Thornton Fractional
HIGH SCHOOL DISTRICT 215
BURNHAM • CALUMET CITY • LANSING • LYNWOOD

Remote Learning Plan

2020-2021 School Year
Learning and Logistics

Student Guide

PA 101-0643 requires that school districts "adopt a Remote and Blended Remote Learning Day Plan approved by the district superintendent." Furthermore, the legislation stipulates that "Remote Learning Day or Blended Remote Learning Day may be met through a district's implementation of an e-learning program under Section 10-20.56."

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Mission Statement

To provide diverse learning opportunities that inspire all students to become life-long learners who contribute to their community.

Vision Statement

To provide a diverse, relevant, and responsive learning environment in which scholars develop the skills necessary to be critical thinkers, problem-solvers, and productive members of society.

Introduction

A remote learning day is defined by the Illinois State Board of Education (ISBE) as an educational program designed to provide continuation of learning for students under conditions that prohibit the learner and instructor from being in the same physical space. Thornton Fractional High School District 215 engaged in a rigorous planning process during the transition period at the end of the 2019-20 school year into the summer and in preparation for the 2020-21 school year due to the COVID-19 pandemic. This planning process was multi-layered and involved partners across the District. Members of this committee represented bargaining units in the District, as well as District and school administrators. Parent, staff, and student input was provided through surveys. During this planning process, the safety and security of our students and staff members remained our top priority as we reviewed the Illinois School Board of Education (ISBE), Centers for Disease Control and Prevention (CDC) and the Illinois Department of Public Health (IDPH) guidelines. The following document outlines the details of the comprehensive plans for the 2020-2021 school year.

Overview

PA 101-0643 requires each Remote and Blended Remote Learning Day Plan to address the following:

A) Accessibility of the remote instruction to all students enrolled in the district;

B) When applicable, a requirement that the Remote Learning Day and Blended Remote Learning Day activities reflect the Illinois Learning Standards;

C) Means for students to confer with an educator, as necessary;

D) The unique needs of students in special populations, including, but not limited to, students eligible for special education under Article 14; students who are English Learners, as defined in Section 14C-2; students experiencing homelessness under the Education for Homeless Children Act [105 ILCS 45]; or vulnerable student populations;

E) How the district will take attendance and monitor and verify each student's remote participation; and

F) Transitions from remote learning to on-site learning upon the State Superintendent's declaration that Remote Learning Days and Blended Remote Learning Days are no longer deemed necessary.

The State Superintendent has determined that days of instruction during a public health emergency must include at least 5 clock hours. Remote and Blended Remote Learning Plans must ensure that at least 5 clock hours of a combination of instruction and school work for each student participating in Remote or Blended Remote Learning Days occurs. Schools and districts should include as much face-to-face or synchronous instruction as possible. Districts can be flexible in determining how to best meet the requirement in their own context by counting all learning activities toward the 5-clock hour expectation. Learning activities may include, but are not limited to, in-person instruction, the teacher delivering instruction via recorded video or synchronous platform, remote small group work via breakout room or conference call, independent/flexible student work time, and virtual/telephone teacher-student check-ins.

If using non-interactive platforms, students must have means to confer with an educator and receive feedback before assignments are graded or assessments are administered.

Transition Planning Team

Instructional	Focused on all aspects of this plan related to the instruction of students. This includes focus areas on the Illinois Learning Standards, assessments, and resources. Surveys/Feedback Remote and Blended Remote Learning Plan Access to appropriate technology devices and digital resources to support the instructional plans.
Administrative	Focused on protocols and processes that will need to be in place across the District to ensure the implementation of this plan is consistent in all schools.
Operations	Focused on the continuity of operational services under all instructional models. This includes transportation services, nutrition services, facility services, business services, and human resource services.

Role	Member Names
Central Office Admin Team	Mike Fies
	Becky Szuba
	Paul Wakefield
	Tim Stephan
	Rena Whitten
	April Jerger
	Teresa Bishop
Building Admin Team	Jake Gourley
	John Robinzine
	Brian Rucinski
	Lauren Gladu
	John O'Rourke
	Dawn Walker
	Ray Williams
Teachers	Wendy Bivins
	Julie Kelly
	Susie Lessner
	Joe Stephan
Counselor	Nicole Burk
Dean	Bryan Evancho
Special Education	Roshunda Cook

E-Learning Checklist

The regional office of education or intermediate service center for the school district must verify that the e-learning proposal will:

1. ensure access for all students; ensure that the specific needs of all students are met, including special education students and English learners; ensure that all mandates are still met using the e-Learning program adopted; and
2. contain provisions designed to reasonably and practicably accomplish the following:

