

# **Winnebago Community Unit School District #323**

## **REMOTE LEARNING PLAN**

### **Purpose**

Due to the unprecedented shutdown of all Illinois Public Schools due to the COVID-19 Shutdown, districts are now providing at home learning opportunities for our students, which we are referring to as the Remote Learning Plan. We know that this is new to everyone, and our plan is to implement regular checks with our stakeholders to determine if and how we can improve this process. We encourage all members of the community, including our staff, to be lifelong learners. This is a great opportunity for us to be models for our students.

### **Timing**

Our Remote Learning Plan will go into effect beginning April 6, 2020 and will continue throughout the mandated school closure.

### **Communication/Availability**

Teachers will be available Monday - Friday 8:30 - 3:15 P.M. to communicate with students throughout any Remote Learning Day. Teachers will have the flexibility of posting a daily or a weekly learning plan for their students.

### **Student Attendance**

While state attendance mandates are not in effect, the District will still emphasize and encourage daily attendance/check in of its students to maintain a continuity of learning and instruction. The District will monitor student participation and will utilize Google classroom, messages in Class Dojo, emails or phone calls from District Staff.

### **Instruction**

Remote learning can be real-time or flexibility timed, and it may or may not involve technology. It is fully acceptable for any teacher to utilize a blend of real-time, flexibility timed, technological and non-technological options.

## Instructional Time Expectations

Grade Level	Minimum	Maximum
Pre-K	20-60 minutes	60 minutes
K	30-90 minutes	90 minutes
1-2	45-90 minutes	90 minutes
3-5	60-120 minutes	120 minutes
6-8	Class: 15-30 minutes/day	Class: 30 minutes/day
9-12	Class: 20-30 minutes/day	Class: 30 minutes/day

## Remote Learning Planning and School Improvement Days

Each Friday, we will be encouraging and facilitating cross-curricular collaboration amongst staff through the use of Remote Learning Planning Days and our remaining School Improvement Days. Each Friday students should continue to work through assignments & material that was posted Monday-Thursday for completion, which also includes encouraging students to engage in reading, Family Fun Activities, extra Physical Activities, etc. No new material will be presented on Fridays. Friday's work is optional.

## Grading

Student work during the suspension of in-person instruction will not negatively impact a student's grades or otherwise impact a student's academic standing. Grading is defined based upon the principle of *do no educational harm to any child*. The aim, emphasis, and focus for schoolwork assigned, reviewed, and completed during remote learning is on learning, not on compliance.

What is our definition of Do No Educational Harm? Mastery is NOT REQUIRED on new or review content. We will however assess our students through a variety of means that may include (from Illinois State Board of Education, 2020)...

- Meaningful feedback
- Assessment of learning (summative)
- Assessment as learning (self-assessment)
- Assessment for learning (formative)
- Part of the learning process
- Reflective
- Coaching
- Purposeful

- Student/teacher partnership (home)
- Criteria for work and expectations (exemplars)
- Confidential
- A dialogue
- Supportive
- Focused on student growth
- Individual
- Differentiated

### **How many days does my student have to complete Remote learning activities?**

To receive a grade of “Complete” and to earn full credit for the assignment, the student must complete the work to a satisfactory standard, in accordance with the teacher’s grading rubric. In alignment with ISBE’s recommendations, students may redo and re-submit assignments and assessments after receiving teacher feedback until they receive full credit. Partial credit may be given at the discretion of the teacher, as long as it does not bring down the student’s overall grade.

### **Student Services: Special Education and 504 Plans**

Special Education and Regular Education teachers will continue to support the individual needs of students with IEPs and 504 plans. Special Education teachers may choose to create separate assignments in order to fit the needs of the students on their caseload, or they may modify and/or add to the assignments of the General Education teacher with whom they co-teach. All teachers will work to create relevant, meaningful, and manageable assignments for students on Remote Learning Days. Activities will be varied according to the course, subject, skills, and knowledge required for the lesson.

- Students receiving special education services or 504 plans who are enrolled in general education courses will utilize procedures in place for general education students. Students with IEPs or 504 Plans will receive their accommodations within their daily assignments or activities. Students have access to their case manager through Google Classroom, or through their email.
- Students with severe and profound disabilities will receive appropriate learning resources and activities from their case manager/special education teacher. These activities are specifically developed with instructional materials appropriate for the student based on their needs and Individualized Education Plan (IEP). The activities will allow students to continue to work on their IEP goals during the learning day. Our students in special education are familiar with and utilize apps and Google products through their academic work.

### **What are my responsibilities as a student:**

- Complete your assigned work by the due date.
- Ask clarifying questions when you need help or don't understand
- Be respectful to yourself, teachers and peers.

### **What are my responsibilities as a parent/guardian/caregiver:**

- Review work assigned to the student.
- Reserve a space for students to complete remote learning work.
- Encourage students to get enough sleep.
- Set sensible time limits for technology use.
- Talk to students about their work every day.
- Help students establish and follow regular daily routines.

### **Use of Online Platforms**

- In order to enhance the continuity and quality of instruction during this school closure, the District will include teaching and support services using electronic, remote learning platforms such as Zoom or Google Hangouts. The information in these transmissions may be confidential and/or privileged. On short notice and due to the urgent circumstances, the District is electing to deploy these platforms, relying on the representations of these companies regarding the security of their resource and confidentiality of any information and proposes these tools as the best available resources which can be employed promptly for these purposes. While these platforms represent their uses are secure and private, these companies have their own data and record collection maintenance, use and security practices. As the District does not have complete control over any and all access to the instruction provided by these means, particularly when being provided to a group of students, information could be inadvertently accessed by other persons, including parents or student siblings. Any of these electronic transmissions are however intended only for use by the intended recipient(s). We ask that parents limit any access to these educational transmissions to only the intended student. If you are not an intended recipient you should not view, disclose, audio or video record, copy, circulate or in any other way use the information contained in this transmission. If you received this transmission in an error, please notify the sender immediately and delete this transmission including any attachments. By participating in these electronic learning opportunities, you acknowledge and agree to the above and waive any claims against the District related to your child's participation in these electronic methods for delivery of education services.

If you have questions about this process or do not want your child to participate in this method of instruction or service, please contact your Building Administrator and/or Teacher.

## Support

Should teachers or students encounter any technical issues on a Remote Learning Day, the technology staff and the administration will be available to assist as they are also working during the Remote Learning Day. Please email [helpdesk@winnebagoschools.org](mailto:helpdesk@winnebagoschools.org) to create a ticket and a technician will contact you back as well as the general tech line number is 815.335.3990

## Transition Back to On-Site Learning

This will be an important aspect when we are able to return to face to face instruction. However right now, the district's focus is to provide the best learning opportunities for our students as possible in the immediate future. Once a transition plan is developed, it will be added to this plan and announced to all stakeholders. This will likely include:

- The plan for students that have been completely disengaged
- The plan for earning high school credits
- The plan for calculating final grades
- The plan for student promotion to the next grade level