



SUMMIT HILL DISTRICT 161

REMOTE LEARNING PLAN

REFINED: AUGUST 5, 2020

RETURNING TO SCHOOL SAFELY

Our goal is to provide not only a safe environment but one that is beneficial to student learning.

Beginning the year in remote learning allows for:

- education through an improved remote learning platform, checking in daily with teachers to monitor student gains in academic knowledge, and how content is going from a teacher perspective.
- review of pandemic safety procedures based on area district in-person learning to see if changes are needed to ensure the safest condition in relation to spread of COVID within schools among students and staff members: environmental control - cleaning/sanitation schedules and behavioral control issues - entry/exit points/schedules to support social distancing/masks/desk placement in classrooms.
- ensuring we maintain at least a 2-week supply of PPE at all times as we move forward to a form of in-person learning.



ISBE GUIDANCE 07.23.20 (PAGE 20)

We are required to plan for at least five (5) clock hours of instruction or academic engagement each day (Section 10-19.05), at least 2.5 hours are to be synchronous (real-time instruction with live interactions) and 2.5 hours are asynchronous (self-paced, academic engagement).

All learning activities may include, but are not limited to, in-person learning, the teacher delivering instruction via recorded video and synchronous (live) platform, remote small group work via breakout room or conference call, independent/flexible student work time, and virtual/telephone teacher-student check-ins. If using non-interactive platforms, students must have means to confer with an educator and receive feedback before assignments are graded or assessments are administered.

NEW GUIDANCE: STUDENT PERSPECTIVE

- New content will be introduced during our remote days.
- Synchronous (live) and asynchronous (pre-recorded) video lessons will be utilized. Time will be dedicated each day to live check-ins as well as pre-recorded lessons during remote learning days.
- Communication and content will be posted within a new Learning Management System (LMS) called Schoology. Teachers, parents, and students will utilize this portal.
- Students with Individualized Education Plans (IEP), Section 504 Plans, and English Learners will have appropriate accommodations and/or modifications applied to their e-Learning experience.

CURRICULUM PACING

- Teachers and Coordinators of Instruction worked to identify power standards (from the previous school year) that will need to be addressed during the new school year to close any learning gaps.
- Teachers and Coordinators of Instruction are preparing pacing guides for core subject areas to ensure consistency of instruction during Trimester 1.
- We are exploring the option of using the NWEA MAP Growth testing (Reading and Math) remotely this fall. This will provide immediate information to teachers for addressing instructional needs of students.

ELEMENTARY (GR. K-4) SCHEDULE

- All K-4 students and staff members are on the same schedule/clock hours, however, ***students will not be online continuously throughout their entire school day***
- Teacher Day: 8:00-3:00
- Student Day: 9:00-2:00

Synchronous/Asynchronous instruction to occur daily according to schedule per week

- At least 2.5 hours are to be synchronous (real-time instruction with live interactions)
- At least 2.5 hours are asynchronous (self-paced, academic engagement)

It is anticipated that specific lessons will last approximately 20 minutes in length. Real-time instruction and interaction between students and their teachers will take place daily, including but not limited to whole-group instruction, differentiated instruction, small groups, formative assessments, summative assessments and independent work.

Grades K-4	Daily Schedule
8:00-9:00	Staff Meetings, Collaboration, Curriculum Development and Plan Time (35 minutes on Friday will be dedicated to Plan Time)
9:00-9:20	Morning Meeting and SEL- Live Session
9:20-10:10	K-2 ELA 3-4 Math
10:10-10:20	Break
10:20-11:10	K-2 Math 3-4 ELA
11:10-11:50	Lunch
11:50-12:25	Pre-Recorded Specials (Music, Art, Tech, P.E.)
12:25-12:40	Afternoon Meeting and/or SEL- Live Session
12:40-1:15	Science/Social Studies
1:15-2:00	Virtual Small group (Homeroom, Specialists, and/or Special Services)
2:00-3:00	<u>Student Support</u> Including but not limited to: small group reteaching, academic improvement, special education support, staff office hours

ELEMENTARY (GR. K-4) SCHEDULE

We are required to plan for at least 5 clock hours of instruction or academic engagement each day (Section 10-19.05), at least 2.5 hours are to be synchronous (real-time instruction with live interactions) and 2.5 hours are asynchronous (self-paced academic engagement).

GR. 5-8 SCHEDULE

- All 5-8 students and staff members are on the same schedule/clock hours, however, ***students will not be online continuously throughout their entire school day***
- Teacher Day: 8:00 – 3:00
- Student Day: 9:00 – 2:30

Synchronous/Asynchronous instruction to occur daily according to schedule per week

- At least 2.5 hours are to be synchronous (real-time instruction with live interactions)
- At least 2.5 hours are asynchronous (self-paced, academic engagement)

It is anticipated that specific lessons will last approximately 20 minutes in length. Real-time instruction and interaction between students and their teachers will take place daily, including but not limited to: whole-group instruction, differentiated instruction, small groups, formative assessments, summative assessments and independent work.