- Ensure and verify at least 5 clock hours of instruction or school work, as required under Section 10-19.05, for each student participating in an e-learning day
- Ensure access from home or other appropriate remote facility for all students participating, including computers, the Internet, and other forms of electronic communication that must be utilized in the proposed program
- Ensure that non-electronic materials are made available for students participating in the program who do not have access to the required technology or to participating teachers or students who are prevented from accessing the required technology
- Ensure appropriate learning opportunities for students with special needs
- Monitor and verify each student's electronic participation
- Address the extent to which student participation is within the student's control as to the time, pace, and means of learning
- Provide effective notice to students and their parents or guardians of the use of particular days for e-learning
- Provide staff and students with adequate training for e-learning days' participation
- Ensure that all teachers and staff who may be involved in the provisions of e-learning have access to any and all hardware and software that may be required for the program
- Ensure an opportunity for any collective bargaining negotiations with representatives of the school district's employees that would be legally required, and including all classifications of school district employees who are represented by collective bargaining agreements and who would be affected in the event of an e-learning day
- Review and revise the program as implemented to address difficulties confronted
- Ensure that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, and students at least 30 days prior to utilizing an e-learning day if possible

E-Learning Plan

Overall Goals

The primary goal for this remote learning plan is to develop guidance for Thornton Fractional High School District 215 educators, parents/guardians, and students to meet the immediate need of supporting learning outside of our normal practices for the school year 2020-2021. Remote Learning at TFD 215 follows these Core Beliefs:

● Focus on essential learning for students with high quality lessons for greater impact.

● The flexibility, responsiveness, and adaptability among all stakeholders when needs arise or change over time.

● An emphasis on building and maintaining relationships.

● Encourage the use of materials, resources, and platforms that are already in use.

● Instructional models may be a blend of non-technology, face-to-face and virtual platforms.

● Extend grace to all in these unique and trying times

Guiding Principles of the Full Remote Learning Design

Focus on a Safe and Healthy Learning Environment

- Prioritizing social distancing and safety guidelines from the Illinois State Board of Education for staff.
- Daily cleaning

Focus on Equity

- Ensuring access and equity for all students

Focus on Quality Instruction

- Students will be required to attend virtual classes daily based on guidelines.
- Students will attend 40-minute synchronous (face-to-face) classes five (5) days a week via remote instruction.
- Students will have an opportunity to receive small group instruction during remote learning days (break-out rooms).
- APEX Learning will be an available supplemental resource for teachers to use with students.

Focus on Social Emotional Learning

- Students will have an opportunity to receive daily social emotional lessons from our District Curriculum.
- Students will have an opportunity to receive small group instruction during remote learning days.

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District 215 Remote Learning Guidelines for the 2020-21 School Year (Quarter 1)

Remote Learning Day

A remote learning day is defined by the Illinois State Board of Education (ISBE) as an educational program designed to provide continuation of learning for students under conditions that prohibit the learner and instructor from being in the same physical space.

Rationale

After considering Illinois State Board of Education (ISBE), Center for Disease Control (CDC), and Illinois Department of Public Health (IDPH) guidelines, as well as, student/staff/parent surveys, District 215 will continue full time Remote Learning for the 1st 9 weeks of the school year.

Communication of Remote Learning

Principals will ensure that all students receive a notification outlining the guidelines for "Remote Learning." Additionally, a notification will be sent through our School Messenger alert system. Finally, all information pertaining to remote learning will be posted to our website and on social media. **District 215 will conduct Remote Learning for Quarter 1 (August 17 thru October 16)** and updates will be shared with the school community on a regular basis. Please know that we may decide to continue Remote Learning for the entire first semester.

Student Overview

Modified Schedule for Students

Each lesson will last no more than 40-minutes. All scheduled classes will meet virtually Monday thru Friday and follow the approved 2020-21 School Calendar.

Student Schedule

Period 0	**7:40 – 8:20 am**	**Period 4**	**10:45 – 11:25 am**
Period 1	**8:25 – 9:05 am**	**Period 5**	**11:30 – 12:10 pm**
Period 2	**9:10 – 9:55 am**	**Period 6**	**12:15 – 12:55 pm**
Period 3	**10:00 – 10:40 am**	**Period 7**	**1:00 – 1:40 pm**

2:00-3:15 pm Teacher Self-Guided Planning/Availability for Students

- Students will have the opportunity to contact teachers on Mondays, Tuesdays, Thursdays and Fridays from 2:00-3:15 pm. Teachers will respond to student questions and be available to provide academic assistance during regular school hours. Requests for assistance outside of the school day will be accommodated within 24 hours.
- Certified Staff members will not be available to students/parents on Wednesdays during 2:00 to 3:15 pm. Staff will be in professional development sessions.
- Students will have the opportunity to participate in support groups offered by deans, counselors, social workers, and/or other staff on Mondays, Tuesdays, Thursdays, and Fridays from 2:00-3:15 pm. Information on how to participate will be sent to the District-issued e-mail.

