

Hybrid and eLearning In District 30



A guide for students and families to help navigate
remote learning routines, schedules and guidelines

District 30 teachers and administration have spent time this summer preparing for the possibility of hybrid and remote learning and crafting a different, more robust learning experience for students. Below are some terms that you will need to consider this year:

A **hybrid program** involves some students coming to school everyday (K-3rd) and some coming in small groups on alternate days. The day that they are not at school, they will be **remote learning** from home, connected to the class for broadcast lessons and completing independent work when not viewing instruction. Students who “opt out” of in person instruction will be in daily remote learning.

An **eLearning** program is an instructional program enacted when school is unable to open and all students must learn from home. This program includes a structured schedule that closely mirrors that grade level’s bell schedule. Time for the core teacher to meet with students in small groups, individually and/or provide whole group instruction will also be a part of the daily interaction

As internet is critical to these models, any families with difficulty accessing the internet at home should contact Dr. Kohl at 847-498-4190 for options.

Introduction

The goal of District 30 is to provide students with uninterrupted opportunities for learning, during any school closure or interruption to instruction during this pandemic. It is our intent to educate students in-school as safely and effectively as we are able. If we must re-enter a remote learning environment, it is our goal to recreate the in-school experience as much as possible, including routines, traditions and our vibrant curriculum.

This document will detail our hybrid and eLearning schedules, explain the components that make up a school day, and provide some guidance and expectations for parents and students.

Of course, these educational models are unique and new experiences for everyone, and will require adjustments and refinements. Our district family will continue to partner to make the time as meaningful and relevant for students as possible. Together, we will continue to evaluate the process and initiate any needed improvements along the way. Please refer to the school and district handbooks for any additional guidelines about eLearning.

Live Instruction in eLearning: This fall, our hybrid and eLearning experience for students will involve much more live contact with teachers and classmates. While some of this live instruction will be direct teaching of a lesson, it will also include small group instruction with the teacher and one-on-one meetings. Also, using Zoom Breakout Rooms, students can work in small groups with classmates independently, with the teacher joining groups periodically to check in.

Overview of The Hybrid Model

This document provides an overview of the hybrid learning schedule, explains the components that make up a school day both in person and online, while providing some guidance and expectations for parents and students. The goal of the Hybrid Model in District 30 is to provide K-3 grade students with in-school experiences and 4th - 8th grade students both in-school and remote experiences.

K-3 students will attend school in person full time, 5 days a week. **Students in grades 4-8** will attend school in person 2-3 days a week and remotely 2-3 days a week, depending on their individual schedules.

Weekly Schedule - Hybrid Model				
Monday	Tuesday	Wednesday	Thursday	Friday
Group A: Full Day In Person	Group B: Full Day In Person	Group A: Full Day In Person	Group B: Full Day In Person	Group A: Full Day In Person
Group B: At home learning	Group A: At home learning	Group B: At home learning	Group A: At home learning	Group B: At home learning
The following week this schedule will flip, giving Group B a week with three days of in person learning.				

In-School Learning Days (Hybrid A/B)

On the days that students are in school, they will follow a schedule that is very similar to the traditional school day with a few important differences for each school:

- All students (K-8) will remain in the same classroom for the all periods, except for P.E. and recess.
- Students will eat lunch in the classroom.
- World Language classes at Maple will be taught remotely (not in person).

Remote Learning Days (Hybrid A/B)

On the days that students are at home, they will continue to follow their schedule, connecting to live class lessons remotely, while also taking part in online lessons for Science and Social Studies. Students will complete companion assignments to the live instruction and submit them to the teacher.

