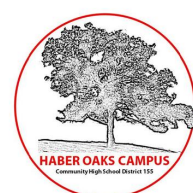


# ENHANCED REMOTE LEARNING PLAN

2020-21

Our guide to full-time remote learning based  
on guidance from the CDC, IDPH & ISBE

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# Introduction to Remote Learning

## GUIDING PRINCIPLES & PRIORITIES:

- 1. Staff & Student Safety**  
Follow all ISBE, IDPH and CDC guidelines.
- 2. Maintain a 9 period schedule** (may move to modified block) to ensure students maximize their high school credits and can easily transition back to in-person classes.
- 3. The Fall 2020 Remote Plan** will engage students synchronously multiple times each day/week.
- 4. Provide social emotional, technology and academic support** for staff.
- 5. Prioritizing in-person instruction for special student populations** when possible and needed.
- 6. Attendance/Engagement** is required.
- 7. Standard curriculum** will continue to be covered.
- 8. Traditional grading and accountability** (formative and summative assessments included in grades) will be used.
- 9. Canvas** will be used for all classes.
- 10. Specialized classes** may occur in person for hands on learning opportunities.

## ISBE GUIDANCE:

- 2.5 hours (on average) daily of synchronous learning with real-time instruction and interaction between students and their teachers.
- When weighing content decisions for CTE students, essential skills/knowledge must be considered along with what is required for students to earn industry credentials and meet standards of employers/certifying bodies.
- When possible, students should be given every opportunity to meet in person, even if on an alternating schedule, block of time once a week, or staggered schedule. The importance of hands-on skill development is paramount to skill completion and industry credentials.

## REMOTE LEARNING IN DISTRICT 155:

D155 will start the 2020-2021 school year in a full remote structure with 5 days per week of live (synchronous) learning with additional asynchronous expectations for students.



The expectation is that each teacher will cover the traditional curriculum for their course. Teachers will be expected to be at school every day



Students will be engaged synchronously (live) on Tuesdays and Thursdays for ODD period classes and on Wednesdays and Fridays for EVEN period classes.



Students will be expected to follow their current 9 period schedule that is adapted to a modified block schedule (page 4) and be engaged.



Student attendance will be mandatory and recorded daily (when synchronous learning is taking place).

# Remote Learning Differences

## SPRING 2020

## &

## FALL 2020



### Attendance

Teachers only need to report students that are not engaged or participating in the assignments/activities.



### Schedule

Engage daily in activities/assignments.



### Curriculum & Instruction

Assignments/activities posted by 9:00 a.m. each day.



### Learning Management System

Multiple Learning Management Systems (Google, Canvas)



### Grading

The expectation from the state is that a student's grade cannot be negatively impacted by remote learning.



### Assessments

Formative assessment can be given to enhance student engagement and learning. Comprehensive summative assessments should be postponed until school is back in session.

### Special Education

Students serviced through an IEP will have daily contact with their case manager and at least weekly contact with their related service provider(s). Students serviced through a Section 504 plan will have weekly contact with their student service case manager. IEP and Section 504 meetings will continue during this pandemic in a phone or video conference format.



### Attendance

Student attendance will be mandatory and recorded daily (when synchronous learning is taking place).



### Schedule

Set schedule of class periods. Weekly plans shared on Monday to include both assignments and meeting time schedules.



### Curriculum & Instruction

Synchronous and asynchronous activities will occur each week with synchronous activities required for each class. 2.5 hours (on average) daily of synchronous learning with real-time instruction and interaction between students and their teachers.



### Learning Management System

One Learning Management System (Canvas)



### Grading

Traditional grading of assignments, projects and assessments will apply.



### Assessments

Both formative and summative assessments will be administered to gauge, support and identify learning. These tests will be part of the semester grade.

### Special Education

Students serviced through an IEP will have daily contact with their case manager and where possible in-person weekly contact with their related services provider. Students serviced through a Section 504 plan will have weekly contact with their student service case manager. IEP and Section 504 meetings will continue during this pandemic in a phone or video conference format.



# Special Education & Related Services

## Specialized Educational Services (SPED, 504, ELL)

District 155 places a high priority on providing in-person instruction and related service delivery for students serviced through Individualized Education Plans (IEPs) while being mindful of health and safety precautions during this unprecedented time. Daily case manager and weekly related service contact is paramount for delivery of service. Inquiries regarding your student's program should be directed to the building special education division leader.