Student Attendance

- Attendance will be taken by teachers (every period) based on student presence in the live virtual class. Teachers will record this in Power School, the Student Information System. Students need to attend all classes at the designated time.
- If a student is ill or otherwise would have been absent, parents/families can still report the absence using the Attendance lines for the respective schools: **CAT 708-585-9401 South 708-585-2040 North 708-585-1007**.
- Students will attend classes daily according to the bell schedule. These will be synchronous (live) 40-minute classes. In order to maintain compliance with applicable federal and state laws including, but not limited to FERPA, COPPA, and SOPPA, these class meetings will be offered through Zoom with a recurring link. Under no circumstances are audio and/or video conversations involving students to be recorded by any party to the call.

Student Expectations and Guidelines for Remote Learning

- During virtual lessons, students need to present themselves as if they were in the classroom. For example, students must follow District 215 dress code guidelines, engage in lessons appropriately, be visually present during class periods, create an appropriate learning space, and follow virtual etiquette in all learning platforms (Zoom, Microsoft TEAMS, Google Classroom, APEX) as outlined by the District.
- Students will receive assignments via Microsoft TEAMS, Google Classroom, and/or APEX. Assignments and assessments designated by the teacher will be given a grade. Students need to comply with the assigned due dates for all work. If students are having technical issues submitting course work, they should immediately send the respective teacher(s) an email. Please note that teachers are only required to respond to emails issued during the regular school day period. Please allow teachers a 24-hour period of time to respond if communication is sent outside of school day.
- 1st Semester Grading System will be based upon averaging 50% for each grading period (1st Nine-Weeks & 2nd Nine-Weeks). Final Exams will not be administered this semester.
- Students will receive a "Welcome" letter and/or "Course Syllabus" via the District issued student e-mail account indicating the following:
  - Remote Learning Expectations
  - Recurring Zoom link to join the live class
  - Learning Platforms that will be used for distributing and submitting assignments (Microsoft TEAMS, Google Classroom, APEX)
- Report any issues with technology to elearning@tfd215.org. Technology help is available on school days from 8:00am until 3:00pm.

Students Receiving Special Services

- Any student receiving services under an Individualized Education Plan or 504 Plan will receive the appropriate supports as part of their Remote Learning assignment.
- Any and all related service minutes missed during Remote Learning Days will be made up on an individual basis.
- Any student requiring English Language Learner support will receive the appropriate supports or modifications as part of their e-learning assignment.

Students without Internet Access

Families that do not have Internet Access at home are encouraged to take advantage of the Comcast Internet Essentials Program by visiting the website https://www.internetessentials.com/. Qualifying families can receive home Internet service at a low monthly cost, with no credit check, no equipment or installation fee, and no contract.

If a family is unable to take advantage of the Internet Essentials program they should indicate this during the annual registration or contact elearning@tfd215.org. Internet enabled hotspots are available for checkout for students without access to the Internet at home. A $50 deposit will be placed on the student account while the device is checked out. This deposit will be removed when the device is returned in good working order.

Use of District Technology equipment and systems is subject to agreement of the District's Technology Acceptable Use Policy (AUP). A student's failure to adhere to the AUP may result in revocation of access to District technology devices and systems and/or disciplinary action.

Students without a Learning Device

Students without access to a device suitable for Remote Learning should indicate this during annual registration or contact elearning@tfd215.org. While the District does not have a 1:1 technology program, all efforts will be made to provide students access to technology to participate in Remote Learning activities. A $200 deposit will be placed on the student account while the device is checked out. This deposit will be removed when the device is returned in good working order.

Use of District Technology equipment and systems is subject to agreement of the District's Technology Acceptable Use Policy (AUP). A student's failure to adhere to the AUP may result in revocation of access to District technology devices and systems and/or disciplinary action.

Students Enrolled in Dual Credit and/or Special Elective Courses

District 215 will identify specific courses that require students to have access to specialized software in order to complete required assignments. Students enrolled in these courses will be notified of eligibility and provided information about picking up the device. A $200.00 deposit will be added to the student account upon family approval and student checkout. This deposit will be removed when the device is returned in good working order.

Student Meal Services

- Meals (breakfast and lunch) will be offered as grab-and-go at TF North and TF South for all District 215 students from 11:00 am to 3:00 pm, Monday thru Friday, starting August 17. You must pick up your meals at the school in which you are enrolled (your home school). Please bring your student ID or be prepared to provide your name; unfortunately, we cannot supply a meal without this information. Parents & Guardians may pick up meals for their students if they supply the student ID number or name. The menu can be found on the TF website.

- Students needing delivery service should email mealdelivery@tfd215.org and provide the following information:
  - Student name and address
  - Student ID number
  - Phone number