

# **Scales Mound CUSD #211**

## **District Remote Learning Plan**

### **Updated - 4/21/2020**

The Scales Mound CUSD #211 Remote Learning Plan is utilized to keep our students cognitively engaged while not physically present on campus. The plan is individualized to each particular grade level, content area, or student's learning needs. No two classes, subject areas, or grade levels may be the same due to this differentiation. The current District Remote Learning Plan is in effect from April 1, 2020 to May 22, 2020, or until in-person learning can resume.

ISBE recommends the following guidelines and recommendations as minimum and maximum times to engage students in remote learning activities:

<b><u>Grade Level</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
Pre K	20 minutes/day	60 minutes/day
Kindergarten	30 minutes/day	90 minutes/day
Grades 1-2	45 minutes/day	90 minutes/day
Grades 3-5	60 minutes/day	120 minutes/day
Junior High (6-8)*	15 minutes per class/day	30 minutes per class/day
High School (9-12)**	20 minutes per class/day	45 minutes per class/day

*\*It is recommended that junior high students may be engaged in learning activities between 90 minutes and 180 minutes total per day for all classes.*

*\*\*It is recommended that high school students may be engaged in learning activities between 120 minutes and 270 minutes total per day for all classes.*

While ISBE and an educational work group provided these recommendations, they acknowledge that the length of sustained attention for students will vary. Breaking up the learning activities with physical activities or play is also recommended.

#### **Teacher/Counselor Availability:**

During the remote learning period, our instructional staff would be expected to be available to communicate with students through multiple platforms during the regular school day but particularly from 9:00 AM to 2:00 PM. This communication may be in the form of emails, face to face virtual meetings, hard copy packets of learning material, or other forms of communication. We recognize that educators are also parents and care-givers and we ask for patience if there is a delay in communication. You can expect staff to be responsive within 24 hours of an email or phone call during the school week.

#### **Student Availability:**

It is the expectation of Scales Mound CUSD #211 that our students will make every effort to be engaged in the work that is provided by their teachers and instructors. While we would like to have students fully engaged, we know that they may need to take "Brain Breaks" and once they have completed their work, they would be done for the day. It is important to provide time for students to be cognitively engaged and physically engaged throughout the day. A good rule of thumb is for every 20 - 30 minutes of instructional work, take 20 minutes to play or be active. We ask that students check their emails daily or at the frequency recommended by their teacher.

### **Attendance:**

Students are automatically being recorded as in attendance each day and any remote learning day is considered an instructional day. Students should check in daily or at the frequency recommended by the classroom teacher.

### **Grading:**

The recommendations from ISBE are that grading is based on the principle of “no educational harm to any child” during the remote learning period. As the Governor stated on March 31, 2020, grades will be used as feedback for students. With that in mind, Scales Mound CUSD #211 will focus on the continuation of learning, providing all students with appropriate educational materials, and time to complete assignments successfully. Students grades will not be lowered as a result of learning remotely, however, students may receive an “Incomplete” grade if they do not make an effort to engage with the work provided by their teachers. Instructors cannot provide feedback if they do not have students’ engagement.

In place of a grade on any assignment that may negatively impact a students’ overall grade, the student will be given an “incomplete” and be expected to make-up, redo, or otherwise finish that assignment. Students in grade 6-12 are expected to complete 65% of all remote learning plan assignments to earn a passing grade. Completed work is defined as all work collected electronically or otherwise, and participation in virtual class meetings and assignments. If the work is never made up, credit may not be given for that class second semester or fourth quarter. At the elementary level, work completion is defined as active participation and engagement with written, electronic, and other material provided by the teacher and demonstration of involvement through completed work.

Staff will document every effort to engage students in learning activities. In the event students are unable to engage in learning activities or access learning material, the student may be given the opportunity to make up work through remote learning or possible summer engagement.

In the event that Scales Mound CUSD #211 is unable to transition back to on-site learning during the 2020 school year, a determination will be made to either give a student a passing grade or incomplete for the fourth quarter based on the level of the student’s engagement with the resources provided by the teachers. This will be determined on a student-by-student basis. We will provide students and staff with further updates as more direction evolves from the State and other educational agencies.

### **Grade Level Plans:**

Developing consistency for remote learning on which students can rely is key. To that, Scales Mound CUSD #211 has provided instructors flexibility on how to approach learning based on their knowledge of the students in their classroom. Not all learning activities and instructional material will be the same from grade to grade. Instructors have the opportunity to differentiate for their students based on their individual needs.