Specialized education programs will return daily on a modified schedule: Functional Communication Skills (FCS), Functional Living Skills (FLS), Life Skills (LS), and STRIVE. Social distancing, PPE, visuals, and staggered scheduling, and student placement will support this model. **Special education division leaders will personally reach out to each family in these programs to solidify a daily schedule for their student by August 10.**

### SPECIAL EDUCATION DIVISION LEADERS:

Cary-Grove High School - Dona Taylor  
Crystal Lake Central High School - Lorrie Brandwein  
Crystal Lake South High School - Larry Boberg  
Prairie Ridge High School - Matthew Collins  
Haber Oaks Campus - Julie Duncan - Coordinator of Off Campus Programs

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[lbrandwein@d155.org](mailto:lbrandwein@d155.org)  
[lboberg@d155.org](mailto:lboberg@d155.org)  
[mattcollins@d155.org](mailto:mattcollins@d155.org)  
[jduncan@d155.org](mailto:jduncan@d155.org)

Students serviced through a Section 504 plan are linked to their school counselor case manager. Accommodations, modifications, and services may require adjustment to vacillate through hybrid, remote, and in-person instructional models. Families are encouraged to contact their student's building student service coordinator with inquiries.

English Learners (ELs) identified in District 155 receive a myriad of services as determined by their level of need. This may include daily language service, supported resource period(s), and/or self-contained programming. The district has developed levels of support unique to hybrid, remote, or live in-person instruction models. Individual student inquiries should be directed to the building student service coordinator.

Haber Oaks Campus may be in attendance up to four days per week. Further communication from Julie Duncan, the program administrator, will follow.

Instructional delivery for specialized programming and individual student plans are considered on a case by case basis to the extent possible.

### STUDENT SERVICES COORDINATORS:

Cary-Grove High School - Hank Harvey  
Crystal Lake Central High School - Steve Greiner  
Crystal Lake South High School - Carson Sterchi  
Prairie Ridge High School - Sarah Schwartz

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[sgreiner@d155.org](mailto:sgreiner@d155.org)  
[csterchi@d155.org](mailto:csterchi@d155.org)  
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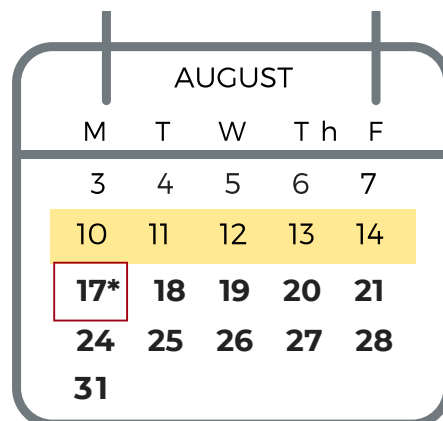
## Related Services Support

District 155 hosts a full bench of related services including: counseling, speech-language, hearing, vision, orientation mobility, occupational therapy, physical therapy, behavioral therapy, and psychiatric consultation. Assignment of services is dependent on individual student evaluation outcomes through the context of a Section 504 or Individualized Education Plan (IEP). Services are delivered via group, individual, or in a blended structure as determined by the student's educational team. Related service delivery may be presented in a remote, hybrid, or live in-person modality during this unique time. Health and safety are uppermost for all stakeholders. Services provided in a live format keep in consideration social distancing and personal protective equipment (PPE).

# Daily Schedule & School Calendar

## MONDAY SCHEDULE:

Times	Periods
7:00 - 8:45 a.m.	CLT Time
8:45 - 9:45 a.m.	Live Student Support Mtgs.
9:45 - 10:15 a.m.	Period 1
10:20 - 10:50 a.m.	Period 2
10:55 - 11:25 a.m.	Period 3
11:30 - 12:00 p.m.	Period 4
12:05 - 12:35 p.m.	Period 5
12:40 - 1:10 p.m.	Period 6
1:15 - 1:45 p.m.	Period 7
1:50 - 2:20 p.m.	Period 8
2:25 - 2:55 p.m.	Period 9



## UPDATED CALENDAR

**Institute Days** (Monday-Friday, Aug 10-14) will be used to support teachers and prepare classrooms for students. There will be training sessions on Canvas and streaming tools along with Safety Guidelines and Expectations.

