

CHALLENGE + CARE = SUCCESS

RIDGELAND

SCHOOL DISTRICT 122



Ridgeland 122 Remote Learning Handbook Preschool For All

Public Act 101-0012 (105 ILCS 5/10-20.56)

August 20, 2020
(Revised 9/1/2020)

State Requirements for Early Childhood Remote Learning

Ridgeland School District 122 The following bullet points are some of the guidelines set forth by the Illinois State Board of Education (ISBE). The full document can be found on <https://www.isbe.net/Documents/Fall-2020-Learning-Rec.pdf>.

In developing this remote learning plan Ridgeland School District 122 made sure to follow all of ISBE recommendations. Below are some of the guidelines that the plan includes.

- Districts can be flexible in determining how to best meet the requirement in their own context by counting all learning activities toward the two and a half hour expectation.
- ISBE strongly recommends that districts should strive to provide all their early childhood students with **synchronous learning** and **asynchronous learning**.
 - **Synchronous Learning** -- Students gather in the same virtual space at the same time to connect with their teachers and one another.
 - **Asynchronous Learning** -- Students engage with assigned materials and projects independently.
- Districts must base all learning on high-quality instructional materials and curriculum-based assessments.
- New content will be introduced to our students according to the Illinois Early Learning Guidelines.
- District must monitor Student Learning providing feedback to students and progress to families.

The Illinois State Board of Education (ISBE) requires provisions to be established by Ridgeland School District 122 to reasonably accomplish the following:

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Ridgeland School District 122 Teacher Expectations for Remote Learning

- ❖ The remote learning work day must reflect that of a normal work day outlined in the bargaining agreement. The preschool teacher's day is expected to begin at 8:20 am and end at 3:10 pm.
- ❖ The teachers' work day schedule will allow for a duty free lunch and plan time according to the bargaining agreement. Such times will be shared with the administrator and if necessary with students and parents, so they are aware when the teacher is unavailable during the day.
- ❖ Teachers will host a minimum of 1 whole group 15-minute **synchronous learning**, face to face virtual learning, through Zoom. All virtual whole group learning meetings are expected last 15 min or a maximum of 30 minutes at a time. Additionally, throughout the day teachers will meet with small groups and individual students for **synchronous learning**.
- ❖ Real-time instruction and interaction between students and their teachers will take place daily, including but not limited to: whole-group instruction, differentiated instruction, small groups, formative assessments, summative assessments and independent work.
- ❖ Teachers must have a daily and weekly schedule set up (including subjects, meeting times, lunchtime and daily plan time) by the end of the first week of remote learning.
- ❖ Teachers will complete and share with students and parents the upcoming weekly lesson plan template by posting on CLEVER no later than 8:00 pm Sunday evening.
- ❖ Teachers will periodically monitor and respond to questions between the school day hours for students and parents. Questions will be responded to individually or in a mass communication with our electronic resources within 24 hours. Teachers will use various means to stay connected with students including, but not limited to, district webpage updates, videos, emails, direct phone calls, etc. to provide direct instruction, feedback and encouragement. Each teacher will determine the best method(s) to stay connected with students and parents.
- ❖ Daily attendance will be taken and entered into Skyward, the district's student information system.
- ❖ Parents will be kept informed of their student's progress, and will be required to contact parent(s) whose student was absent without previous notice.
- ❖ Teachers will make sure that the two and a half hours of learning requirement is met by assigning independent work, collecting and providing feedback on said work.

- ❖ Teachers will be required to provide feedback, assess student learning, and communicate to students and parents how the learning is progressing.
- ❖ If the remote learning teacher will be absent for medical or personal reasons they are expected to follow AESOP protocol, inform the students and parents through email, and their lessons should provide for some **asynchronous learning** or independent work for the day. It is important to note that this may not meet the two and a half hour learning expectation due to the lack of virtual teacher meetings or lessons.
- ❖ Teachers will be expected to collaborate with other in person teachers in the same grade level in their school to maintain consistency in their teaching.
- ❖ Teachers must start their first virtual meeting at 8:45 am for the morning preschool session and 12:35pm for the afternoon preschool session. It is important to note that students should have assignments to work on at the start of the school day for 8:30 am for the morning session and 12:20 pm for the afternoon session.
- ❖ Teachers must start the last virtual meeting no later than 10:30am for the morning preschool session and 2:30pm for the afternoon session.
- ❖ Teachers will create a recurring link that will be used for all Zoom meetings. This link will be readily available to students and parents in the lesson plan template.
- ❖ Teachers will be required to log in at least 5 minutes prior to student meeting time to allow student to enter the meeting from the waiting room
- ❖ Teachers will be required to record All Zoom Meetings.

