



Dear DHS Students,

First of all, **thank you** for your willingness to adapt and work through this challenging time in education. As you know, online learning is fundamentally different than learning in the classroom with your teachers and friends. We applaud your efforts and perseverance and acknowledge your struggle. Please reach out to your teachers, counselors, and principals when you need help. We are here to support YOU! Unfortunately, our local Covid numbers are on the rise; we want to be prepared in case Dixon High School is asked to transition to full remote learning. For you to stay on track to graduate, you need to carefully read and save the information listed below. We know our students at DHS are the BEST and we are lucky to work alongside you each day, whether in person or online. Go PURPLE!

Dr. Grady, Mrs. Meusel, Mr. Shaner

DHS Full Remote Student Expectations

1. Log into your 1st hour Canvas course by **noon everyday** (Monday-Friday) just as you have been all year
2. Attend **all** of your teachers' zoom meetings (see schedule below)
 - You will have 4 zoom sessions scheduled each day (Monday-Thursday)
 - You can find the zoom link to join your class for live instruction on each teacher's Canvas page (if you are confused contact your teacher via email or call our DPS Tech Help Desk at (815) 453-4966 ext. 4112)
 - Each zoom meeting will provide you an opportunity to receive live instruction from your teacher, ask questions, and work on your assignment
 - Students who attend WACC will work with their 1st hour teacher to determine how to best receive instruction for that class.
3. Email your teachers if you have questions: your teachers want you to be successful and are willing to help you, please ask for assistance if you are struggling
4. You **MUST** pass each course to earn credit, to pass the course you **need** to do the work
5. You are expected to complete schoolwork 5 days a week, just as you would if this were a typical school year
6. Use your teacher's office hours to ask questions and get extra help

	Monday & Wednesday	Tuesday & Thursday	Friday
8:00 – 9:00 a.m.	Office Hours	Office Hours	Complete Classwork
9:00 – 9:45 a.m.	Earlybird Zoom	4 th Hour Zoom	Office Hours
10:00 – 10:45 a.m.	1 st Hour Zoom	5 th Hour Zoom	Office Hours
11:00 – 12:15 p.m.	LUNCH	LUNCH	LUNCH
12:15 – 1:00 p.m.	2 nd Hour Zoom	3 rd Hour Zoom	Complete Classwork
1:15 – 2:00 p.m.	6 th Hour Zoom	7 th Hour Zoom	Complete Classwork
2:00 – 3:00 p.m.	Office Hours	Office Hours	Complete Classwork

Additional Helpful Information for Families

FOOD

All students may request **free** Grab & Go Meals. Please call the school office where you would like to pick-up your breakfasts and lunches. Dixon High School students have the option to pick up their food at any of the following locations: Washington, Jefferson, or Madison/Reagan. Meal pick-up will be on Monday **and** Wednesday from 8:00-11:00 a.m. you will receive breakfast and lunch for 5 days. Please don't hesitate to call and order your free meals! ☺

School	Phone Number	Grab & Go Pick Up Location
Washington	(815) 934-9660	Door 2 on Morgan Street
Jefferson	(815) 934-9661	Door 1 on the one-way drive
Madison/Reagan	(815) 934-9662 or (815) 253-4966	Door 21

SPECIAL EDUCATION

All teachers will work closely with our special education case managers to make sure each student's needs are being met per the Individual Education Plan (IEP). Special education services will be held virtually and scheduled individually by the DHS staff.

EQUITY

The district will make every effort to make sure you and your family have access to the supplies and services you need to have a successful remote learning experience.

COMMUNICATION

Communication during remote learning is crucial. Check your DHS student email **every** morning. Take a few minutes to respond to emails from your teachers and counselors. Teachers will communicate with you primarily through Canvas. Take time to read your teachers' messages. Our plan will be communicated with you and your parents/guardians via Canvas, district all-calls, text messages, social media, DPS #170 app, website, and email.

CONTACT INFORMATION

Mike Grady	Principal	mgrady@dps170.org	(815) 453-4966
Jessica Meusel	Assistant Principal	jmeusel@dps170.org	(815) 453-4966
Jared Shaner	Assistant Principal/A.D.	jshaner@dps170.org	(815) 453-3480
Dina Frye	Attendance Secretary	dkfrye@dps170.org	(815) 453-4966
DeeDee Cibu	Guidance Secretary	dcibu@dps170.org	(815) 453-3490
DPS Tech Help Desk	Tech Zone	help@dps170.org	(815) 453-4966

This plan and document is fluid. Changes and updates may occur. We will keep everyone updated. This is not a perfect process. The District Leadership Team is focusing on what will keep students and staff safe, providing quality instruction, and continuing to move education forward.