Sample Remote Learning Hybrid Schedule (Elementary)

Monday	
	A in person B remote
8:45-9:15	Morning Meeting Synchronous (A and B both attend)
9:15-9:45	Extension Independent Work / Appointments
9:45-11:15	ELA <u>Zoom:</u> Live Mini lesson (A and B both attend). <u>Online:</u> All students work through the lesson. Students submit an assignment online to teacher.
11:15 - 11:45	Specials (Live or Online, depending on lesson)
11:45 - 12:15	Specials (Live or Online, depending on lesson)
12:15 - 1:00	Lunch / Recess
1:00 - 2:00	Math <u>Zoom:</u> Live Mini lesson (A and B both attend) <u>Zoom and Online Rotations</u> <ul style="list-style-type: none"> • Breakout Rooms (combines in person and remote students) - workbook pages in groups • Extra Practice Pages • Online resources are used by students.
2:00 - 3:00	Social Studies / Science Independent Work
3:00 - 3:10	Class Checkout: (A and B both attend)

Zoom times are flexible for teachers/students. Some days remote students will be “zooming in” for a mini lesson and then completing independent work offline. Other days remote students may be “zooming in” for a longer period of time as determined by the teacher.

Remote Learning Days for Middle School Students

For 6-8 students at Maple School, they will follow the same schedule that they do on their in-person learning days, joining the class through Zoom. Much like the elementary hybrid schedule, students will receive assignments that align with the live instruction that they connected to on that day.

6-8 students will also receive remote World Language instruction on their at-home days.

Links to Zoom sessions and assignments will be provided through Schoology, or will be communicated directly from the teachers. Students will be instructed how to set up Schoology notifications and check their email at the start of the year.

Hybrid Model: Things to Remember

Elementary School Details

- Pre-K classes will run on a daily remote schedule
- K-3 class sizes will be reduced to meet 6-foot distancing guidelines and to conduct daily in-person learning
- Students will be organized in cohort/bubble groups; they will remain within these groups
- All Grades 4 – 8 students will attend in-person learning using a staggered schedule
 - * Monday/Wednesday or Tuesday/Thursday and alternate Fridays – ABABA
 - * Every effort has been made to have siblings attend on the same days
- Teachers will connect everyday with in-person and remote students (who are on the out of school day) through live streaming; while students are in school there will be pre-teaching/prep for the remote day
- Hybrid Model remote students participate in live synchronous instruction; the classroom will continue to build community - morning meetings, read-a-loud, mini lessons, some bigger class discussions, possibly eating together virtually with those in school, and end of day “wrap-up”

Fifth Grade at Maple School

- Start and End times will mirror Maple's schedule: 8:35am – 3:35pm
- All 5th-8th grade students will follow an A/B schedule
- Group A will follow a Monday, Wednesday, and every other Friday schedule
- Group B will follow a Tuesday, Thursday, and every other Friday schedule
- Transitional and Support plans for 5th-grade students to Maple are in place to assist students with a success transition to Maple School
- Thank you to those who could join us for our Maple Transition meeting on Wednesday, July 29 from 5:30 - 6:30 p.m. A recording of this meeting is available at:
<http://www.district30.org/parents/phased-operations-resources>
- All 5th-Grade classes are located on the first floor, near two sixth-grade classrooms
- Neighborhood Schools will remain within their 5th-grade sections; classes will not be integrated
- There will be a Creative Arts rotation for 5th-grade students; at least 3 specials provided
- Physical Education will be supported for multiple days within the school week
- Coordinated lunchtime will occur in classrooms and AM & PM recess will be available to students

Middle School Details (Grades 6-8)

- Start and End times follow Maple's current schedule: 8:35am — 3:35pm
- All 5th-8th grade students will follow an A/B schedule
- Group A will follow a Monday, Wednesday, and every other Friday schedule
- Group B will follow a Tuesday, Thursday, and every other Friday schedule
- Two 6th grade classrooms will be on the first floor. All other 6th and 7th grade classrooms will be on the second floor
- All 8th grade classrooms will be located on the third floor
- Students will remain in their classrooms for all periods except for P.E. and recess
- Students engaged in at-home learning will participate in regular synchronous instruction and follow a structured school schedule
- World Language classes will be offered to students during at-home schedules
- Students are scheduled in cohorts based on Math and ELA placements. Students will remain with these cohorts for all classes

Full-Remote Instruction

Students who have general health concerns, are medically fragile, or have a compromised immune system may choose full-remote instruction. For families who have determined that their children are unable to return to in person instruction, they will follow the hybrid school schedule (sample on page four), but will participate in the remote activities on the schedule, joining live instruction and working through assignments from home.