**First Day of School** - Students will receive a welcome message from their teacher on Friday, August 14. **Monday, August 17** - students will log onto Canvas and follow their 9 period schedule.

- Teachers will plan and collaborate from 7:00 a.m. - 8:45 a.m.
- Live Support Meetings with students on Mondays from 8:45 a.m. - 9:45 a.m. (and Wednesdays & Fridays from 1:35 p.m. - 2:50 p.m.)
  - This time is used for Student Services presentations, individual check-ins & time for additional student classroom support.
- Class periods 1-9 will meet for 30 minutes from 9:45 a.m. - 2:55 p.m.
- Teacher will provide an overview for the week & may provide:
  - Formative assessments
  - SEL relationship building activities

## TUESDAY - FRIDAY SCHEDULE:

Times	Tues: Odd Block	Wed: Even Block	Thurs: Odd Block	Fri: Even Block
8:00 - 9:15 a.m.	Period 1 classes	Period 2 classes	Period 1 classes	Period 2 classes
9:20 - 10:35 a.m.	Period 3 classes	Period 4 classes	Period 3 classes	Period 4 classes
10:40 - 11:55 a.m.	Period 5 classes	Period 6 classes	Period 5 classes	Period 6 classes
12:00 - 12:15 p.m.	B R E A K			
12:15 - 1:30 p.m.	Period 7 classes	Period 8 classes	Period 7 classes	Period 8 classes
1:35 - 2:50 p.m.	Period 9 classes	Live Student Support Mtgs.	Period 9 classes	Live Student Support Mtgs.

# Remote Learning Expectations: Students & Parents

## STUDENT EXPECTATIONS

### Students...

- Will be required to attend all live events scheduled during their assigned class time. *Students must keep their cameras and audio ON throughout the lesson or until the teacher releases the class.*
- Will log onto Canvas daily and will be responsible to complete all assignments posted.
- Will abide by all school policies in the student handbook, including the acceptable use policy for technology.
- May receive asynchronous instruction (videos, reading, etc) outside of assigned class times to engage in during their off day from the class.
- Need to communicate with teacher(s) any needs related to engaging in Remote Learning.

## PARENT EXPECTATIONS

### Parents should...

- Encourage their child to complete assigned work.
- If your student is absent due to sickness, college visits, family vacation, etc. parents need to call the attendance line and report your student's absence.  
  
\*If your student is sick, but still able to participate in remote learning, we ask that you contact the nurses office to report the student's illness.
- Communicate concerns with teachers, related service staff, and/or support staff.
- Consider appropriate working conditions for your child(ren) to find success throughout the entire school closure period.
- Support your child(ren)'s participation and engagement in Remote Learning each day.

*We ask that parents refrain from recording or taking pictures of their children working online or our teachers delivering lessons. We understand and appreciate that parents want to celebrate and highlight their children's accomplishments and those of their teacher(s). Unfortunately, this may result in the unintended consequence of discouraging our staff from participating in synchronous learning due to the level of exposure and, at times, inappropriate comments that are often posted online.*



# Remote Learning Expectations: Teachers, Staff & Administrators

## TEACHER & STAFF EXPECTATIONS

### Teachers will...

- Take “daily” attendance and enter into Skyward (when synchronous learning is taking place).
- Post all assignments to Canvas and update the weekly overviews and calendar. Assignments will be posted by the start of class on the assigned day.
- Post all grades to Canvas which will then transfer to Skyward.
- Only require live instruction/class meetings during their scheduled class times.
- Provide a minimum of 30 minutes of synchronous (live) instruction during their assigned class time (Tuesday-Friday block schedule).
- Ensure that activities allow for students at home to participate fully.
- Be available for student/parent questions or concerns. Staff will respond to email or messages within a reasonable timeframe. Emails or messages received after 2:30 p.m. may not be responded to until the subsequent day.

*\*\*Teachers may schedule time for students to come in to complete labs, complete an assessment, or other activities with approval from the Principal.\*\**

## ADMINISTRATOR EXPECTATIONS

### Administrators will...

- Provide support and assist with problem-solving with staff and families.
- Manage systems and procedures to ensure student access to instructional resources/materials (i.e. Chromebooks, etc.).
- Provide continuous communication and support for Remote Learning.
- Keep a focus on student social-emotional well-being.
- Contact parents/guardians and/or related service or support staff (counselor, dean, case manager) if there are concerns about student engagement and/or work completion.
- Establish and/or support collaborative structures to best support teacher innovation and practice.
- Review and respond to teacher, student, and parent feedback.
- Communicate daily with teachers and counselors to address questions or support needs.



