

**Grass Lake School District #36**  
**Remote Learning Plan**

Remote Learning Days were created by Illinois State Board of Education (ISBE) in response to the COVID-19 pandemic which closed schools for extended periods of time during the 2019-2020 school year. The purpose of Remote Learning Days is to provide continuity of education for students during a stay-at-home order. The following chart illustrates the unique roles each component of the learning community will be responsible for during the Remote Learning time period.

<b>District Responsibilities</b>	<ul style="list-style-type: none"> <li>• Develop thoughtful, accessible remote learning plans using stakeholder input, when possible.</li> <li>• Support schools in planning and implementing remote learning plans.</li> <li>• Help schools identify needed resources in the community (academic, health, social, emotional).</li> </ul>
<b>School Responsibilities</b>	<ul style="list-style-type: none"> <li>• Implement remote learning plans</li> <li>• Communicate regularly with all stakeholders.</li> <li>• Support teachers in planning and implementing remote learning plans.</li> <li>• Help families find needed resources in the community (academic, health, social).</li> </ul>
<b>Teacher Responsibilities</b>	<ul style="list-style-type: none"> <li>• Make remote learning activities available in a timely manner.</li> <li>• Be available at scheduled times to answer student/caregiver questions.</li> <li>• Provide timely feedback on student work.</li> <li>• Communicate regularly with students.</li> <li>• Provide a range of meaningful learning opportunities that meet the needs of all learners during the period of closure.</li> <li>• Provide regular feedback to students on progress related to learning activities.</li> </ul>
<b>Student Responsibilities</b>	<ul style="list-style-type: none"> <li>• Review assigned work.</li> <li>• Complete your assigned work by the due date.</li> <li>• Ask clarifying questions when you need help or don't understand</li> <li>• Be respectful to yourself, teachers and peers.</li> </ul>
<b>Parent/Caregiver/ Family Responsibilities</b>	<ul style="list-style-type: none"> <li>• Review work assigned to the student.</li> <li>• Reserve a space for students to complete remote learning work.</li> <li>• Encourage students to get enough sleep.</li> <li>• Set sensible time limits for technology use.</li> <li>• Talk to students about their work every day.</li> <li>• Help students establish and follow regular daily routines.</li> </ul>

## **Remote Instructional Plan**

During Remote Learning Days, students shall be provided work from the teachers they would normally see during a regular school day. The work assigned to the students will be expected to be completed in a reasonable amount of time, but with flexibility, knowing that students may be completing assignments at various times throughout the day or week.

- All students have a school-issued device at home which can connect via Wi-Fi.
- Teachers will send lessons and activities electronically to students using the various platforms students are already familiar with.
  - These platforms include programs such as Seesaw and Google Classroom.
- Teachers and students will communicate with each other through virtual meetings.
- Students will be assigned work using the following guidelines from ISBE.

## **Teacher Responsibilities on Remote Learning Days**

On Remote Learning Days, the teachers shall be scheduled as follows unless otherwise directed:

- 8:00 AM – 10:00 AM - Learning opportunity modules posted and period of availability, student engagement, instruction, supervision and support as needed begins
- 10:00 AM – 2:00 PM – Periodic check-ins via remote learning platforms to answer student/family questions regarding the assigned learning activities. This time period also includes planning and preparation for future learning activities.
- 2:00 PM – 3:00 PM – Period of availability to assist students/families with remote learning assignments.

## **Non-Certified Responsibilities on Remote Learning Days**

- The school nurse will be available to parents and students during the school day time frame through email. School Nurse will research and create daily reports highlighting the severity of the pandemic and the stages of progression.
- Social Workers are available to parents and students on Remote Learning Days and will design activities for IEP/504 students.
- Social Workers are available to support any students and families expressing a need during Remote Learning Days.
- Paraprofessionals will participate in assigned professional development modules, conduct 1:1 tutoring sessions as needed, and assist teachers and administrators as needed.

## **Access to Learning**

An initial parent communication was sent out to identify families who did not have internet connection.

- Based on the communication, 99% of families have the capabilities to support remote learning on a school issued device.
- Families that do not have home internet service are given paper packets of work until home internet services are secured.
- Collecting daily attendance through a Google Form and monitoring student engagement in the learning activities also helps to identify students who may have limited internet services.
- Communication is paramount to ensure all students have access to learning opportunities.

Pre-K – 2<sup>nd</sup> grade teachers, will communicate with students and parents through Seesaw. This program is already embedded into the everyday instructional program, so parents and students are familiar with the platform.

Students in grades 3<sup>rd</sup>-8<sup>th</sup> grade will be assigned work through Google Classrooms. Students can complete work in Google Classroom and turn it into their teacher through the learning management program. Students can also interact with their teachers through Google Classroom.