Since home will be the new classroom, it is critical that remote learning must work in a multitude of family and home contexts which vary. Understanding that adults in the home are working and being care-givers is paramount to our planning of instructional activities. While the State has provided recommended minimum and maximum engagement times, we understand that families may not be fully engaged and will need time to “walk away” from learning activities at times. Grade level and content level instructors are planning activities that allow for this during the remote learning period.

### **Special Education and Related Services:**

Special education teachers are available to students and will provide instruction as noted above in Teacher Availability. If modifications or accommodations are needed for assignments, the special education teachers will work with the general education teachers and students to make the necessary changes. Special Education meetings and timelines will be met utilizing video or phone conferencing.

Therapists (i.e., occupational therapist, physical therapist, school psychologist, social worker, speech/language pathologist, itinerant hearing and vision teachers) will:

- Communicate with students and families as frequently as possible based on their caseload and the students IEP minutes.
- Chunk activities as much as possible to meet the learning goals of each student.
- Provide resources, activities, and instructional material that is developmentally appropriate for the student in their caseload.
- When possible, clinicians will check-in with students via phone calls, video conferencing or other avenues available to them and their students.
- Consult with teachers and support instructional planning.

It is important to note that most of the therapists working with students from Scales Mound CUSD #211 are also working with other school districts. We request patience as they develop plans and activities appropriate for our students and their unique learning needs.

### **Successful Remote Learning Strategies (Grades 6-12):**

As our school continues remote learning it is important to understand some basic strategies and etiquette to be successful. Please become familiar with the information. If you have any questions ask your teachers/counselor.

#### *Teacher/Counselor availability:*

- Teachers/Counselors are available through email and video conferencing through Zoom, Google Meet or other virtual platforms. Individual video conferencing should be set up through email contact with teachers/counselors.

#### *Daily participation:*

- READ email and check Google Classroom posts (if used in your class) daily
- Check in to individual classes daily or at the frequency recommended by the classroom teacher
- Individual teachers may use a Google Form to document attendance
- Use your scalesmound.net email address when participating in remote learning activities (checking in, Google Classroom, video conferencing, etc.)

#### *Grading:*

- Assigned class work will be graded and should be submitted by due dates provided by teacher
  - Work receiving a low grade may be corrected and submitted again to improve grade
- Assigned class work not completed will be assigned a grade of incomplete
  - Incomplete work will need to be completed before a final grade will be assigned
  - Grades of incomplete may impact students ability to be ready to take a class at the next level

#### *Schedule:*

The following class schedule allows teachers to hold class meetings through video conferencing, discussions through Google Classroom or other types of virtual meeting applications. *While classroom meetings may not occur every day, you should always be prepared to meet with your class during the assigned times as directed by the teacher.*

Monday/Wednesday are "A Day" class periods

Tuesday/Thursday are "B Day" class periods

***Class Meeting Time Schedule (Junior high and high school)***

<b>A Day (Monday, Wednesday)</b>	<b>Class Meeting Times</b>	<b>B Day (Tuesday, Thursday)</b>	<b>Class Meeting Times</b>
<b><i>Periods Meeting</i></b>		<b><i>Periods meeting</i></b>	
1.	9:00-9:30	2.	9:00-9:30
3.	9:45-10:15	4.	9:45-10:15
5.	10:30-11:00	6.	10:30-11:00
7.	11:15-11:45	KSL (counselor time for sophomores)	11:15-11:45
		8. (for music or meet with counselors)	12-12:30

**Notes:**

1. Class meetings should not be recorded except by the instructor.
2. Class meetings may not happen everyday. Staff will notify students when there is a class meeting scheduled.
3. Be sure to check the section on successful remote learning strategies for important information regarding class meetings.

***Guidelines and etiquette when video conferencing:***

- Sign in to video conferencing with scalesmound.net email
- Appropriate classroom behavior is expected
- Dress for video conferencing should be school appropriate
- Make sure your camera and microphone are on before joining meeting (found in System Preferences)
- Think about your actions, everyone can see you
- Have necessary materials needed for class (assignments, books, paper, pen/pencil)
- The chat box is reserved for class questions.
- Video meetings cannot be recorded or photographed by students

***Special Notes and Considerations:***

The Scales Mound CUSD #211 Remote Learning Plan is a living document and is continuously being updated, modified, and evolves as we adjust to the particular circumstances related to the need for remote learning.