Freeburg Community Consolidated School District No. 70

408 SOUTH BELLEVILLE STREET – FREEBURG, IL 62243
Phone: 618-539-3188 – Fax: 618-539-6008

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Dr. Melanie Brink

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Freeburg Community Consolidated District 70
District E-Learning Plan
2024-2025

Freeburg CCSD staff and administration have worked together to develop a plan for E-learning days in the event the school would need to be canceled. The following guidelines have been discussed and information collected from various stakeholders including educators, students, community members, and parents. The original E-Learning Plan was accepted by the Freeburg School Board on September 22, 2021. A school board hearing and motion was obtained to accept the new E-Learning Plan on July 22, 2024. Updates to the plan will be posted each new school year.

E-Plan Guidelines:

1. In the event of an emergency, distance learning will be announced via the TeacherEase Emergency Alert Phone and Email System.
2. Teachers will notify either students or parents/guardians by 8:30 a.m. of all assignments to be completed for that day using the following methods:
    a. **Students in grades K - 2** - If the emergency day is known ahead of time, please check your child's book bag for a packet labeled "**E-learning Packet**". Learning information for the E-learning will be included in the packet. In addition, all explanations of daily activities will be on class Dojo or Blooms (see individual teacher's preferred method as outlined in the E-Learning Packet). The teacher may be reached through email during regular school hours for individual assistance.
    b. **Students in grades 3 - 4** - If the emergency day is known ahead of time, please check your child's book bag for a packet labeled "**E-learning Packet**". On the first day of e-learning, the teacher will use a packet system. On the second day or any consecutive day thereafter, the teacher will be available online from 9:00 am-9:45 am and/or through email during regular school hours. For additional information see your teacher's website or the learning platform used in your teacher's classroom (example: Google Classroom).
    c. **Students in grades 5 - 8** - must check their email and/or learning platform to locate assignments due for the day. On the second day or any consecutive day thereafter, the teachers will be available online during the following times and/or through email during regular school hours:
        i. **ELA**: 8:30 am – 9:15 am

ii. **MATH**: 9:15 am – 10:00 am
iii. **SCIENCE**: 10:00 am – 10:45 am
iv. **SOCIAL STUDIES**: 10:45 am – 11:30 am

3. Attendance will be taken for the distance learning day to count as a school day using the **E-Learning Check-In**. Attendance will be taken by the following method:
    a. Parents or students in grades K-8 must log into TeacherEase by 8:30 a.m. and mark *Check-In* to be marked as present.
    b. The building secretaries will be responsible for checking attendance in TeacherEase by 12:00 p.m. and contacting any parents/students who have not logged in.
    c. If a student is sick, a parent is still required to contact the office and state a reason for the illness. Protocols for communicable diseases will be followed if reported.
4. If an E-learning day is one day only, all work will be completed remotely through either a packet or an on-line method. Live, face-to-face instruction by the teacher may be utilized but is not required. If E-learning lasts more than one day, teachers and support staff will be available for office hours during the times listed on *number 2 above* or through email during normal school hours. Students/Parents may
contact the teacher via the communication tool preferred by the teacher and s/he will be available to parents/students during this time.

5. Students will be given the E-learning day/s where they are marked present or excused plus one consecutive school day to complete the e-learning work and turn the work in to their teacher to be graded.
6. On E-learning days, students will be assigned work in each of their respective classes. Teachers are responsible for planning for classes in which they teach.
7. To ensure students have access to food on an E-Learning Day, an announcement regarding meal distribution will be made at the time of the call. Meals may be sent home ahead of time if the emergency E-Learning Day is known beforehand.
8. Students with disabilities will be given assignments based on their individualized learning plans. Students who receive Speech, OT, PT, or other one-on-one services will be provided said services when the student returns to school. Any issues with meeting individual needs of students upon their return to school will be immediately communicated to parents and the IEP team.

Information for Parents/Guardians and Students:

1. Information regarding distance learning will be shared at the beginning of each school year.
2. Any updates to the E-Learning Plan made throughout the school year will be shared via the TeacherEase Emergency Alert Phone and Email System.
3. All students should verify their school email addresses and passwords.
4. All parents should verify their contact information is correct in TeacherEase including their preferred email.
5. Review attendance policy on e-learning days.
6. Verify the teacher's method for contacting him/her during regular school hours on e- learning days with any questions or concerns that may arise.

Information for Teachers:

1. Familiarize students with desired procedures for completing assignments.
2. Identify the method you desire parents to contact you during the assigned school hours.
3. Review with students how to access learning packets and/or online learning platform.
4. Provide timely plan for posting work by 8:30 a.m. each day.
5. Plan for individualized work for students with special needs as per their plan.
6. Plan for students working at the various RTI levels including pacing, amount of work, reading level, etc.
7. Collaborate with colleagues to ensure services are met of all students.
8. Update your online assignment portal daily or provide for a means for packets to be maintained and up-to-date.

General Information on E-Learning Days:

1. Teachers will check individual parent communication tool during regular school hours.
2. Consult the School Facebook or Website- http://www.frg70.org

Board President _____ Date _____

Board Secretary _____ Date _____

Superintendent _____ Date _____

FETA President _____ Date _____