Ridgeland School District 122 Student Expectations for Remote Learning

Services for Special Education, and 504

An Individualized Remote Learning Plan will be developed for all students receiving special education services. The plan will outline how the student's specific IEP goals, services and accommodations will be implemented during the remote school day.

Students that typically receive additional support beyond the general education classroom setting will receive their assignments via emails from service providers, one-on-one correspondence, phone calls with service providers, etc.

ALL Students

Students must participate in all meetings and complete all daily assignments. Daily attendance will be taken, students will be provided with assignments/assessments and assigned grades.

Students must maintain open communication with teachers through the zoom meeting or other methods of communication such as email, messages, phone, etc.

Students must continue to follow PBIS Expectations:

Be Responsible, Be Respectful, and Be Safe

- Make sure your device has all the required apps or programs needed, and/or specified by the teacher
- Make sure you have Zoom on your device and understand how to use it
- Check for learning activities from your teachers
- Check your teacher's online availability hours so you will know when it is easiest to connect with them
- Attend your teacher's live lessons
- All handbook rules remain in effect for remote learning
- Send your teacher(s) a message with any questions you may have. Please allow a response window of 24 hours
- Complete and submit your assignments by the assigned due date
- Produce high-quality work
- Be prepared for success when completing assignments and assessments
- Any work that needs to be submitted can be done through Seesaw or attaching a picture of it on an email to the teacher.

Students must follow the following Zoom meeting etiquette expectations:

- Find a Quiet Place
- Mute Yourself
- Be on Time
- Turn on Video
- No shutting off video
- Come Prepared
- Be Respectful
- Raise Hand to Speak
- Just like teachers, students should be dressed and ready for school
- No one else should be on video with the student *

***This may be excused for our younger students, such as preschoolers and kindergartners**

Ridgeland School District 122 Parent Expectations for Remote Learning

- Make sure your child has a designated area for their remote learning.
- Make sure your student attends daily meetings since attendance will be taken for students.
- Follow the same procedures for attendance as with in-person learning. Inform the remote learning teacher by mail or the school office by phone if your student will be absent on a particular day.
- Please be aware of your child's assignments/assessments since grades will be assigned.
- Ensure your child is ready to participate in remote learning daily.

- Ensure you can login to the parent portals, Skyward, and can communicate through email with the teacher.
- Regularly monitor student's assignment completion by communicating with the teacher. If your child is struggling, please contact the teacher for additional support.
- Encourage your student to get enough sleep, and proper nutrition so they can be alert and engaged during the day.
- Help students establish and follow regular daily routines.
- Allow students to work independently. **Do not feel the need to correct all their errors. Allow the learning process to take place.** Encourage your student to advocate for his or herself by asking questions or for extra support.
- Familiarize yourself with the teacher's and your student's weekly and daily schedule.
- Reach out to teachers with questions via email, phone, Seesaw, Class Dojo, etc.. In most cases, please allow for a 24- hour turnaround for replies to parent emails. Responses are not to be expected in the evening or over the weekend. Teachers will be readily available to work with students and answer questions Monday through Friday during typical school hours during remote learning.
- Review Zoom meeting etiquette expectations and behavior expectations with students regularly.
- Maintain an open communication with your student's teacher as you are both essential in their progress and academic growth.
- Please make sure no one other than your student participates in the virtual meeting.
- Make sure that your student understands that it is illegal to record teachers' lessons or use pre-recorded lessons in any way other than their intended purposes.
- Make sure your student understands that the expectation for them is to learn and grow, that they may struggle and that is okay because it is all part of the learning process.

Student Remote Learning Hours - Student Day

State Requirement Includes: Instructional Time – Two Clock Hours (academic engagement)

School Districts are required to plan for at least two (2) clock hours of instruction or academic engagement each day (Section 10-19.05), there are not synchronous (real-time instruction with live interactions) requirements for preschool. However, our district has added a minimum of 15 daily minutes and the remaining time will allow for asynchronous (self-paced, academic engagement) learning.

All learning activities may include, but are not limited to, in-person learning, the teacher delivering instruction via recorded video or synchronous (live) 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.


Student Work Day Hours

Preschool AM – 8:30am – 11:00am

Preschool PM – 12:20pm – 2:50pm

Students will be provided with a weekly schedule of times to complete assignments individually and times to log in for live meetings with a certified teacher. An Example is below.

