

WALTONVILLE COMMUNITY UNIT NO. 1

Home of the Spartans



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Dr. Melanie Brink – Superintendent
Mr. Andrew Dagner – Principal
Mr. Garrett Wingo – Assistant Principal

Date: February 8, 2021

To: Parents and Guardians

From: Dr. Melanie Brink

RE: Emergency Days E-learning Plan

Waltonville CUSD staff and administration have worked together to develop a plan for E-learning days in the event the school would need to be canceled due to inclement weather. The following guidelines are taken directly from the plan that was developed in collaboration with various stakeholders including educators, students, community members, and parents. During a school board meeting dated October 22, 2020, a hearing and motion to adopt the WCUSD #1 E-learning Plan was obtained.

E-Plan Guidelines:

1. In the event of an emergency or inclement weather, E-learning will be announced via the school all-call system and TeacherEase.
2. Teachers will notify either students or parents/guardians by 8 a.m. of all assignments to be completed for that day using the following methods:
 - a. Students in grades K-3- 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. For additional information see the teachers' website or learning platform (Google classroom or seesaw).
 - b. Students in grades 4-12 must check their email and/or learning platform to locate assignments due for the day.
3. Attendance will be taken for E-learning day(s) to count as a school day. Attendance will be taken by the following method:
 - a. Students in grades K-12 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 (no face-to-face remote instruction will be utilized). If E-learning lasts more than one day, teachers and support staff will be available from 8:00 – 12:00 p.m. on the E-learning day(s) for student support. 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 period.
***If E-learning must be put in place for a prolonged period of time, the administration and teachers will make every effort to offer evening office hours. If this option is needed, an announcement will be made via the All-call and TeacherEase.*
5. Students will be given the distance learning day/s where they are marked present or excused plus one consecutive school day to complete the distance learning work and turn it in to their teacher to be graded. If a student does not check in, s/he will be counted unexcused and not be allowed to make up work given for the days missed.

Attendance Check-In Instructions for TeacherEase:

1. Go to **Student Main** or **Parent Main**
2. The **E-Learning Check-In** popup window will show up



Please Check-In to E-Learning



3. Click the **check-in** button
4. A confirmation window will show up



You are Checked-In!



5. Click **done** and continue to your lessons and assignments

Parents with multiple children may be able to check-in all of their children from the same window, or when you switch to your next child's portal.