

Rome Community Consolidated School District #2
Remote Learning Plan
2019-2020

Rome CCSD REA and Administration have worked together to develop a plan for Remote Learning Days in the event the school would need to be conducted in a remote fashion as deemed by the State Superintendent due to a Gubernatorial Disaster. All students in grades K through 12 will be given remote instruction and all days shall be deemed pupil attendance days for calculation of the length of the school calendar (105 ILCS 5.10).

How Will Students/Parents be Notified of Remote Learning Days?

In the event of an emergency, remote learning will be announced via the *Emergency Alert Phone System, School Website, District App and District Facebook*.

How will meals be served During Remote Learning Days?

Meals will be served on **Monday through Friday**. Parents/Students are asked to contact the office if they would like to be added to the list.

- Meals include breakfast and lunch daily.
- Delivery or pick up of meals will occur based on the following procedures:
 - There is a pick up location at the school near the cafeteria door daily from 9:00 a.m. to 11:00 a.m.
 - There is a second location for pick up at Rolling Meadows daily on south IL Hwy 37 from 9:00 a.m. to 11:00 a.m. daily.
 - If any student or family member is sick or unable to be home during drop off times, parents are asked to contact the office before delivery or pick up time to schedule an alternative method.

How will Students/Parents be Given Access to New Student Learning Material During Remote Learning Days?

Teachers will have all new learning material ready for either students or parents/guardians by Monday morning. Delivery of the learning material will be as follows:

- Students in grades K-8 will be given printed packets and/or digital assignments.
- Delivery or pick up of printed packets will occur on Mondays.
 - Students on bus routes will have printed packets available at each bus stop.
 - Students who drive or live in walking distance of the school may pick up packets between 9:00 a.m. and 11:00 a.m. on Mondays unless other arrangements have been made.

When will Students Work Be Due During Remote Learning Days?

- All completed work for students in grades K-8 will be due each packet delivery day. Completed work will be exchanged for new printed packets via the method of delivery used above.
- All work will be collected at each time a new packet is delivered.

How can Students and Teachers Remain in Contact During Remote Learning Days?

- Teachers and Support Staff will be available remotely on the following hours:
 - **Monday, Wednesday, and Friday from 9:00 a.m. – 12:00 p.m.**
 - **Tuesday and Thursday from 4:00 p.m. – 7:00 p.m.**
 - **Additional times as arranged by the individual teacher**

- Teachers may be contacted via email, Teacher Ease, contacting the school office to arrange a time, and/or each individual teacher or staff member may send out specific directions on how to reach him/her.

Will my Student Receive Accommodations During Remote Learning Days?

IEPs remain in place. Students with disabilities will be given assignments based on their individualized learning plans. To ensure this differentiation occurs, communication between special and general education teachers will occur throughout the Remote Learning Days. *Any issues with meeting individual needs of students upon their return to school will be immediately communicated to parents and the IEP team.*

How Much Work Will My Student Expect to Receive?

Teachers are encouraged to collaborate across subject areas to maximize student learning.

The following are guidelines suggested by the Illinois State Board of Education:

Grade Level	Minimum	Maximum	Recommended Length of Sustained Attention
K	30 minutes/day	90 minutes/day	3-5 minutes
Grades 1-2	45 minutes/day	90 minutes/day	5-10 minutes
Grades 3-5	60 minutes/day	120 minutes/day	10-15 minutes
Grades 6-8	Class: 15 minutes/day Total: 90 minutes/day	Class: 30 minutes/day Total: 180 minutes/day	1 subject area or class

How Will Student Grades Count During Remote Learning Days?

All assigned work is expected to be completed. Teachers will be offering formative feedback on all work. *The main objective of formative feedback is to assess and promote individual student learning throughout his/her entire learning cycle.* We feel using this system of formative feedback during Remote Learning Days, assessment will be on-going and students will be given multiple opportunities to show what they know. Rome CCSD 2 assessment system will be focused on collecting and interpreting evidence about individual student progress and further inform our educational decisions.

All teachers will be keeping accurate records of individual student work. Since students will be afforded opportunities to improve or re-do work throughout the Remote Learning Days, grades will be maintained. If work is not complete, an *“Incomplete”* will be assigned. Students will then be expected to complete work through summer or extended learning opportunities when school resumes.

What does Transition Back to the Regular School Day from Remote Learning Days Look Like?

Upon the re-opening of Illinois schools, all Rome CCSD 2 teachers will review individual student information to determine which students have completed their work at a satisfactory level. The first week we return will be used to address academic, social-emotional, and physical needs of students. The school guidance counselor will be available to assist with any social-emotional needs. In addition, extra food will also be on hand to send home as needed.

Students with IEP's or 504's: Any issues with meeting individual needs of students upon their return to school will be immediately communicated to parents and the IEP team.

Information for Parents:

- Review work assigned to the student.
- Allow your student time and space to complete work.
- Help your student establish and follow a regular routine.
- Talk to your student about their work each day.
- Contact your student's teacher or the school at any time.

Information for Teachers:

- Remain in weekly contact with students/parents.
- Identify the method you desire students/parents to contact you during the assigned school hours.
- Review with students how to access learning packets and/or online learning platform.
- Post or provide all work by Monday morning.
- Provide feedback to students on all work.
- Maintain appropriate documentation of student learning.
- Plan for individualized work for students with special needs as per their plan.
- Plan for students working at the various RTI levels including pacing, amount of work, reading level, etc.
- Collaborate with colleagues to ensure services are met of all students.
- Watch email for professional collaboration opportunities, needs assessment surveys, and school/district-wide on-line meetings.
- When talking with students, check on their social-emotional and nutritional needs. Be sure to communicate any needs to the office.

General Information on Remote Learning Days:

School Phone- 618-266-7214

School Website- <http://www.rome2.net>