Now that registration numbers are known, our plans are set and our class assignments are being finalized.

eLearning 2.0

In situations where our physical classrooms are not available to students, District 30 is committed to providing students with the best virtual learning experience that we can deliver.

State guidelines have made it clear that any eLearning program should do as much as possible to mirror the in-school experience, including routines, expectations and assessments. Many district teachers and administrators worked tirelessly this summer, refining and improving on our eLearning program, adding more structure to the schedule and more opportunities for students contact. Our goal is to maintain as high a standard for our virtual educational program as we do for our in-person instruction.

The eLearning 2.0 experience will include synchronous teaching (interactive live streaming) from an assigned classroom teacher or from a classroom teacher assigned to multiple grade levels. More details on the foundations of this program are on the next page. We will also share details about virtual instruction, such as student and parent expectations, that will be applicable for any online student, whether they are participating in the hybrid program or the eLearning program.

What will eLearning 2.0 look like? (schedules and activities)

As much as possible, the District 30 eLearning schedule hopes to mimic the master schedule for the in-person school day, so students have less adjustment to courses and routines. Schedules will be posted to SeeSaw (k-2) or Schoology (3-5) and will include links to live meetings and any resources that will be needed for the day.

Below is a sample elementary school schedule for **fourth grade**. This schedule would be used for students if all school buildings are closed.

Elementary Schedule: Grade Four	
8:40am - 9:00am	Morning Meeting: Class can review Second Step, Number Corner, Read Aloud, and discuss the eLearning Daily Agenda.
9:00am - 9:15am	Extension Time
9:15am - 10:15am	ELA: Live lesson with teacher, followed by time for independent work, small group meetings and one-on-one instruction.
10:15am - 10:45 am	Specials (PE / Art / Music / World Language)
10:45am - 11:30am	Flexible Grouping Time
11:30am -12:00pm	Lunch with class
12:00 pm - 1:00pm	Math: Live lesson with teacher, followed by time for independent work, small group meetings and one-on-one instruction.
1:00pm - 1:30pm	Science / Social Studies: Independent / online lesson
1:30pm - 3:00pm	Independent Work Time: Time for student work, as well as student services time and conferencing with teachers.
3:00pm - 3:10pm	Class Check Out: Check for any questions and prepare for the next day.

The Middle School Schedule

Maple School's eLearning schedule will mirror the student bell schedule as much as possible, with time built in for teacher office hours, mindfulness brain breaks and flexible time for students to complete work.

Middle School E-Learning Schedule (Monday - Thursday)			
	6th Grade	7th Grade	8th Grade
8:30am - 8:40am	Advisory	Advisory	Advisory
8:40am - 8:45am	Passing Period	Passing Period	Passing Period
8:45am - 9:25am	Block A	Block A	Block A
9:25am - 9:30am	Passing Period	Passing Period	Passing Period
9:30am - 10:10am	Block B	Block B	Block B
10:10am - 10:15am	Passing Period	Passing Period	Passing Period
10:15am - 11:40am	Health / Creative Arts / World Language *	Flex Time **	Flex Time **
11:45am - 1:10pm	Flex Time **	Health / Creative Arts / World Language *	Flex Time **
1:15pm - 2:40pm	Flex Time **	Flex Time **	Health / Creative Arts / World Language *
2:40pm - 2:45pm	Passing Period	Passing Period	Passing Period
2:45pm - 3:25pm	Block C	Block C	Block C

Flex Time:

Lunch: 11:45 - 12:15

ELA Async: 12:15 - 12:55

Math Async: 1:00-1:40

1:40 - 2:40:

Homework

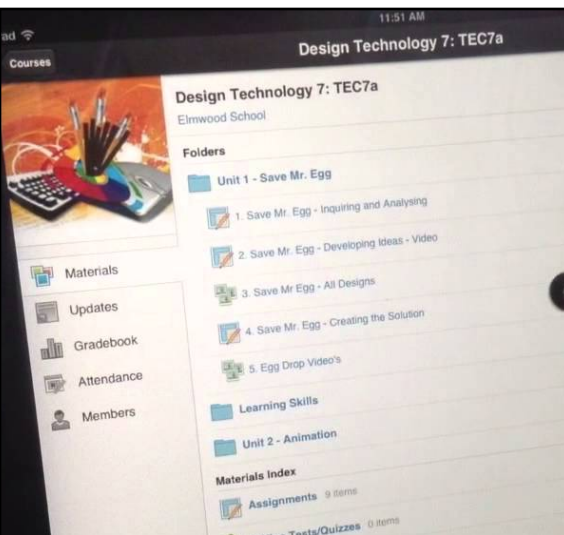
Advisory reflection

Mindfulness/brain breaks

Teacher Office Hours

Maple will have an adjusted Friday schedule, to allow for a “Friday Checkout” period. During this time, students will fill out a checkout form, as well as teacher office hours and a tech support drop-in time.

Middle School E-Learning Schedule (Friday)			
	6th Grade	7th Grade	8th Grade
8:30am - 9:05am	Advisory	Advisory	Advisory
9:05am - 9:10am	Passing Period	Passing Period	Passing Period
9:10am - 9:50am	Block A	Block A	Block A
9:50am - 9:55am	Passing Period	Passing Period	Passing Period
9:55am - 10:35am	Block B	Block B	Block B
10:35am - 10:40am	Passing Period	Passing Period	Passing Period
10:40am - 11:45am	Health / Creative Arts / World Language *	Flex Time **	Flex Time **
	Flex Time **	Health / Creative Arts / World Language *	Flex Time **
	Flex Time **	Flex Time **	Health / Creative Arts / World Language *
1:55pm - 2:00pm	Passing Period	Passing Period	Passing Period
2:00pm - 2:40pm	Block C	Block C	Block C
2:40pm - 2:45pm	Passing Period	Passing Period	Passing Period
2:45pm - 3:25pm	Friday Checkout	Friday Checkout	Friday Checkout



Elements of an “at home” Learning Day

While our intent is for eLearning to reflect the in-person school day as much as possible, some tools and routines may differ in some ways.

Below is description of various elements that are important to consider:

Contact Points Throughout The eLearning Day

Regardless of the grade level, all eLearning days will start with attendance. It’s important to remember that attendance counts in eLearning, just as it does in school. Please make sure that you contact your school’s office if your child is not going to be in attendance for eLearning.

Students will have contact points with their class throughout the day, even when learning from home. Content area lessons, as well as advisory, morning meetings, lunches and checkouts will provide opportunities for students to engage with their teachers and their classmates.

As was mentioned earlier in this document, there will be more live instruction in eLearning this fall, and students are expected to attend and participate in these sessions. Live teaching will be a combination of direct instruction, group work and individual conferencing with teachers.

The Online Classroom

Like last year, we will continue to utilize Seesaw and Schoology as an online classroom for students. The daily schedule, links to resources and links to zoom meetings will be available on these platforms.

Both students and parents should make sure to set up notifications from their online platform, so they are aware of when resources and meetings are posted. More information on this topic is available on the eLearning Dashboard.

Live Teaching in Zoom

District 30 has added Zoom as the preferred tool for live instruction this year, in addition to Seesaw, Schoology, Google Apps and other online tools that we used this spring. Students may use any device to access eLearning, though their district-issued iPad is preferred.