Sample Remote Learning Schedule: Instructional Time – 2 1/2 Clock Hours

 Remote Learning Plan Grade Level: _____ Teacher: _____					
Teacher Contact Information	Put your contact information here: YOUR NAME, EMAIL, _____				
Zoom Meeting Login Information	Add Reoccurring Meeting Link _____				
Meeting Room Password	_____				
Individual Child Meetings	Throughout the week, your child's teacher may make an appointment for you and your child to meet with her and discuss how things are going and to discuss goals and progress on activities. Please use your personal reoccurring link/password provided by your teacher during these times.				
Tech Support Info.	If you need tech support, please contact _____ with your name, contact information, and a description of how we can help you to put in a support ticket and a staff member will contact you.				
Student expectations	Preschool has created a virtual classroom to make it easier to find many activities. In addition to this, communication and activities can be found on your class Seesaw page. All activities that are not a virtual meeting, can be completed throughout the day at your convenience. We ask that you assist your child for 10-15 minutes with those tasks. Don't forget to send us pictures and videos!				
Subject	Monday	Tuesday	Wednesday	Thursday	Friday
Social Emotional Learning					
Activity Links	Choice board on Preschool Virtual Classroom	Choice board on Preschool Virtual Classroom	Choice board on Preschool Virtual Classroom	Choice board on Preschool Virtual Classroom	Choice board on Preschool Virtual Classroom
Whole Class ZOOM Meeting	Use the Reoccurring link above	Use the Reoccurring link above	Use the Reoccurring link above	Use the Reoccurring link above	Use the Reoccurring link above
Online Meeting Time	8:45 - 9:00	8:45 - 9:00	8:45 - 9:00	8:45 - 9:00	8:45 - 9:00
Small Group ZOOM meeting	Use the Reoccurring link above Red Group	Use the Reoccurring link above Yellow Group	Use the Reoccurring link above Green Group	Use the Reoccurring link above Blue Group	Use the Reoccurring link above Orange Group
Online Meeting Time	9:00 - 9:15	9:00 - 9:15	9:00 - 9:15	9:00 - 9:15	9:00 - 9:15
Academic Skills					
Activity Links	Complete the tasks assigned on Seesaw	Complete the tasks assigned on Seesaw	Complete the tasks assigned on Seesaw	Complete the tasks assigned on Seesaw	Complete the tasks assigned on Seesaw

Access to Technology

Ridgeland 122 will provide a device to all students in the district. Students in preschool will receive an Ipad.

In order for students to engage in Remote Learning, students will need access to their Ridgeland 122 provided Google account. In the event a student does not have access to WiFi or a technology device that can access the internet, parents should contact the child's building teacher or administration for support.

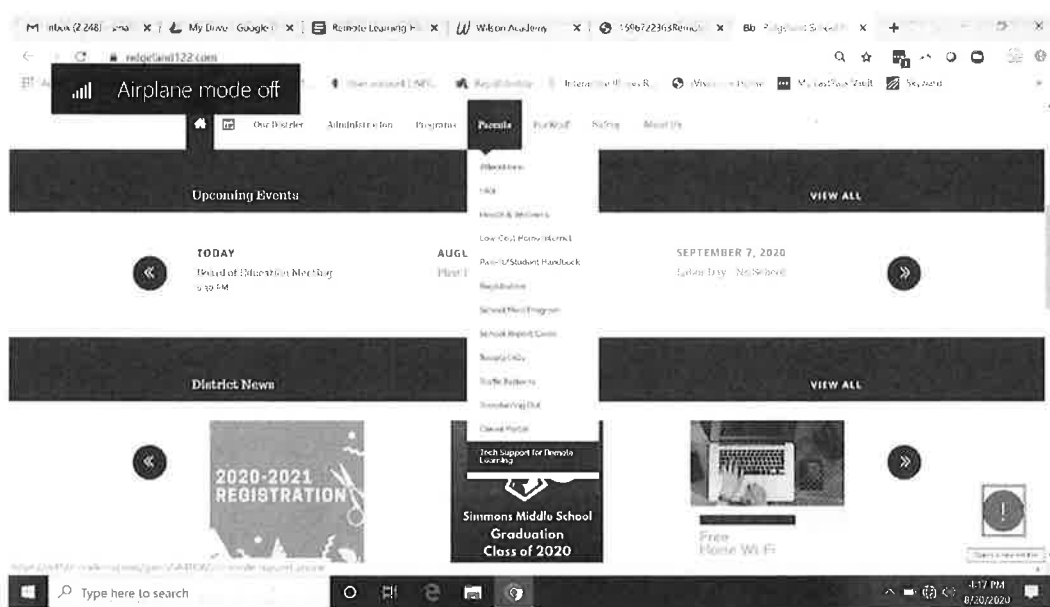
Parent Technology Support

Ridgeland 122 has improved their technology infrastructure for the past few years, so we are confident that we are more than prepared to provide a good remote learning experience for our students. We do understand that technology issues will always arise interfering with the learning process and causing frustration for students and parents.

