

# Scales Mound CUSD #211

## Family & Student

### Remote Learning Handbook SY 2021

#### ***Rationale:***

We believe that it is important to have a remote learning option given the potential for schools to not be in session due to Executive order, local cases of COVID-19, to support students who are medically compromised, to accommodate caregivers' request, or in the case of inclement weather. In-person learning is the most effective mode of instruction for our students however, we understand that prolonged closure without academic activity would negatively impact students in a number of ways. We believe that having the option of remote learning days reinforces the fact that teaching and learning are not confined to class periods or physical classrooms.

We are taking this strategic approach not because we think by doing so, we will stop the pandemic; we are simply trying to do our part to slow the spread of COVID-19. Our job is to provide quality instruction to our students in a safe and welcoming environment, whether that is in-person or in a remote learning environment. While both the Illinois State Board of Education (ISBE) and Illinois Department of Public Health (IDPH) agree that in-person learning is the goal, it may not be safe or feasible to fully resume in-person learning in every community. We feel by offering a remote option for some families, quality instruction can be maintained in an environment that is safe for our students.

***Note: All families, students, and staff should be aware that we may have to move to remote learning for all students at any time while we are still dealing with the COVID-19 pandemic.***

#### ***Required Action to be Accepted into Remote Learning:***

When requesting remote learning, all caregivers must agree to remain in remote learning for the entire quarter unless there is an extenuating circumstance. All remote learning cases will be reviewed on a case by case basis.

Any caregiver who is requesting to have their child participate in remote learning must

1. Notify the school office by August 12, 2020, either by completing the Remote Learning Survey sent out on July 28, 2020, or notifying the main office.
2. Sign the "Agreement for Remote Learning" found at the end of this document.

#### ***Attendance:***

It is the expectation of Scales Mound CUSD #211 that our students will be engaged in the work that is provided by their teachers and instructors. ***Students will only be counted as present if they are engaged with the teachers each day as described in each grade level plan or prescribed by the individual instructors.*** Students are expected to be available during the normal instructional day to allow them to participate in class meetings, student-student group meetings, or other virtual classroom activities.

#### ***PreK-5***

Tracking student attendance is a State requirement. For this to count as a school day and not make this up at the end of the year, teachers will communicate with parents regarding class meetings or activities that will count towards student attendance. This will also be posted on the teacher websites, Google Classroom (Grades 3-5) and SeeSaw (Grades K-2).

For students to be marked "present," they must participate or complete the work provided by the teacher. We understand that normal school hours may not be possible for your family as you navigate these difficult circumstances. We appreciate your flexibility as we try to take attendance accurately with this process.

#### ***Grades 6-8***

Teachers will post classroom activities, videos, projects, and other materials in Google Classroom that track student attendance along with the plan for learning that day. Students will be marked as "present," if they are engaged with the

teachers or with the daily assignments during the time set up by that student's teacher. Students who are in a remote learning environment may be allowed to participate in extracurricular activities if they are not quarantined or otherwise unable to participate due to a health concern. We understand that normal school hours may not be possible for you or your family as you navigate these difficult circumstances. We appreciate your flexibility as we try to take attendance accurately with this new process.

### **Grades 9-12**

Students will be marked "present," if they are engaged with the teachers or with the daily assignments during the time set up by that student's teacher. Students who are in a remote learning environment may be allowed to participate in extracurricular activities if they are not quarantined or otherwise unable to participate due to a health concern. We understand that normal school hours may not be possible for you or your family as you navigate these difficult circumstances. We appreciate your flexibility as we try to take attendance accurately with this new process.

### **Communication:**

Communication during this phase of learning is critical. Be sure that you have provided the school with accurate contact information including a current phone number, email, or other contact information. During remote learning, please make sure that you are frequently checking your email account provided to the school, checking the school webpage, and keeping in contact with your child's teachers. Also, be sure your students are checking both district email (all grade levels), Google Classroom (grades 3-12), Seesaw for grades (K-2), or other methods of communication with the teacher. For grades 3-12, your children may be working with Google Classroom, and they should be familiar with how to sign in and access these materials. Teachers will take time at the beginning of the year to practice these procedures. Updates will be sent out as frequently as possible from the district via email or School Messenger and also be posted on the District webpage. Please monitor your email daily for important information from the district and/or your child's school and teachers.

Teachers and administrators will be available Monday through Friday from 7:45 AM until 3:30 PM via email for your questions and concerns. Please do not hesitate to reach out to staff members if you need assistance or support.