Zoom Etiquette for DHS Students

You've had years to learn how to behave in a face-to-face classroom but what about an online classroom? Here are five easy-to-follow rules to ensure you are making the best virtual impression.

Clothing is NOT optional.

Remember that, even though you may be alone at home, your teacher and classmates can SEE you! While attending class in your pajama bottoms is a tempting option, you'll want to make sure that you are presenting yourself in the best possible light at least from the waist up. Put on a clean shirt. Run a brush through your hair. Brush your teeth and put on deodorant... no, they can't smell you through the screen but that is just good common hygiene.

Be aware of your surroundings.

Your teacher and classmates can also see BEHIND you. Make sure that there is nothing in the background that may distract from the class. While it is not necessarily the best choice to attend class from your messy bedroom, it may be the only place you can find peace and quiet away from your family members.

Mute is your friend.

Once you log in to the zoom meeting, be sure to mute your microphone (lower left-hand corner). This will help to eliminate background noise that could distract others.

Raise your hand and wait to be called upon.

If you wish to speak, either physically raise your hand or use the "Raise Hand" button at the center of the bottom of your screen. Once the teacher calls on you, unmute yourself and begin speaking. When you have finished speaking, indicate you are done by saying something like "That's all" or "Thank you" and then mute your microphone again.

If you don't have anything nice to say...

The Zoom chat feature is a tool to make comments and ask questions without interrupting the speaker but be aware that your comments are public. As you most likely learned in your first face-to-face classroom back in kindergarten, "If you don't have anything nice to say, don't say anything at all."

DHS Full Remote Teacher Expectations

1. Curriculum and Instruction

- Teachers will provide new learning 5 days a week in Canvas
 - Teachers are expected to post their “week at a glance” in Canvas for the next week by Monday at 8:00 a.m.
 - Our goal as educators is to provide our students with the content and skills they need to be successful, that being said some skills and content are not transferrable in a remote learning environment, we trust you to make those decisions as professionals
 - Consider chunking your lessons to highlight the most important content and skills for your class, the ISBE Priority standards can be used as a guide
- Provide accommodations for students with IEPs
- Teachers will follow the schedule below
 - First 10 minutes of the lesson should be utilized for students to enter the zoom and an SEL check in. The next 15-20 minutes should be used for teacher instruction as well as answering student questions
 - Minimum of 15 minutes should be provided for students to complete daily work
 - The student will be expected to complete any work not completed during the zoom on their own time
 - Teachers will record the instructional portion of each zoom in order to create a reference library on Canvas for students to view later if needed

	Monday & Wednesday	Tuesday & Thursday	Friday
8:00 – 9:00 a.m.	Office Hours	Office Hours	Post New Learning
9:00 – 9:45 a.m.	Earlybird Zoom	4 th Hour Zoom	Office Hours
10:00 – 10:45 a.m.	1 st Hour Zoom	5 th Hour Zoom	Office Hours
11:00 – 12:15 p.m.	LUNCH/Attendance	LUNCH/Attendance	LUNCH/Attendance
12:15 – 1:00 p.m.	2 nd Hour Zoom	3 rd Hour Zoom	Work with Students
1:15 – 2:00 p.m.	6 th Hour Zoom	7 th Hour Zoom	Work with Students
2:00 – 3:00 p.m.	Office Hours	Office Hours	Work with Students

2. Assessment

- Consistent retake policies for Dixon High School
 - Students should be allowed to retake assessments if they earned a grade under 85%
- Provide regular feedback to all students
- All teachers need to update grades on a weekly basis

3. Communication

- Teachers are required to submit attendance to Dina Frye **between the hours of 12:00 and 1:15 p.m.**, students are required to check into their first hour Canvas account by 12:00 p.m. to be marked in attendance
- Zoom Attendance is required from all teachers on a weekly basis for data tracking purposes. Please submit your weekly zoom attendance by class period to Jared Shaner via email. Administrators and counselors will use this information to provide support to students throughout our adaptive pause.
- Respond to student/parent inquiries within 24 hours, excluding weekend contact
- Weekly communication with D/F students

4. Office Hours

- Monday – Thursday 8:00-9:00 a.m. & 2:00-3:00 p.m.
- Respond as soon as possible to student and parent requests during office hours

5. Fridays

- Respond as soon as possible to student and parent requests during office hours from 9-11 a.m.
- Lesson Plan/Post New Learning/Work with Students
- Create instructional videos
 - IDEAS: review the week's work, reteach, use exit slips, preview next week's work, play a Kahoot, provide an engaging experience that leaves your students wanting to join your next zoom meeting

6. Location of Instruction

- Teachers will come to Dixon High School to teach their classes during this remote only time. Teachers wishing to teach from home due to unusual circumstances must contact the principal for approval, prior to doing so.