CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

To: Board of Education

Cc: Dr. Amy MacCrindle, Superintendent of Schools

From: Graydon Engle, Director of Teaching & Learning

Date: November 16, 2026

Re: E-Learning Plan Resolution 2026-2029

According to Section 10-20.56 of IL School Code [105 ILCS 5/10-20.56], school districts may, by adopted resolution, utilize "e-Learning days" in lieu of emergency days. This public hearing is being held for the purpose of approving Central Community Unit School District 301's E-Learning Plan for the 2026-27, 2027-28, and 2028-29 school years. The plan meets all required criteria under the School Code, including:

- Ensures and verifies at least 5 clock hours of instruction or school work, as required under Section 10-19.05, for each student participating in an e-Learning day.
- Ensures appropriate learning opportunities for students with special needs.
- Ensures the monitoring and verification of each student's electronic participation, including make up opportunities for missed attendance due to technology failures.
- Addresses the extent to which student participation is within the student's control as to the time, pace, and means of learning.
- Provides effective notice to students and their parents/guardians of the particular days for e-Learing.
- Ensures input from collective bargaining units (CEA and BEST) as legally required.

- Ensures the program and its implementation will be reviewed to address difficulties confronted through revision or otherwise.
- Ensures that protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, students, and parents at least 30 days prior to utilization.
- Ensures all teachers and staff who may be involved in the provision of e-Learning have access to any and all hardware and software that may be required for the program.
- Will be verified by the Regional Office of Education for the school district to ensure access for all students.
- Will be implemented for a period of 3 years prior to renewal. School years: 2026-27, 2027-28, and 2028-29.

Recommendation

The Teaching and Learning department recommends that the Board of Education approve the E-Learning Plan Resolution following the public hearing at the November 16, 2026 Board of Education Meeting.

CENTRAL
UNIT SCHOOL DISTRICT 301

E-Learning Plan

Background:

The state of Illinois began to allow the use of e-Learning days in order to continue instruction and learning during inclement weather and other situations during 2019. Central Unit School District 301 began planning for what this could look like during the 25-26 school year through conversations with the DLT and leadership. During the Fall of 2026, a finalized version of what this plan has been created with feedback from CEA, BEST, administration, student, and parent perspective.

Notification of E-Learning Days:

Staff and families will be notified of a potential or confirmed e-learning day through district communication channels, which may include email, phone calls, text messages, website updates, and social media.

Weather conditions often require snow-related decisions to be made in the morning. Whenever possible, Central 301 will communicate a decision before 5:30 a.m. Temperature-related decisions may be communicated the evening before. ***Staff will receive advance notice when an e-learning day is possible so they can prepare instructional materials and ensure students take home devices and other needed resources.***

Information about staff access to buildings will be shared based on the circumstances of each e-learning day.

Schedule and General Expectations

Students and staff will follow a modified e-learning schedule that includes five hours of instruction and learning activities. A sample schedule for elementary and the 6-12 schedules are included below.

Early Childhood - 2nd Grade		3rd-5th Grade	
7:30-8:30	Teacher Plan Time	**7:30- 8:30**	Teacher Plan Time
8:30-9:00	Morning Check-in on Google Meets	**8:30- 9:00**	Morning Check-in on Google Meets
9:00-12:00	Students work on Asynchronous Learning	**9:00-12:00**	Literacy, Math, Science & Social Studies Synchronous & Asynchronous Instruction
12:00-12:45	Common Lunch	**12:00-12:45**	Common Lunch
12:45-3:30	Independent Student Work & Staff Open Office Hours	**1:00- 1:30**	Specials/PE Synchronous & Asynchronous Learning
		1:30- 3:30	Independent Student Work & Staff Open Office Hours

CENTRAL
UNIT SCHOOL DISTRICT 301

E-Learning Plan

6th-8th Grade		9th-12th Grade	
7:00-8:00	Teacher Plan Time	**7:00-8:00**	Teacher Plan Time
8:00-8:30	Period 1	**8:00-8:30**	Period 1
8:35-9:05	Period 2	**8:35-9:05**	Period 2
9:10-9:40	Period 3	**9:10-9:40**	Period 3
9:45-10:15	Period 4	**9:45-10:15**	Period 4
10:20-10:50	Period 5	**10:20-10:50**	Period 5
10:55-11:25	Period 6	**10:55-11:25**	Period 6
11:30-12:00	Period 7	**11:30-12:00**	Period 7
12:00-12:45	District Wide Common Lunch	**12:00-12:45**	District Wide Common Lunch
12:45-1:15	Period 8	**12:45-3:00**	Independent Student Work & Staff Open Office Hours
1:15-3:00	Independent Student Work & Staff Open Office Hours		

Staff availability: EC–5 teachers will be available from 7:30 a.m.–3:30 p.m.; grades 6–12 teachers will be available from 7:00 a.m.–3:00 p.m.