### **Special Education, ELL, and Interventions:**

According to ISBE and IDPH Guidelines published on June 23, 2020, "Districts remain responsible for ensuring that special education students receive a free appropriate public education. They are required to address the individual needs of students eligible for special education services." Blended remote learning plans along with remote learning plans must address the unique needs of students eligible for special education services. The successful implementation of blended or remote learning begins with a positive mindset that effective, ongoing communication and collaboration with families, as well as collaboration with colleagues on innovative approaches, make it possible to provide remote learning to all students, regardless of their disability. Remote learning for special education purposes will include activities that support student progress toward achievement of their annual goals and objectives, all while taking into consideration the health, safety, and well-being of students and staff.

To that end, Scales Mound CUSD #211 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 in-person meetings following all health and safety guidance, video conferencing, or phone conferencing.

Special education-related service providers (i.e., occupational therapist, physical therapist, school psychologist, social worker, speech/language pathologist, itinerant hearing, and vision teachers) will:

- Support students, parents, and staff through consistent and on-going communication based on their caseload and the student's IEP minutes.
- Chunk activities and collaborate with general education teachers to ensure IEP services, accommodations, and modifications are provided to meet the learning goals of each student.

- Provide resources, activities, and instructional material that are developmentally appropriate for the students.
- When possible, related service providers 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.
- Support school staff in the implementation of blending and remote learning
- Conduct evaluations and hold meetings in a timely manner, while at the same time maintaining safety for all.

It is important to note that the related services providers 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.

As always, progress and safety are our priority, and school staff or parents may request an IEP meeting at any time.

### ***Families with No Internet/Device:***

Please reach out to computers@scalesmound.net if you are having device issues. In some cases, the remote learning experience cannot be duplicated through paper packets, so please contact us if you do not have the internet.

### ***Extra-curricular Sports, Clubs, and Activities:***

During this closure, some extracurricular events, including sporting events, have been canceled, postponed, or rescheduled. Any adjustment to these cancellations will be sent out to families via our standard communication means building principal or athletic director as soon as possible. This is a fluid situation and could change depending on recommendations from local and state health professionals.

### ***Family/Student Remote Learning Plan by Grade Level:***

Refer to the "Revised Scales Mound CUSD #211 Transition Plan - August 5, 2020" for information on grade-level plans.

### ***Grading:***

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 be lowered as a result of learning remotely or in a blended remote learning environment 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.***

During remote learning, staff will follow the curriculum of in-person learning and grading to every extent possible. Students will complete all assignments and be graded the same as if receiving in-person instruction. This curriculum will be appropriate for the student's grade level and ability level. The staff intends to move through the curriculum by mastering grade-level skills along with the skills necessary for each child. This may include reinforcement of skills potentially missed last school year.

***Completed work is defined as all work collected electronically or otherwise, and participation in virtual class meetings and assignments. 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 allowed to make up work through remote learning or possibly other forms of engagement designed by the teacher.

***Who can I contact for help/questions?***

- An administrator and at least one office staff member will be available at the building to answer questions via phone call and email. Please call the school and we will be able to help with anything we can. If you have a specific question or concern about the remote learning plan, please feel free to reach out to us at [office@scalesmound.net](mailto:office@scalesmound.net).
- If you have a question about the specific lesson or activity, please communicate via email to the teacher.
- For technical issues, email [computers@scalesmound.net](mailto:computers@scalesmound.net) and one of our technicians will get back to you as soon as possible.
- Staff members are available from 7:45 am to 3:30 pm depending on their daily schedule but specifically from 2:20 pm to 3:00 pm for remote learning.

**Scales Mound CUSD #211**

**AGREEMENT FOR REMOTE LEARNING**

***Sign and return this form to Scales Mound School by  
August 19, 2020***

During the current situation, the Board of Education of Scales Mound CUSD #211 will provide an opportunity for parents to select remote learning for their child. The child will be able to engage at times simultaneously with the children who are in the classroom. Privacy rights must be protected for all children. To that end, parents/guardians and children must agree to the following conditions:

1. PARENTS/GUARDIANS AND STUDENTS MUST NOT RECORD, AUDIOTAPE, OR VIDEOTAPE THE CLASSROOM ACTIVITIES OR INTERACTIONS.
2. PARENTS/GUARDIANS AND STUDENTS MAY NOT CAPTURE IMAGES IN ANY FORM.
3. PARENTS/GUARDIANS MAY NOT INTERACT IN THE CLASSROOM ACTIVITIES OR INSTRUCTION.

The remote learning option may be suspended or eliminated at the option of the Board of Education or direction from the State Board of Education, Illinois Department of Public Health, Jo Daviess Department of Public Health, or the Governor’s office.

It is my understanding that my child will be in a remote learning environment for the entire quarter unless otherwise permitted to return to school by the administration of Scales Mound CUSD #211.

I agree to the conditions of this agreement:

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PARENT(S) SIGNATURE & DATE

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STUDENT SIGNATURE & DATE