online formats (e-mail, google classroom, and/or social media – depending on the teacher) from **8:00am – 1:00pm**. I ask that if you have any questions, please communicate with the classroom teacher. The special needs teachers are also available during this time as well. Our Jr./Sr. High School Teacher's Aide, Melanie Wright, will also be available during this time. You may e-mail your teachers anytime, but they will only be monitoring it during that time frame, 8:00am – 1:00pm. Please communicate with teachers often.

Breakfast/Lunch Program

The State has mandated schools to continue the Breakfast/Lunch Programs. Schools are to provide a **free** breakfast/lunch to all students that reside in the district. We do need to maintain an accurate count for these meals for that reimbursement and ask that if you order one to please pick it up. Here is how it will work . . .

Please call in your orders by **8:30am** to the Main Office at (217) 642-5244. You can also e-mail Erika at esanders@hartem.org. This will give us an accurate count for breakfasts/lunches. You will also need to let Erika know how the meals will be received. We will be providing these meals two different ways, **“Grab-and-Go” & “Meals-on-Wheels”**. If you want meals for the entire duration of the school closing, you may let her know that as well. That way you don't need to call every day. We will post an updated menu on our website as well.

The cafeteria is not open. We are not to allow people to eat lunch (or congregate) at the schools. Again, the school is closed. Hartsburg-Emden employees are being told to not to have any contact with parents or students. Our cooks will prepare two meals, a breakfast and lunch. The meals will be placed into a to-go container. There will be no special requests, only what is on the menu. We will do our best to give two different types of milk randomly selected for each meal.

We will have two **“Grab-and-Go”** locations Emden Elementary and Hartsburg-Emden Jr./Sr. High School. We’ll have a station just outside the door by the gym at Emden Elementary and a station just outside the double doors where we usually serve our drive-thru meals at the Jr./Sr. High School (between the ag classroom and the cafeteria). If you live in town (less than 1.5 miles from the school), not on a country route, then please prepare for a breakfast/lunch pickup at the town in which you live. Again, each container will have both meals, breakfast/lunch in it. You’ll just come up to the door, take a meal off the table, and go. The “Grab-and-Go” will run from **10:00am – 11:00am** on weekdays.

Our staff will be behind the door monitoring the table outside. If the table is empty, we ask that you stay a minimum of 10 feet behind the table as our staff opens the door and places more meals on the table. This will reduce contact with the public. Again, we ask that you pick up in the town you reside and give that location to Erika when you call or e-mail her. You are permitted to request meals by the day or for the duration of the shutdown.

We will also have **“Meals-on-Wheels”**. Our Bus Drivers will be running their routes once a day. We will be delivering meals to our students who live in the county. Routes will be run from **10:00am - 11:00am**. When you see either the regular school bus or the little white Hartem bus pull up, please come and get your meals. We are asking that our employees don’t have any contact with the public. We will leave the meals where we normally pick your child up. If you could put a box or table in that location, we would appreciate that. Again, we ask that nobody comes within 10 feet of the employee delivering the meal.

When you contact Erika (call or e-mail) let her know this is a delivery to your house in the country (where we normally pick you up). Again, you are permitted to request meals by the day or for the duration of the shutdown.

Exchanging of Materials

We will use our Breakfast/Lunch Program, **10:00am – 11:00am**, to deliver and pickup learning materials. Our plan is to deliver new learning materials on Tuesday for the week. That is a good opportunity to return the previous weeks materials as well. We will have drop boxes for completed materials at the two schools Monday – Friday. Students and parents/guardians who have smart phones are encouraged to take a picture of the completed work and e-mail the work directly to the teacher.

Remote Learning Planning Days

The State has given teachers 5 (five) Remote Learning Planning Days to prepare (or modify/improve) what they are doing. Hartsburg-Emden therefore will be using these days mostly on Mondays. This will allow the teachers to plan for Remote Learning days Tuesday – Friday. We hope students will use the Mondays as a day to review and finalize the previous week’s material. The last two pages of this document are calendars for April. We are planning for a May 1st return date.

Dual Credit Classes

Hartsburg-Emden offered college level English from Heartland Community College. Students enrolled in the class will need to work with their Heartland College Instructor as they always have. We will send a letter (their plan for completing the semester) home directly to the students enrolled in that class from Heartland.

Remote Learning Day Grading

ISBE has stated that grading should focus on the continuation of learning and prioritize the connectedness and care for students and staff. All students should have the opportunity to redo, make up, or try again to complete, show progress, or attempt to complete work assigned prior to the remote learning period in that time frame. A focus on keeping children emotionally and physically safe, fed, and engaged in learning should be our first priority during this unprecedented time. They also want no students to be penalized in their grades due to work completed during this time. Recommending that we do not give F's, but we give Inc. (incompletes), allowing students time to complete the work. No student's grade should be harmed due to this pandemic. The Hartsburg-Emden Staff are professionals. They are understanding, companionate, and caring. No one is wanting to harm a student in any way. A lot of our focus will be on student efforts, attempts to learn the material. We will be as flexible as possible during these circumstances. We will use the following guidelines for grading.