- **When is the first day of school and what should students expect?**

The first day of school for all students is Monday, August 17. Students should check their email on Friday, August 14 for further communication from their teacher which will outline expectations for the first day for students.

On Mondays, students will follow their 9 period schedule from 9:45 a.m. - 2:55 p.m.

- **What will Remote Learning look like?**

- Teachers will work from their respective buildings.
- Students/Staff Safety - We will follow all ISBE, IDPH and CDC Guidelines.
- Block Scheduling will be utilized to ensure students are able to maximize their high school credits while avoiding Zoom fatigue and have access to the necessary academic supports.
- The Fall 2020 Remote Plan will engage students synchronously (live instruction) multiple times each day/week.
- Social emotional, technology and academic supports for staff and students will be provided.
- Prioritization of in-person instruction for special student populations when possible.
- Attendance/Engagement will be required.
- The Standard curriculum will continue to be covered.
- Traditional grading and accountability (formative and summative assessments included in grades) will be utilized.
- The Canvas learning management system will be used for all classes.
- Specialized classes may occur in-person for hands on learning opportunities.

- **What is the Remote Learning schedule?**

Students will be expected to follow their current 9 period schedule that is adapted to a modified block schedule (below) and be engaged. Students will be engaged synchronously (live) on Tuesdays and Thursdays for ODD period classes and on Wednesdays and Fridays for EVEN period classes. Attendance will be taken every day for all students in Skyward. **The expectation is that each teacher will cover the traditional curriculum for their course.**

(schedule pictured on page 8)

## • What is the Remote Learning schedule?

### Monday Schedule:

Times	Periods
7:00 - 8:45 a.m.	CLT Time
8:45 - 9:45 a.m.	Live Student Support Mtgs.
9:45 - 10:15 a.m.	Period 1
10:20 - 10:50 a.m.	Period 2
10:55 - 11:25 a.m.	Period 3
11:30 - 12:00 p.m.	Period 4
12:05 - 12:35 p.m.	Period 5
12:40 - 1:10 p.m.	Period 6
1:15 - 1:45 p.m.	Period 7
1:50 - 2:20 p.m.	Period 8
2:25 - 2:55 p.m.	Period 9

### Tuesday - Friday Schedule:

Times	Tues: Odd Block	Wed: Even Block	Thurs: Odd Block	Fri: Even Block
8:00 - 9:15 a.m.	Period 1 classes	Period 2 classes	Period 1 classes	Period 2 classes
9:20 - 10:35 a.m.	Period 3 classes	Period 4 classes	Period 3 classes	Period 4 classes
10:40 - 11:55 a.m.	Period 5 classes	Period 6 classes	Period 5 classes	Period 6 classes
12:00 - 12:15 p.m.	B R E A K			
12:15 - 1:30 p.m.	Period 7 classes	Period 8 classes	Period 7 classes	Period 8 classes
1:35 - 2:50 p.m.	Period 9 classes	Live Student Support Mtgs.	Period 9 classes	Live Student Support Mtgs.

## • Will attendance be taken?

Yes, attendance will be taken every day and will be recorded in Skyward. If your student is absent due to sickness, college visits, family vacation, etc. you need to call the attendance line and report your student's absence.

\*If your student is sick, but still able to participate in remote learning, we ask that you contact the nurses office to report your student's illness.

## • Will assignments be graded?

Traditional grading will apply for assignments, projects and assessments.

## • If my student needs additional help, when will teachers be available?

Live student support will be available on Mondays from 8:45 a.m. - 9:45 a.m. and Wednesdays & Fridays from 1:35 p.m. - 2:50 p.m.

## • If my student is in a specialized program, will I have the option to select in-person or full remote learning?

Students in our specialized programs (Functional Communication Skills, Functional Living Skills, Life Skills, and STRIVE) will have the option to return in-person daily on a modified schedule. Special education leaders will personally contact each family in these programs to finalize a daily schedule for their student between Wednesday, August 5 and Monday, August 10.

- **Who should I contact if I have questions regarding my student's IEP or 504 plan?**

Individual student programming questions should be directed to building Special Education Division Leaders.