- **Additional support staff roles:** Administrative Assistants, Deans Assistants, Food Service, LMC Aide, all Nurses, all Paraprofessionals, Technology, Transportation, and District Office personnel will complete training and work tasks assigned by their supervisor during their regularly scheduled work hours. *Staff are responsible for ensuring they have access to a device, internet access, and any resources needed to complete these assignments.* Please coordinate with your supervisor before an anticipated e-learning day to confirm expectations and arrange access to needed technology. Completion of assigned training and tasks will serve as documentation of work performed that day.
- **Building and Grounds Staff:** On-site work may be required based on district needs. Their supervisor will provide any modification to the schedule, training, or work assignment.
- **Learning plans:** Teachers will share plans at least 15 minutes before the e-learning day for students begins through the communication platform identified below.
- **Work completion and attendance:** K–12 students will have five days following the e-learning day to complete assigned activities. K–2 attendance will be verified through work completion; grades 3–12 attendance will be verified through participation in live instruction and work completion.
- **Learning access:** Grades 3–12 lessons will provide learning experiences equivalent to in-person instruction. Hotspots are available for families and/or staff by contacting your

building administrator for support before an e-learning day.

Central 301 Students Attending Other Programs

Staff supporting students enrolled in outside programs should be aware of the following expectations:

- **ECC Part Time/Full Time Students:** Secondary students who are enrolled in part time or full time courses located at ECC will follow ECC attendance expectations.
- **Pathway Students:** D301 Students who are enrolled in a pathway program that meets at U46, D300, D303, or Fox Valley Career Center (FVCC) will NOT attend in person classes on e-Learning day. Students should communicate directly with their instructor on educational work that needs to be completed.
- **Specialized Programs, including Mid-Valley and Private Day Schools:** When District 301 utilizes an e-Learning day, students attending a Mid-Valley program housed within District 301 will follow the instructional expectations established by Mid-Valley for that program.
    - Central 301 will coordinate with Mid-Valley to ensure students have access to appropriate learning opportunities and that families receive clear information regarding attendance, instruction, services, and transportation when an e-Learning day affects the student's program.
    - When a District 301 student attends a Mid-Valley program or a private day school program at a location outside of District 301 that remains open, District 301 transportation will not be available. Parents/guardians may choose to transport their child to the program.

Summary of Plans By Level	
EC	• An optional live instruction time will be provided for students to join their teacher via Google Meet for 30 minutes for live instruction. • Teachers will send the plan on the day of eLearning no later than 8:15 AM via email. • Activities will be organized on a choice board so that students can participate in the activities asynchronously, focused on social emotional, gross motor, fine motor, speech/language, and literacy or math skills.
Elementary: Kindergarten -2nd Grade	• Teachers will be available from 7:30 am - 3:30 pm. • Students will complete the e-learning activities within 5 days of the emergency closing. • Student participation and attendance will be verified by their work completion. • Lessons will be provided via ParentSquare from the teacher by 8:15 am. • An optional live instruction time will be provided for students to join their teacher via Google Meet for 30 minutes for live instruction. • Learning will consist of asynchronous activities revolving around literacy, math, and opportunities for specials via a choice board.
Elementary: 3rd - 5th	• Teachers will be available from 7:30 am-3:30 pm. • Students will complete the e-learning activities within 5 days of the

grades	emergency closing. • Student participation and attendance will be verified by their presence on live instruction and work completion. • Lessons equivalent to in-person learning will be delivered remotely using technology platforms, and materials will be provided to students if needed. Families can request access to a hotspot by contacting their teacher or building administration prior to an e-learning day. • Lessons will be sent home via a common platform no later than 8:15 am on the emergency day.
6th-12th Grade	• Teachers will be available from 7:00 am -3:00 pm. • Lessons equivalent to in-person learning will be delivered remotely using technology platforms, and materials will be provided to students if needed. Families can request access to a hotspot by contacting their teacher or building administration before an e-learning day. • Lessons will be sent home via a common platform no later than 8:15 am on the emergency day. • Students will complete the e-learning activities within 5 days of the emergency closing. • Student participation and attendance will be verified by their presence on live instruction and work completion.
Special Services	• Students with IEPs, 504s and LAPs will be provided appropriate accommodations as outlined in their individualized plans. • Special services staff will work with general education staff to ensure that appropriate student support is provided and appropriate modifications to e-learning experiences are provided. • Related Services staff will provide asynchronous learning opportunities, should the day turn into a multiple day event, this may need to change to synchronous learning. • Special Education Teachers and paraprofessionals will follow the e-learning schedule/plan for the grade level band they work with. • Special services staff will communicate with students and/or families to ensure the appropriate assistance is provided. • Assistance and support may be provided by a variety of technology tools or by phone. • IEP meetings may be rescheduled. Your building administration will work with you on this schedule.

Review of E-Learning Day Structure

In order to ensure e-learning days are meeting the needs of our students, Central Community School District 301 will review and revise the e-learning program as implemented to address difficulties encountered after the use of an e-learning day.