



SPARTA COMMUNITY UNIT DISTRICT #140
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Emergency Remote Learning Day Guidance

In the event school cannot be open for students due to unfavorable weather conditions or other emergency situations we may provide instruction via remote learning days. An announcement will be made via Facebook, email, and School Messenger at the time of school closures.

Students

- Do not report to school buildings.
- You will receive information for the day from your teacher by 9:00 a.m.
- Check in via Teacherease, email, Google Classroom, Google Meet, etc.
- Teachers available for interaction and assistance 8 am-1 pm.
- Have materials and technology available to participate.
- Any assigned work is due the next school day.

Teachers

- Do not need to report to the school buildings.
- Post lesson plans, instruction and assignments no later than 8:00 am.
- Instruction/assignments posted through SeeSaw, Remind, or Google Classroom.
- Lessons to include new and review curriculum materials or intervention programming.
- Available 8 am-1 pm to interact with students, provide live lessons, and assist.
- Make contact with each student (email, Google Classroom, Google Meet, etc) and record attendance.
- SLP, SW, OT/PT or related services provided via phone, email, and Google Meet if possible, documenting all interactions.

Paraprofessionals and Supervisors

- Do not report to school buildings.
- Check in with Classroom Teachers and Principals on tasks to be completed.

Administrators and Secretaries

- May work remotely or report to buildings to be available to assist teachers, students, and parents as needed.
- May conduct virtual trainings or professional development with supervisor approval.
- May take accrued leave (vacation, sick, personal) if not working remotely or reporting to building.

Custodians and Cooks

- Report to buildings to clear snow, clean buildings, organize kitchens, etc. until job is complete if conditions allow.
- May conduct virtual trainings or professional development with supervisor approval.
- May take accrued leave (vacation, sick, personal) if not working remotely or reporting to building.