When you experience a technology issue first and foremost reach out to your teacher, which may help you troubleshoot simple issues. For issues that require much more attention, the technology department has implemented other supports for parents. First, Incident IQ ticket system has been implemented for students and parents to request support when necessary. Students and parents can go to the district website and create a ticket which will be sent to the proper people who will be able to support you.

For tech support for parents: Visit www.ridgeland122.com - Click on Parents to find Tech Support. We have also implemented a chain of command of who will support you based on the issue. Each elementary school has a person dedicated to help you troubleshoot simple issues. First, the teacher will try to resolve the issue, if they can't resolve the issue the assistant principal will address the issue. If the issue can't be resolved by the assistant principal there is a designated staff member in the building to try to resolve the issue. If the issue is more difficult to resolve the technology department will take over and solve the issue. The reason for this chain of command is to not overwhelm one person with too many issues and also in order to help as many parents as we can in a timely manner. Please be aware that support may not be instant but we will do everything in our power to help you within 24 hours of your support request. Please see the following pictures to see how to access Incident IQ.

Go to the parents section on our website www.Ridgeland122.com



When you click on Tech Support for Remote Learning it will take you to the ticket system. It is a two step process and then the correct people will get the information.

RIDGELAND
SCHOOL DISTRICT

122 Additional Support / FAQs

Guest User (No email required) District Office (Ridgeland122.com/DO) Guest Tickets (No email required)

Remote Support Phone

Fill out the Help Desk Request form below and a representative from the school district will contact you shortly.

First name *
Please enter your first name

Last name *
Please enter your last name

E-mail address *
Please enter your e-mail address

School / location *

Please identify your school location (if you are a Faculty or Staff member) or your child's school if this ticket is related to a student.

Verification *

Please verify to help us keep unsolicited requests to a minimum

Enter your first / given name

Enter your last / family name

E-mail address

Select or search for a location

I don't know the location

I'm not a robot

CAPTCHA
Please check this box

CONTINUE

incidentIQ

Powered by Incident IQ

Ridgeland 122 Preschool Curriculum

Ridgeland School District 122's preschool program is a play based program. Throughout the course of the year we will bring in other curriculum materials such as Learning Without Tears, Second Step, Creative Curriculum, and play based materials.

Technology Tools for Students

CLEVER is a single sign on program that will allow teachers and students to sign into all the curriculum programs, apps, and tools with one single location. See page 12 for assistance with accessing CLEVER

Seesaw is a communication platform that allows families to access assignments, submit pictures or photos of completed assignments, as well contact the classroom teacher and administration.

FOR IPADS

If there is any other app that you need for programs besides the ones mentioned above the teacher will inform students and parents. All IPADS have a self-service app where you can go to download any app you are asked to download. Please see the pictures below.

Look for a click on Self Service App



Here you will find all Ridgeland 122 approved apps and will be able to download them easily.

ATTENDANCE PROTOCOLS

- Parents will continue to call into the school to report a student absent.
- Student attendance will be taken by the classroom teacher and entered into the student information system (Skyward)
- Students who do not participate in online meetings or an activity for the day will have a follow up call with the classroom teacher and/or Building Administration and may be marked absent ½ day.
- Any changes to a student's attendance will be handled by the office staff.

MEAL PICK-UP

Breakfast and Lunch pickup will be available at three locations starting Monday, August 31st from 7:30am to 10:30am. Meals will be available **Mondays** and **Wednesdays** at Simmons, Harnew and Kolb. Meal pick-up will follow the school calendar and be open on days that students have school.

Simmons
6450 W. 95th Street
Oak Lawn, IL
60453

Harnew Elementary
9101 S. Meade Ave.
Oak Lawn, IL
60453

Kolb Elementary
9620 Normandy Ave.
Oak Lawn, IL
60453



Welcome to Clever



Step 1: Click on the Clever app.

Step 2: It will ask you if Clever may access your camera, and you will click **OK**.

Step 3: Hold up your **badge** to the camera and it will automatically scan it.



Student Name

IT IS VERY IMPORTANT THAT YOU KEEP THIS CLEVER BADGE SAFE AT ALL TIMES. DO NOT THROW IT OUT OR GET RID OF IT. YOU WILL NEED IT EVERY TIME YOU LOG IN.

Step 4: You are signed in! This is what you should see upon entry!