For Kindergarten through 5th Grade, for the 4th Quarter, we will have a Pass/Incomplete (P/Inc.) system. If a student has put in the effort to do the assigned work and completes more than 60% of the assignments, the student will be given a Pass for their 4th Quarter Grade. Anything under that the student will be given an Inc. and teachers will continue to work with that student to complete the work and assure he/she is ready for the next grade level.

For 6th – 12th grades we will use a 60-70-80-90 grading system (60%-69% D, 70%-79% C, 80%-89% B, 90%-100% A). Again, our focus will be on attempting to learn and completion (we will have less of a focus on mastery of concepts). We are confident that if the effort is there, learning will happen. We have also taken into account the State's "No Harm" to grades during this shutdown.

Since the pandemic began right after 3rd Quarter Grades, that is what we'll use as our starting point. No student will receive a grade lower than his/her 3rd Quarter Grade if he/she puts in the effort to do the assigned work and completes more than 60% of the assignments. However, a teacher may raise the student's grade based on the 60-70-80-90 grading system. See chart below . . .

Hartsburg-Emden Grading System for Remote Learning Grades 6 – 12		
3 rd Quarter Grade	Work Done	4 th Quarter Grade
F, D, C, B, A	Does not do any work . . . will be given every opportunity	Inc. will be given . . . after summer . . . grade will change to F.
F, D, C, B, A	60% of work done and participates in assignments	Will get the same as 3 rd Quarter . . . D, C, B, A
D	70% of work done and participates in assignments	Teacher may give a C
D, C	80% of work done and participates in assignments	Teacher may give a B
D, C, B	90% of work done and participates in assignments	Teacher may give an A

*this is assuming there will be no semester test given (which is uncertain at his time)

Students who complete 60% of the work and participates in assignments with the teacher will be given at least their 3rd Quarter Grade for the 4th Quarter. An Inc. will be given for all work not turned in throughout the shutdown. Students and parents/guardians should monitor the online gradebook to see the work completed. Again, teachers will review work and give feedback as to how students are doing. They will be flexible in their grading of the material given the circumstances. High School Students will receive an average of the 2 quarters for their semester grade, not to be less than their 3rd quarter grade.

Semester Grades for High School students who have failed the 3rd Quarter will be done as follows. If a High School student had a F for 3rd Quarter below 40%, his/her grade for the semester will remain an F for the Semester Grade (as there is no mathematical way to for the student to get a passing grade). If the F was between a 41% – 50% and completes 80% of work and participates in assignments with the teacher, he/she will receive a B for the 4th Quarter but a D for the semester. If the F was between a 51% – 60% and completes 70% of work and participates in assignments with the teacher, he/she will a receive C for the 4th Quarter but a D for the semester. If the F was between a 61% – 70% and completes 60% of work and participates in assignments with the teacher, he/she will receive a D for the 4th Quester and a D for the semester.

Special Needs

Special Education Teachers will check in with parents and see how things are going. They will need to make reasonable access to themselves for their students. Melanie Wright, our Special Ed Aide, will be working with the teachers and students as well. If the capabilities are there, the teacher may open a Zoom meeting to communicate directly with students to answer questions. If we can meet the needs of students via the Remote Learning Day strategies, we will. If we need to discuss other options, we will have that discussion with parents/guardians about ways we can accomplish the needs of their child. Again, we will work together to do what we can to meet the needs of all our students.

Additional Comments

We are also encouraging students that are in the same classes, to be working together. Facetime, text, snap chat, etc. with each other. Work together, build relationships, and be each other's support during this time. We want a collaborative environment during this time. However, we ask that all students do their own work.

It is important that we continue to work together to work through these challenging days. It is important that we all communicate, communicate, communicate so we stay successful through this time. I ask that everyone check out the district website regularly (as well as Twitter and Facebook post). Mr. Leslie has been putting out daily updates. Please check your email and our school website regularly.

If you have questions, please send an email or call the school.

Sincerely,



Terry L. Wisniewski, *Superintendent*

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Remote Learning						Remote Learning
Sun	Mon	Tue	Wed	Thu	Fri	Sat
Stay at Home Order through the month of April		31 Remote Learning Day	1 Remote Learning Day	2 Remote Learning Day	3 Remote Learning Day	4
5 Palm Sunday	6 Remote Learning Day	7 Remote Learning Day	8 Remote Teacher Institute Day Students off – make-up day Teachers prepare (4 meals delivered . . . to cover April 8, 9, 10, & 13)	9 Easter Break No School	10 Easter Break No School	11
12 Easter Sunday	13 Easter Break No School	14 Remote Learning Day (daily meals resume)	15 Remote Learning Day	16 Remote Learning Day	17 Remote Learning Day	18
19	20 Remote Learning Planning Day Students off – make-up day Teachers prepare	21 Remote Learning Day	22 Remote Learning Day	23 Remote Learning Day	24 Remote Learning Day	25
26	27 Remote Learning Planning Day Students off – make-up day Teachers prepare	28 Remote Learning Day	29 Remote Learning Day	30 Remote Learning Day	1 Teacher In-service Day Students off – make-up day Teachers prepare for Transition Back to School	Students back in session on . . . <u>Monday, May 4th</u> pending no more extensions