

Dear District 161 Families,

Our current Continuity of Learning Plan will remain in place through March 27. (We will then observe Spring Break through April 3.) As a reminder, this plan focuses on additional opportunities to extend learning that have already taken place in the classroom rather than an introduction of new concepts.

Should Gov. Pritzker proclaim that the closure will be extended, please know that we are proactively working on our **Continuity of Learning Plan - Part 2**.

We recognize that remote learning may be a new concept for some staff and families and, as a result, we will be analyzing and adjusting along the way to make improvements. Please know that parents will not be expected to assume the role of teacher during a remote learning day.

Our remote learning plan will ensure that teachers and support staff will be available to assist students on their assignments during the hours of a regular school day. Assignments will be designed to be engaging and meaningful allowing students to learn while at home.

As we move forward in our preparations should the closure be extended, we are immediately ensuring that our teachers are trained and comfortable utilizing some of the communication features in Office 365 with their students. We are also making plans to help ensure that our parents know how to help their student access activities online.

Please know this is a highly collaborative effort among our administration and our staff. Our goal is to ensure that our students will be better able to return to the classroom ready to continue their learning. When needed, the plan will be e-blasted to parents through our emergency messaging system.

*For parents of K-8 students who do not already have access to a device at home:*

- District 161 will be deploying a tablet to the parents of K-8 students who do not already have access to a device at home.
- We are setting up a drive-through process at a designated door at each school as follows:
  - Arbury Hills School – Main Door #1 using parent pick up/drop off lane
  - Frankfort Square School – Door # 3 using arrival/drop off/bus lane
  - Dr. Julian Rogus School – Door #28 staging in the south end of the building parking lot
  - Indian Trail School – Door #13 using the arrival/drop off lane
  - Walker Intermediate – Door #14 using the back parking lot where the buses stage
  - SHJH – Door #7 using the west parking lot where student drop off occurs
- Parents will sign up through Sign-up Genius for a designated time on Friday, March 20 for student tablet pick up.
- Sign Up Genius links will be communicated at 5 p.m. today. Please try to sign up for a slot by 8 p.m. tonight.
- Scheduled pick will be by designated times on March 20 at each school..
- Staff will be bringing your student tablet to you while you remain in your car.
- If you come early, we will not be ready for you and will need to ask you to park until your designated time.

- Parents will be required to show their driver's license and either bring the signed [Student Device Usage Off-Site Agreement](#) or complete it in your car prior to receiving your student's tablet. Please make every effort to complete and sign the agreement before you come.
- A signed agreement must be presented for each student device picked up.
- The student devices and chargers must be checked in at school upon return from this emergency closure.

Again, ***should your child have access to a device at home, there is no need to pick up your student's tablet.***

Thank you for your continued patience and cooperation during this emergency. While we may feel alone in each our of homes, we are together in the spirit of continued student learning.