

Monticello CUSD #25

Office of the Superintendent of Schools

March 30, 2020

Remote Learning Plan – Monticello Schools

The goal of this remote learning plan is to ensure that:

- all students have opportunities for continued learning that focuses on critical standards.
- districts work to minimize instructional loss.
- students/families are given routines/instructions to ensure they stay connected to schools and learning.

- The plan will be in place until schools re-open and in-person instruction re-starts.
- Teachers and teacher aides will work together (from home) to plan a week's worth of lessons by grade or course level.
- Lessons to include new and review materials aligned to the state standards and curriculum being used.
- Lesson packets will be sent electronically to Wendy in order that they can be uploaded to our website and then downloaded and printed if needed from any school or place (ie. 3rd grade students living in Monticello will not have to go to White Heath to pick up a packet).
- All packets to be completed, sent to Wendy and posted by NOON on first instructional day of the remote learning week.
 - first instructional day of March 30 week will be Wednesday, April 1
 - first instructional day of April 6 week will be Monday, April 6
 - first instructional day of remaining weeks will be Mondays
- PK-5 teachers will develop lessons for each grade level that will be sent electronically to all parents. The link to the webpage will also be sent.
- MS teachers will develop a 6th, 7th, and 8th grade lessons that will be shared with students electronically and utilize Google Classroom or other electronic means.
- HS teachers will develop lessons by course and would be shared with students via Google Classroom or other electronic means.
- Special Ed teacher general recommendations will be included on all packets. Spec Ed teachers one on one check-ins with caseloads depending upon service levels listed in IEPs. Document all interactions.
- Special Ed teachers with classrooms including majority of non-general ed students should prepare lesson packets to share with their students on an individual basis. Document all interactions.
- SLP, SW, OT/PT or related services one on one services provided via phone, email, and Google meets/Zoom if possible. Document all interactions.

- IEP meetings and Annual Review timelines are still in place and meetings should be held per ISBE guidance.
- Grading of assignments/assessments set up to do no harm to students' current grade at end of third quarter. Specific grading procedures for MHS will be sent students/parents. No final exams at MHS.
- Remote Learning Planning Days will be on March 31 (Tues), April 24 (Fri), and May 8 (Fri) assuming extension of the school closure. These days are for teachers planning and professional development – no lessons due on these days and teachers are not available to students.
- We are closed on April 10 so that will not be a Remote Learning Day.
- Our last day of school for the year will be May 22.
- Weekly Zoom check-in and professional development meetings with Principals and faculty to be held.
- All remote learning days - teachers are available to communicate with students/parents from 8AM-1PM daily via email or other social media, Google Classroom, Zoom or other means.
- All classroom teachers should make at least one contact daily (email, google classroom, zoom, social media, etc) with each student and **should log each contact**. Teachers may call students/parents to check in with them as well. It is vital to keep a connection going between our students and the school.
- Food distributions will continue each Monday twice per day at three locations.
- Chromebook check-out plan will be Friday, April 3 10AM-12PM and Tuesday, April 7 10AM-12PM. Distribution will be at the back of MHS. Devices will be available to households with K-12 students that do not currently have a device. One device per household. Internet access is through home networks, cell phone hotspots, or public wifi. A limited number of mobile hotspots have been ordered and will be available as needed in a few weeks.

What matters most is the social-emotional well-being and health of our students, families and community members and supporting our students and families through our connection with them during this difficult time.

Plan will be reviewed by District and MEA on April 10 and May 1.

Agreed to by Superintendent Vic Zimmerman and MEA Executive Board 3/30/2020