- **Will related services be available?**

Counseling, speech-language, hearing, vision, orientation mobility, occupational therapy, physical therapy, behavioral therapy, and psychiatric consultation are available in accordance with a student's individualized plan. Providers will consult with individual students to determine plans for delivery of services.

- **When will parents receive updates about changes?**

Parents/Guardians will receive updates regarding the status of each nine week grading period as follows:

- **September 17, 2020** - Following the September board meeting parents will receive a status update of the remote learning experience.
- **September 30, 2020** - Parents will receive an update on how education will be delivered for the second nine weeks of the semester.
- **December 1, 2020** - Parents will receive an update regarding the start of the second semester or 3rd quarter.
- **March 1, 2021** - Parents will receive an update for the remainder of the year.

- **How will the district provide social-emotional support during Remote Learning?**

Students will be supported by appointment, staff referral, teachers, students, and parents. Social-emotional curriculum will be delivered in a seminar structure through the Student Services and Wellness divisions.

Parent education will be provided via: virtual presentations, webinar series, individual meetings, general consultation, and community based resources.

Staff support is available through Student Services, EAP, and community based resources.

- **Will the district provide food service during Remote Learning?**

The district will provide food service during Remote Learning. The district will send an email to families once the district determines distribution locations and times.

- **Will students have an opportunity to participate in hands-on learning courses (autos, culinary, PLTW, woods, etc.)?**

We are working to develop a plan to provide our students in hands-on courses the chance to come into the building and work with the tools to enhance their skills, specifically students working towards a certification. More information will be shared with families.

- **What is the status of athletics?**

With health and safety precautions in place, the district will work to provide extracurricular activities for students. Our athletic directors are working on a schedule and our hope is to have an enriched season with a focus in the Fox Valley Conference to minimize travel.

## **Fall: August 10 to October 24**

Boys/Girls Golf	Girls Tennis
Boys/Girls Cross Country	Girls Swimming

## **Fall Contact Days (20) September 7 - October 31**

For Winter/Spring/ Summer Sports  
D155 Athletic Directors will share schedules once finalized.

## **Winter: November 16 to February 13**

Boys/Girls Basketball	Wrestling
Cheerleading	Dance
Girls Gymnastics	Boys Swimming

## **Spring: February 15 to May 1**

Football	Volleyball
Boys Soccer	Boys Gymnastics

## **Summer: May 3 to June 26**

Baseball	Softball
Boys/Girls Track	Girls Soccer
Boys/Girls Lacrosse	Boys Tennis

- **What is the status of extracurricular activities?**

With health and safety precautions in place, the district will work to provide extracurricular activities for students. Performances like the fall play will be determined at a later date. In many cases, student clubs will continue via Zoom.

- **Will state testing occur on September 9?**

The state testing date on September 9 is cancelled. The district will provide a fall SAT testing date for seniors and more information will be provided soon.

- **How can my student access technology support during Remote Learning?**

The District 155 Technology team has implemented a new helpdesk solution by incidentIQ. You can now access tech support with the click of a button.

From your chrome device, simply click the Tech Support icon in the lower system tray or bookmark [chsd155.incidentiq.com](https://chsd155.incidentiq.com) and login using your d155 Google account. There are also Tech Support links available from the district and school websites under STUDENTS, STAFF, and PARENTS at the top right corner. If your device is damaged and you are unable to use it to submit a technology help request, you can search for and install the **Incident IQ** app on your smartphone. When prompted for district URL enter **chsd155**, then log in with your D155 Google account.

- **How can my student access WiFi?**

Hotspots for increased connectivity from home will be available for families who demonstrate financial need. To request a hotspot, contact your building principal's secretary.

- **Will student fees be reduced?**

No, the district is still providing resources to students during Remote Learning. Registration fees include record keeping, a Chromebook, textbook rentals, workbooks, paperbacks, lab course supplies, school newspapers, and student identification cards.

- **Now that the year is beginning with Remote Learning, will there still be a parking fee?**

The parking fee for the 2020-21 school year will be reduced by half. Annual parking fees will be \$75 per year and the semester parking fee will be \$50 per semester. If you paid in full for a parking pass, you will receive a partial refund in 3-6 weeks.

- **Can I get a refund if I no longer want a parking pass?**

Yes, you can get a refund if you no longer want a parking pass for the 2020-21 school year. Please contact the dean's office at your school.

THANK  
YOU



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Enter with promise. Leave with purpose.

Visit [www.d155.org](http://www.d155.org) for more information

