



## **Introduction**

West Lincoln-Broadwell will continue to deliver quality academic opportunities during this unprecedented time. You will find specific information about the Remote/E-Learning Plan (ALD) in this guidance. This document was created based on the Illinois State Board of Education's Remote Learning Recommendation during COVID-19, published March 27, 2020.

## **Communication with Students/Families**

Communication will be in the form of SchoolReach messages, student and parent e-mail, Google Classroom, Class DoJo, and/or Zoom (more could be utilized per teacher).

## **Communication with Colleagues**

Colleagues will stay in touch using the same methods as above as well as Voxer and Zoom Meetings as needed.

## **Special Education**

- Teachers are providing learning materials at their instructional level per student IEP.
- Related services are being scheduled/organized by TCSEA per individual student need.

## **Strategies for Remote E-Learning**

- Establish a quiet learning space and remove distractions to learning.
- Create a routine for doing school work.
- Review the online work (5<sup>th</sup>-8<sup>th</sup>) and/or ALD Packet (PreK-4<sup>th</sup>) that needs to be completed.

## **Policies/Expectations**

- Remote Learning/E-Learning will begin on Tuesday, March 31st as declared by Dr. Carmen Ayala, State Superintendent of Education.
- Since learning is occurring for students during the ALD, these days will count as a student attendance day and will not be made up at the end of the school year. Also, all previous Act of God days are counted as well.

- Teachers will be available via email, Google Classroom, Zoom Meetings and other acceptable forms of communication between the hours of 9:00 a.m. – 1:00 p.m. The remainder of the day will be used for planning.
- It is an expectation for all students to continue learning during this unprecedented time. Learning opportunities will NOT negatively impact student grades. The grading system will be Pass or Incomplete at the end of this period. Requirements have been adjusted to meet the recommendations of the Illinois State Board of Education. All students have extended time, opportunities to correct, etc. Teachers may continue to manage and post in their online gradebooks for student feedback, but the grading policy is Pass/Incomplete meaning if effort is put forth, a Pass grade will be given. We understand this is not ideal. Please do what you can do during this stressful time.
- Collection of any “paper” work will be announced at a later time.
- Teachers will keep a log of student participation.

### **Priorities for Remote Learning/E-Learning Days (ALD)**

Focus on student’s needs:

- Student/teacher relationship is the most important during this time. During this difficult time, we must focus on social-emotional needs as well.
- Focus on key concepts.
- Focus on the improvement and advancement of student learning.

### **Grading**

- Student grades cannot decrease in anyway during this time.
- Student grades will be Pass or Incomplete.
- Students can redo assignments.

### **WLB Students PreK-4th Grades**

- Teachers of Pre-Kindergarten – 4th Grades will have ALD packets distributed and/or delivered if the shutdown continues beyond April 13th. Information will be given at that time.
- March 31st – April 3rd learning opportunities will be (or have been) e-mailed out to parents and/or students. New packets will be distributed IF the shutdown continues past April 13th. Delivery is set for Thursday, April 9th and 10th (if needed). It will be a mailbox/porch drop off.

## WLB Students 5th-8th Grades

- Teachers will post lessons and assignments for courses in Google Classroom (or packet) prior to the ALD or by 9:00 a.m. each morning. If there are specific instructions or additional information, teachers will email the students directly via the student's and/or parent's email.
- Teachers will work with students that do not have internet access at home to ensure the documents needed on the ALD have been downloaded to the student's device or printed prior to the ALD. I am in the process of helping families connect.
- March 31st – April 3rd learning opportunities will be (or have been) e-mailed out to parents and/or students. New packets will be distributed IF the shutdown continues past April 13th. Delivery is set for Thursday, April 9th and 10th (if needed). It will be a mailbox/porch drop off.

## MISC.

- WLB will be using the recommendations set forth by ISBE for all core subjects.

Pre K: 60 minutes/per day

Kindergarten: 90 minutes/per day

1st & 2nd: 90 minutes/per day

3rd-5th: 120 minutes/per day

6th-8th: 180 minutes/per day Subject Area- 30 minutes/per day

- Please continue to check e-mails, SchoolReach messages, etc for updated information about packet distribution.

Tentative Date(s):

April 9<sup>th</sup> and 10<sup>th</sup> (through April 30<sup>th</sup>)- via bus routes and porch/mailbox drop off

- Please contact Mrs. Baker ([hbaker@wlb92.org](mailto:hbaker@wlb92.org)) or 217-732-2630 if you need a device (to my knowledge all students have a device for use at home) or Internet connection. I will arrange for a device to be delivered to you as well as Internet connectivity.
- Teacher Planning Days will be scheduled for May IF we are unable to physically return to school. These days will not require student participation. Tentative days will be:
  - May 1<sup>st</sup>
  - May 4<sup>th</sup>
  - May 8<sup>th</sup>
  - May 15<sup>th</sup>