The following Remote Learning Daily schedules were developed and communicated to the GLS families:

**PK-2nd Grade Schedule**

In order to be in compliance with the new Remote Learning Guidelines (90 minutes of work maximum per day for K-2 and 60 minutes max for Pre-K), as well as serving our students the best we can, we developed the following schedule:

- Staff will be available from 8 a.m. to 10 a.m. to answer any questions, and then intermittently be checking throughout the rest of the day.
- Art, Music, P.E., RTI, and Social Stories will be giving assignments only once a week on their given day stated below. These assignments will be approximately 15 minutes long.
- A Specials’ Activity Guide will be posted to all pre-k through second grade classes every Monday. This guide is for students that would like to do extra work. This will include art, music, and P.E. activities that are OPTIONAL for the students, these activities do not need to be submitted.
- K-2 Grade level classroom teachers will be assigning 75 minutes of work each day and Pre-K will be assigning 45 minutes of work each day. These minutes will include activities from subject areas on specific days listed below:

Monday	Tuesday	Wednesday	Thursday	Friday
Art	PE	Music	Social Stories	RTI

**3rd-4th Grade Schedule**

In order to be in compliance with the new Remote Learning Guidelines (120 minutes of work maximum per day), as well as serving our students the best we can, we developed the following schedule:

- Staff will be available from 8am to 10am to answer any questions, and then intermittently be checking throughout the rest of the day.
- Art, Music, P.E., RTI, and Social Stories will be giving assignments only once a week on their given day stated below. These assignments will be approximately 20 minutes long.
- A Specials’ Activity Guide will be posted to both third and fourth grade every Monday. This guide is for students that would like to do extra work. This will include art, music, and P.E. activities that are OPTIONAL for the students, these will not be graded.
- Grade level classroom teachers will be assigning 100 minutes of work each day. These minutes will include activities from subject areas on specific days listed below:

Monday	Tuesday	Wednesday	Thursday	Friday
RTI	Art	PE	Music	Social Stories

## 5-8 Grade Classes

In order to be in compliance with the new Remote Learning Guidelines (180 minutes of work maximum per day), as well as serving our students the best we can, we developed the following schedule:

- Students will still receive instruction in their core classes (i.e. Science, Social Studies, Math, ELA) daily in 15-30 minute requirements.
- PE, Health, Art and Music will be sharing a schedule once a week for students to complete throughout the week.

## IEP, 504 and Related Services Students

All students that receive additional supports and services will be in contact with their service providers to determine the best process to establish that will allow students to receive their required supports during Remote Learning.

- Special education and intervention teachers will use the same platforms as the teachers and provide learning activities based on students' IEP and learning plan goals.
- Special education and intervention teachers will collaborate with general education teachers in modifying assignments for their special education, 504, and RTI populations with the intention of ensuring the work is "reasonable" for the individual student.
- Modifications and accommodations listed on a student's IEP will also be honored as appropriate to a situation by both general education and special education teachers during Remote Learning Days.
- The special education and intervention teachers, social worker, and related service providers will be accessible and support students through video conferencing services.
- We recognize that all students are entitled to a "Free and Appropriate Education" and teachers will make their best effort to provide services and support to our students with special needs.
- We will follow all state and federal guidelines provided during mandated school closures in regards to providing IEP service minutes and deadlines for meetings and evaluations.

## Attendance

Remote Learning Day attendance is recorded using the following guidelines:

- Families will be reminded to log in and take attendance daily by 10:00 a.m. on our Remote Learning Day Attendance Form
- Teachers will review their grade level homeroom forms and upload their attendance in Infinite Campus AFTER 10:00 a.m.
- At 10:30 a.m. front office staff will confirm attendance in Infinite Campus.
- An email will be sent to all staff to showcase who is **not** logging in and recording attendance as required.
- Based off of this information, teachers should reach out to families personally to find out if there are any issues with student participation.
- The goal is to increase student participation and ensure accurate attendance statistics.

## **Work Completion/Grading**

Understanding that each student's home situation is different, maximum flexibility will be given for work completion. Students will have the discretion to complete the assignments during any time of day and in any order they choose. Students can work at their own pace and should communicate with their teachers if they are not able to meet the suggested due dates and timelines for assignments.

Students will be graded in line with the state guidance offered in the Remote Learning Recommendations Guide. Grading will not reflect negatively on a student's grade. Students will be given the chance to retry, redo, and make up work to demonstrate learning. Students are not required to master the content but demonstrate continual learning. Third trimester grades were calculated as of March 15<sup>th</sup>. Students throughout E/Remote Learning had the opportunity to improve their letter grade by participating and submitting all lessons assigned by teachers.

## **Communication System**

Parents will be notified of Remote Learning Days through regularly scheduled district level email, district letters, and weekly superintendent parent forums. Teachers will also communicate with families and students through the pre-established digital platforms such as Google Classroom, Infinite Campus, and Seesaw, Google Voice, and Google Meet. Families can communicate with teachers through email and the established platforms.

## **Remote Learning Planning Days**

Grass Lake School District recognizes the uniqueness and suddenness of the COVID-19 situation which necessitated the need for Remote Learning Days. Thus, teachers need time periodically to focus on developing remote learning opportunities, reflect on their previous lessons, and participate in professional development which will improve their ability to deliver virtual lessons and increase student engagement. Remote Learning Planning Days will be instituted at the discretion of the administration during the Remote Learning Day period. During these planning days, students will be encouraged to catch up on missing assignments.

## **Transition from Remote Learning to On-Site Learning**

Grass Lake School continues to monitor the CDC guidelines for reinstating on-site learning for our students. Steps for conducting On-Site Learning for the 2020-2021 school year will be determined as the ISBE and the State government release the necessary actions to be conducted.