

St. Joseph Instructional plan for E-Learning

April 14th, 2020

Attendance

Will be taken every Monday- Friday that school is in session. Students' attendance will be marked in RenWeb. Teachers take attendance by participation shown through class work. If your student is not able to be in attendance on a school day please email their teacher so that they may mark your student as excused for the day.

Grading & Course Grades

Preliminary guidance from ISBE clearly stated that students' grades should not be negatively impacted during the IRL period. While Districts wait for final guidance from ISBE, St. Joseph will continue with previous grading guidance wherein students will have the ability to remediate assignments based on teacher feedback.

- Teachers still have complete autonomy to assign assignments/assessments to gauge student understanding. These assignments/assessments are not for a grade.
- Teachers will have the option of providing assignments/assessments that are for a grade and are able to be remediated so there is no negative impact to a student's grade.
- These guidelines are only for assignments that were given after March 13th. If an assignment was given in class before this date. It will be graded as a normal class assignment.
- Teachers have the option to enter missing work in their grade book with an M. This will automatically send guardians an email stating that the assignment is missing and is recorded as a 0 in the grade book. This message is only for notification to parents no 0 will be given as of the March 13th assignment date. Students will have the opportunity to submit the assignment for a grade, as well as redo any work that falls below their academic performance level.

Daily Expectations during eLearning for ALL Students

Some expectations will vary based on the grade level of a student, but those below apply to all students:

- Students will need to access Google or Teacher provided materials each day to see the learning expectations as presented by their teacher(s). Assignments will be posted to Google Classroom or provided materials each day by 8:00am.. Students are encouraged to find a dedicated work/study space free from as many distractions as possible.
- For those students without internet access and needing to complete alternate assignments, families and students will need to work with teachers and building administrators to develop a plan for work to be submitted.

- Students should contact their respective teachers with any questions about assignments. Teachers will communicate their availability via email on their Google Classroom pages or email and respond when they can.
- Students must submit work as directed by each individual teacher. Not all assignments will be Collected.
- During any virtual meeting, students may choose whether or not they want to have video enabled.

Assessments

- As with assessment within a traditional school day, students are expected to complete and submit their own work.

Daily Instructional Time

Instruction will focus on the priority standards students are needing in order to be successful at the next level and all teachers will post new materials Monday- Friday by 8:00am. The amount of time students are to be engaged with the material will vary based on grade level. The table below outlines the instructional minutes for each grade level, for both Core & Specials Instruction:

| | Pre-K | K-1 | 2-3 | 4-5 | 6 | 7-8 |
|---|----------|-------------------------------------|----------|-----------|-----------|-----------|
| Classroom Core Instruction & Activities | 30 mins. | 60 mins. | 90 mins. | 120 mins. | 150 mins. | 180 mins. |
| Specials Instruction & Activities | | 15 - 45 mins (Depending on Weekday) | | | _____ | _____ |

Core Subjects Constitute : **ELA** (Reading, Writing, Grammar), and **Religion** will be **Math** will be instructed Tues-Thursday

Teachers may assign work in SS and Science as they see needed.

Student Expectations during the Week

The table below outlines the expectations for elementary students during the week.

| Monday | Tuesday- Thursday | Friday |
|--|---|---|
| PE Spanish ELA Religion | Students should login daily to Google Classrooms and go to each subject area to see requirements for each day. For grades not using Google Classroom please go to RenWeb or communicate via email to your students teacher. | PE Spanish ELA Religion |
| Students can also send messages to teachers in Google. Parents can write emails. | <ul style="list-style-type: none"> • Complete learning activities assigned and submit if required. • Teachers are available daily to communicate with students and parents. | Students need to check teacher comments for work that needs to be redone or re-submitted. |

Specials Schedule

| Monday | Friday |
|----------------------|----------------------|
| PE (15-30mins) | PE (15-30mins) |
| Spanish (15-30 mins) | Spanish (15-30 mins) |

Monday and Friday Expectations

If needed, teachers will schedule times to meet with students one-on-one or in small groups to review concepts or skills needing clarification and additional review.

Additionally, teachers may, at their discretion, offer review times for all students and/or offer additional review assignments to reinforce course content. These are not mandatory to attend or complete but are encouraged when offered.

Students must check their respective teachers' Google Classrooms new materials assignments. Students will need to watch any videos, read any assigned articles, and complete whatever activities teachers have assigned.

Time allotted per subject is given to allow students to engage in the presentation of new material (be it through videos, audio files, texts, etc.) and then practice new concepts. The structure of a given class will vary based on the subject and teacher.