Summit Hill School District 161
Remote Learning Plan for
E-Learning Days

The State of Illinois provides remote learning as an approach to teaching and learning during school emergency closures. As a result, Summit Hill School District 161 is introducing a plan to address learning remotely. This innovative approach to learning ensures that instruction does not stop during emergency closures. The goal of our remote learning plan is for students to continue learning and receive feedback from their teacher. Remote learning days will apply to students in grades EC-8.

We are experiencing unprecedented times that call for flexibility for our administrators, staff members, students, and families in terms of remote learning. As such:

- New content will be introduced during our remote learning days with the caveat that learning will be student-paced each week with respect to the needs of families.
- There is no expectation that students will be on their device with their teacher from 8:30 a.m. - 1:30 p.m. daily.
- During that timeframe, teachers may be checking in with students and/or be providing feedback on activities that have been assigned on the teacher’s web page.
- General guidance during remote learning days allows for time at the beginning and end of the teacher’s day to manage their support for students and parents.
- We will remain flexible in terms of assessing learning. During this state of emergency, our focus is on developing skills and providing formative feedback.
- The use of Teams (audio only) and e-mails may be our primary connection with students. Pre-recorded videoconferencing such as with Flipgrid or Seesaw is not an expectation but a possibility for teachers who are interested in it as a means of back and forth communication with their students. Should a teacher wish to use a live video conferencing format like Zoom, the teacher must seek Building Administrative approval of the chosen platform and learning plan including providing evidence that he/she can successfully control audio and video during the conference. The teacher must also obtain parent permission.

Students with Individualized Education Plans (IEP), Section 504 Plans and English Learners will have reasonable accommodations and/or modifications applied to their remote learning experience.

While remote learning days already exist in many districts within Illinois and surrounding states, we recognize that this is a new concept for Summit Hill School District 161, and, as a result, we will be analyzing and adjusting along the way to make improvements.

What is a remote learning day?

A remote learning day is utilized to allow students and teachers to stay home due to a school cancellation (state of emergency). However, learning will continue moving forward as students remotely leverage digital tools and engage in teacher-prepared learning content. Teachers will be providing new content based on the power standards and will focus on formative feedback.
Teachers will post weekly activities on their Teacher Pages prior to 8:30 a.m. each Monday. Teacher Pages will provide further instructions and will include links to activities. (Many will involve going to Class Link and/or Microsoft Office 365.)

If students do not have a device at home, they will be issued a district-owned device and charger to be used for the duration of the remote learning period. Teachers will also be available to assist students remotely with their assignments periodically during school hours.

**What is the remote learning schedule for students and teachers?**

All schools will generally utilize the following guidance:

- 8 a.m. - 8:30 a.m. Teachers engage in planning and preparation for remote learning
- 8:30 a.m. - Each Monday teachers post activities for the week on Teacher Pages
- 8:30 a.m. - 1:30 p.m. Teacher and student interaction as needed during this time frame to provide feedback, instruction, and/or support. (While not online continuously, teachers will monitor digital learning spaces i.e., Office 365, etc. and will e-mail families as needed.)
- 1:30 p.m. - 2 p.m. Teacher duty-free lunch
- 2 p.m. - 3 p.m. Teacher planning and preparation

**Where will remote learning activities be posted?**

Each Monday by 8:30 a.m., teachers will post weekly activities on their teacher pages to provide further instructions and will include links to activities. (Many will involve going to Class Link and/or Microsoft Office 365.) New content will be introduced with the caveat that learning and activity completion will be student-paced each week with respect to the needs of families.

**How can I check-in with my teacher?**

Our primary source of communication will be through e-mail. E-mail will allow for tracking of student engagement and teacher feedback. Families may e-mail questions directly to teachers. Teachers may also correspond directly with families in Office 365 or via PowerSchool. Please allow for a 24-hour turnaround for replies to family e-mails.

**How will activities be assessed?**

New content will be introduced during our remote learning days with the caveat that learning will be student-paced each week with respect to the needs of families. Teachers will offer formative feedback on work that has been completed during the week. We will remain flexible in terms of assessing learning. During this state of emergency, our focus is on developing skills and providing formative feedback.
What if I do not have internet access?

If electronic means are not available, please contact your building principal to discuss other possible options. Most families have e-mail addresses and cell phones. The district is inquiring about a program to provide Wi-Fi hotspots for economically disadvantaged families. In addition, many providers are offering temporary assistance to families.

Special Education – Individualized Education plans (IEP)

Special Ed Department remote learning expectations that will begin on April 6 will be sent by Leslie DeBoer to all EC, II, TIP & SI teachers as well as resource teachers, related service providers, and psychologists via a separate document.

Special Education teachers (case managers) will provide assignments based upon individual student needs. Please check the Teacher Page online for additional information.

For students with IEPs, the accommodations built into those plans will apply to remote learning assignments. Alternative assignments may be substituted related to IEP goals. Students who have direct related services will engage in an activity provided by the related service personnel (OT, PT, Speech, etc.) on a remote learning day.

Section 504 plans

For students with 504 Plans, the accommodations built into those plans will apply to remote learning assignments. Alternative assignments may be substituted related to specific goals. Students who have direct related services will engage in an activity provided by the related service personnel (OT, PT, Speech, etc.) on a remote learning day.

English Learners / Emergent Bilinguals

For students that receive EL services, the EL teacher will be available for support. There will be appropriate activities based on a student’s English Proficiency.

Music / Physical Education / Health / Art / Encore / Cycle

All teachers will provide activities for students to complete.

Students should select the remote learning activities (Art, Music, PE, etc.) based upon their currently scheduled special/encore rotation.

Technology support

To provide technology support, we have created unique e-mail addresses for use during remote learning days. Families may access technology support related to district-owned computing devices and district-provided software programs by e-mailing the following:

- Arbury Hills School: AHTechsupport@summithill.org
- Frankfort Square School: FSTechsupport@summithill.org
- Indian Trail School: ITTechsupport@summithill.org
- Dr. Julian Rogus School: DJRTechsupport@summithill.org
- Walker Intermediate School: HWTechsupport@summithill.org
Summit Hill Jr. High School:  SHJHTechsupport@summithill.org

Tech support e-mails will be monitored by building technicians.

**How will parents be notified of remote learning days?**

Our mass communication service within PowerSchool will be utilized to notify parents when remote learning days will be utilized. An e-mail, text, and phone call will be placed.

**Regular review of remote learning program**

While remote learning days already exist in many districts within Illinois and surrounding states, we recognize that this is a new concept for Summit Hill School District 161, and, as a result, we will be analyzing and adjusting along the way to make improvements.