<u>Time</u>	<u>Monday through Friday</u>
8:00 – 9:00	Staff Meetings, Collaboration, Curriculum Development and Plan Time (60 minutes on Friday will be dedicated to Plan Time)
9:00 – 9:15	Announcements & SEL
9:15 – 9:45	1 st Period
9:45 – 9:50	Break
9:50 – 10:20	2 nd Period
10:20 – 10:25	Break
10:25 – 10:55	3 rd Period
10:55 – 11:00	Break
11:00 – 11:30	4 th Period
11:30 – 11:35	Break
11:35 – 12:05	5 th Period
12:05 – 12:15	Break
12:15 – 12:45	6 th Period
12:45 – 12:50	Break
12:50 – 1:20	7 th Period
1:20 – 1:25	Break
1:25 – 1:55	8 th Period
1:55 – 2:00	Break
2:00 – 2:30	9 th Period

GR. 5-8 SCHEDULE

We are required to plan for at least 5 clock hours of instruction or academic engagement each day (Section 10-19.05), at least 2.5 hours are to be synchronous (real-time instruction with live interactions) and 2.5 hours are asynchronous (self-paced academic engagement). *ISBE guidance 7.23.20, p. 20*

2:30 – 3:00	Student Support including but not limited to small group reteaching, academic improvement, special education support, staff office hours
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STUDENTS WITH INDIVIDUAL EDUCATION PLANS (IEPS)

- During the period of remote learning days, students will receive services and supports tailored to their individualized educational needs.
- To ensure ongoing growth and progress, the Summit Hill School District will focus planning efforts on how to continue serving students with disabilities to the greatest extent practicable by tailoring remote learning that provides educational benefits.
- Special education providers will develop Individualized Remote Learning Plans with parental input that will detail the specific supports and services that will be provided to facilitate your student's participation in remote learning activities.
- The Special Education department will also work together to develop a plan if educators are able to provide in-person instruction for instructional and related services in a cohort model after the school year begins remotely.
- When regular school attendance resumes and in-person instruction may be provided for all district students, the student's most recent IEP will govern their student's special education program and services.

STUDENTS WITH 504 PLANS & EL SERVICES

Students with 504 Plans

- Accommodations built into 504 plans will apply to e-Learning assignments.
- Alternative assignments may be substituted for the assigned task.
- Students who have direct related services will engage in an activity provided by the related service personnel (OT, PT, Speech, etc.) through remote learning services.

English Language Learners

- EL teachers will be available for ongoing support to provide appropriate activities based on a student's English Proficiency.
- Translation and interpreting services will be available for additional support.
- Students may require a combination of check-in and collaboration with the EL teacher and classroom teacher to make linguistic modification and accommodation to assignments, activities, and assessments.
- EL teachers may utilize the designated times (small group time, student support, or office hours) to provide instruction with consideration of the student's linguistic levels. This may also be done in combination with the classroom teacher or by making the needed accommodations and modifications on assignments, activities, and assessments.

REMOTE LEARNING

All students will be issued a district-owned computing device and charger to be used at home. A limited number of internet hotspots will be made available to families without internet access at home.

Staff members will receive a series of training sessions to become familiar with Schoology, our learning management system.

Parents and students will be provided with video modules and accompanying quizzes to check for understanding. These are being created and will be available shortly.

TEACHER EXPECTATIONS

- Teachers will post an outline of the learning for the week in Schoology by Sunday by 6 P.M. for all classes the following week. This will allow families the opportunity to preview and prepare for the upcoming week.
- Teachers will update and post grades weekly within the online gradebook.
- Student attendance will be taken daily (in grades K-4) and by period (in grades 5-8) in PowerTeacher.
- Teachers will host live instruction and check-ins through Schoology.
- Teachers will respond to parent and student messages within 24 hours during normal school hours.
- All staff with additional time who are available may be assigned by administration to instructional duties for which they are qualified.
- The traditional grading scale of A-F and P-Pass/Participated, NP – No Pass/Participation and I – Incomplete will be utilized. Courses that do not meet consistently will utilize the Collected/Missing, P, NP and I options.

STUDENT EXPECTATIONS

- Check your Schoology account for learning activities from your teachers.
- Check your teacher's online availability hours so you will know when it is easiest to connect with them.
- Attend your teacher's live lessons.
- Send your teacher(s) a message with any questions you may have. Please allow a response window of 24 hours.
- Complete and submit your Schoology assignments by the assigned due date.
- Check your grades in PowerSchool weekly (grades 5-8).
- Be prepared for success when completing assignments and assessments.

PARENT EXPECTATIONS

- Follow the same procedures for attendance as with in-person learning. Call the school office to report an absence.
- Prior to the start of Monday morning with your student, check Schoology for each course.
- Each Thursday with your student, check your student's assignment completion status.
- If your child is struggling, take advantage of scheduled Office Hours throughout the week by contacting the teacher for additional support.
- Reach out to teachers with questions via email. In most cases, please allow for a 24-hour turnaround for replies to parent e-mails. Responses are not to be expected in the evening or over the weekend.
- Schoology will be the primary communication tool for students.
- Inform students that it is illegal to record teachers' lessons or use pre-recorded lessons in any way other than their intended purposes.