Zoom will give students some additional opportunities to engage with their classes, through breakout groups and other collaborative tools. While it is different technology from last year, there will continue to be technical support for any issues that might arise.



Zoom Expectations for Students

- Follow the classroom expectations set by teacher
- Sit up and stay in one place while on the call
- Keep your iPad mute on when you enter the call
- Try to participate in the call from a quiet location
- Only use chat when teachers give permission to use it
- If you come across a distraction (pets, siblings, etc) try to move on quickly and stay with the group.
- Keep video camera on during the lesson unless told to do otherwise
- If rules are not followed, you will be removed from the group
- Use online etiquette when saying goodbye and exiting the meeting.

Family Guide to eLearning

Even the savviest young people (and parents) may struggle with educational technology at times. These tips and guidelines are based on what many schools have been learning and sharing with one another. We must all learn to adapt to a remote learning environment. District 30 teachers and administration have spent time this summer, preparing for the possibility of remote learning and crafting a different, more robust learning experience for students. It's our hope that this document helps to guide you in the adjustment.

A Few Tips for Parents

These tips can help us all make the best of new and sometimes unfamiliar eLearning environments. Many of these touch on the basic, practical aspects of remote learning, which can make a terrific difference for students.

Set Routines, Schedules, and Expectations:

Set good habits from the start. Give your child enough time to wake up, get dressed, and eat breakfast before they log into this first meeting (just like you would do for an in person school day). Similarly, a consistent bedtime will help. Make a charging station outside of your child's bedroom; charge iPad every night to 100% so it's ready for the next day.

Keep materials in an accessible place, possibly a school backpack, so that your child is prepared for meetings that may require workbooks, etc.

Beginning and ending the school day with a check in with your child allows for an opportunity to connect and communicate successes and challenges.

Choose A Good Learning Environment:

Help your child find stationary working space(s) where they can sit/stand appropriately for virtual live sessions and independent offline work. We understand that each family and space is unique. If possible, encourage your child to wear headphones to ensure they can hear all instructions.

All virtual live sessions are designed for students. To prevent disruptions to the learning environment, parents/guardians should not actively participate in these sessions.

Stay In Touch - Keep Communication Open:

Please make sure that you are connected to your child's Seesaw (K-2) or Schoology (3-8) site. Make sure you enable notifications for yourself and your child. This is where assignments and resources, as well as links to live classes, will be kept. Also, be sure to contact the health office if your student is sick and unable to attend school. Stay up to date on school/district/teacher communication or parent resource pages, and don't hesitate to contact your child's teacher directly if you have any other questions or concerns.

Help Students Own Their Learning

Make sure that your child's learning is at the forefront of the eLearning journey, rather than his/her grade. Encourage your child to advocate for their own learning. Provide support and encouragement, and expect your child to do his/her part. Mistakes are allowed and encouraged -- that's how learning happens! Don't help too much. Becoming independent takes lots of practice.

Begin and end the day by checking-in

Check in with your child at the beginning and end of each day/week to review his/her learning will help them to organize themselves and help them to process the directions given and what they still need to accomplish. Model a positive attitude and growth mindset with your child.

Beginning of the day check-in should include reviewing the Google Calendar with your student, reviewing announcements in Seesaw, and Schoology.

In the morning, you might ask:

- What classes/subject do you have today?
- Do you have any assessments?
- How will you spend your time?
- What resources do you need?
- What can I do to help?

At the end of the day you might ask:

- How far did you get in your learning tasks today?
- What did you discover? What was hard?
- What could we do to make tomorrow better?

Encourage Physical Activity and Consider Screen Time

Distance learning does not mean staring at computer screens for several hours every day. Teachers will aim to build in variety, between live instruction (lessons, small group and individual instruction) and work that students can do away from the screen. Our Physical Education teachers have worked hard to curate great physical activities to keep learners active - make sure your child takes advantage of them.



Student Expectations K-2

Daily Expectations:

- Be sure to check Seesaw for activities
- Check daily checklist, schedule & calendar and turn on all notifications
- Complete and submit daily assignments on the assigned due date.
- Participate in Zoom lessons, group work, and conferences at your assigned time, unless you are unable to do so. Communicate with your teacher and school office if you are not in attendance for class.
- After checking for teacher comments and feedback, revise the work that is needed.
- Continue to follow District 30 behavior guidelines. Expected behavior for virtual school is the same as regular school.

Attendance:

- Just like at school, attendance is mandatory and attendance will be taken daily
- There will be a daily Google Form sign in for attendance, which will be checked during live lessons and class meetings.



Student Expectations 3-5

- Expected behavior for virtual school is the same as regular school.
- Submit your daily attendance on the form which your teacher will provide..
- Check email, Schoology, and Seesaw daily and turn on all notifications.
- Check the daily agenda posted on Schoology.
- Turn your work in daily or on the assigned due date.
- Review teacher feedback and revise work as needed.
- You are responsible for any work that is missed.
- It is your responsibility to contact your teacher if you need additional assistance to successfully complete digital lessons.
- Utilize iPad troubleshooting procedures when you encounter a problem. If that doesn't help, contact support at elearning@district30.org.

Class Time Norms

- You must be in attendance during virtual live sessions in order to be prepared for independent work.
- Arrive on time and stay for the whole virtual live session.
- Adhere to online norms for Zoom (visually present, muted, raise hand to participate). Use the chat box for relevant academic needs only.
- Do not have other technology devices on (cell phone, TV, gaming devices, etc) during virtual live sessions.
- Be appropriately dressed for virtual live sessions as you would for a normal school day.
- Avoid eating during virtual live sessions.
- After the mini-lesson, the structure of the remaining class time will differ based on teacher direction.
- Class time should be spent working on assignments for that subject only.

Student Expectations 6-8

- Access PowerSchool weekly to check for missing assignments
- Check email regularly and reply to individual emails from teachers
- Spend class times working exclusively on that subject
- Adhere to online norms for Zoom (visually present, muted, raise hand to participate, etc.)
- Access resources/log into meetings through your school account
- Send Google Form to teacher after submitting each late assignment
- Have a consistent work area that facilitates learning
- Adhere to iPad Student Handbook
- Ensure that all work submitted is independently created and reflects student's abilities/learning
- Let teachers know if you need help-It's brave and smart to ask for help!

Class Time Norms

- Attendance will be taken
- All class times will start live. This is when teachers will provide daily agenda, instruction, check out directions, answers to questions
- The structure of the remaining class time may differ based on teacher direction
- Class time should be spent working on coursework for that subject only
- Students will have access to classroom teachers during class time through Zoom for additional student check-in needs
- Class time will end with a live check out or submitted work (based on teacher direction)
- Be visually present at all times
- Mute when not speaking
- Raise your hand to participate

Student Services

Special Education Services

District 30 is committed to ensuring that our students with Individual Education Plans (IEPs) and 504 Plans are provided their educational services and/or accommodations in compliance with all state and federal safety guidelines during the COVID-19 pandemic. We are committed to providing a free and appropriate public education (FAPE) pursuant to your child's IEP during all learning models. In order for special education services to be provided, parent(s)/guardian(s) must sign consent for Virtual Services. This letter will be sent home by the case managers.

IEP and Section 504 Meetings

To limit the number of individuals visiting the school buildings, the District encourages IEP and Section 504 meetings to be held virtually and intends to schedule meetings to take place over a remote platform. If parent(s)/guardian(s) prefer an in-person meeting, please contact your child's case manager.

Evaluation/Reevaluations -

Teams will prioritize areas of evaluations that were not able to be completed in the spring. In the event of a school closure, assessments will be completed virtually, when appropriate.

IEP and 504 Delivery of Services

IEP and 504 teams will review each student's plan at the beginning of the school year with parents. The team will create a remote learning plan for eligible students to ensure services align with the learning model in place.

- **In-person Learning Model** - Services will be provided per the student's IEP. To reduce movement around the school, it is possible that some related services will be provided virtually, even on school grounds, if it is able to meet the needs of the student.
- **Hybrid Learning Model** - The IEP team will determine if services will be provided in-person or remotely based on the individual student's needs.
- **Remote eLearning Model** - Students will follow the remote learning schedule and receive all their IEP or 504 services remotely. Synchronous and asynchronous instruction will be provided.
- **Speech & Language** - Teletherapy could occur when appropriate (e.g. students with articulation goals that benefit from mask removal) even while on school grounds.
- **Students opting-out of in-person schooling** will have a remote plan developed on a case by case basis.

Students in grades 4-8 who require services that can only be done in-person may have the ability to attend school daily during the hybrid learning model.

Student Services

Reasons to visit the Health Office

- Nurses will pre-plan any health needs requiring daily intervention with the classroom teachers.
- Health concerns that are not able to be handled with a bandaid or ice pack
- Any student exhibiting signs or symptoms of COVID-19 will be assessed by a school nurse immediately. Each school building will have an Isolation Room for students with symptoms of COVID-19 to wait until they are picked up.
- We will not be able to keep students in the school who are showing signs or symptoms of COVID-19. Please plan now to have someone who is available to pick up your child when you are not able to within a short period of time. Allowing the Health Office to remain a clean and safe place for students to visit when needed.

Early Childhood Speech and Language Services

All Itinerant Speech and Language Services will be provided via teletherapy.

Kid Connection Preschool at Willowbrook School

Early Childhood programming will be delivered through eLearning 2.0. All instruction will occur through a structured daily schedule. Students will participate in synchronous and asynchronous learning lessons and activities. Students will receive whole group and small group instruction with the Teacher, Speech Pathologist, School Psychologist, and/or Occupational Therapist. Students with IEPs will receive services through teletherapy or in some cases, in-person by appointment.

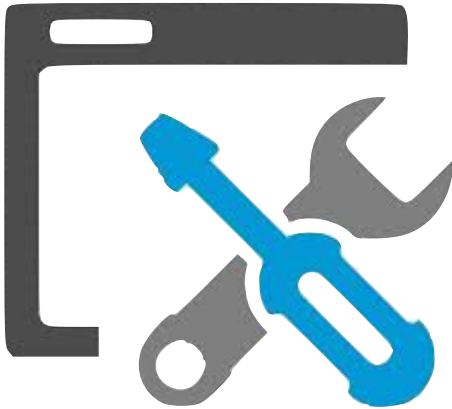
English Language Learners

English Learners (ELs) will receive services to develop language skills during synchronous and asynchronous portions of the in-person, hybrid or remote learning models. Virtual instruction could occur when appropriate (e.g. students benefit from mask removal) even while on school grounds. Kindergarten and new student screenings will occur over the summer, in most cases, in order to determine who is eligible for services before the school year begins.

Health Services

The health office will continue to be a safe place students can go should they have any health-related issues. Teachers will be provided with first-aid items and training to address any minor needs to come up throughout the school day.

Technology for Learning



If a student or family is having difficulty with their school-issued iPad, or on one of our software tools, we are here to help you as best as we can.

Please direct all tech support / e-Learning support questions to **e-learning@district30.org** or you may leave a message on our e-learning support number **847-400-8940**. For specific lesson questions, please contact your child's classroom teacher and for program questions, please contact your school's principal.

Swapping Out A Broken Device

- Contact the help desk via email or phone (see above) and we will try to help you troubleshoot a device that isn't working properly.
- If the device needs to be replaced, we will arrange a "curbside" exchange for a loaner device,
- All loaner devices and accessories will be thoroughly cleaned and disinfected, and placed in Ziploc bags for safety.