

Galesburg CUSD #205 Remote Learning Plan

(Drafted March 31, 2020)

Introduction

The COVID-19 Pandemic has created an unprecedented situation the likes of which most of us have never seen. We are proud of how our staff and community have rallied together to face this adversity and risen to the challenge to provide opportunities to feed our students and provide learning opportunities for our students.

Upon the closure of our schools, we have implemented our e-learning plan which has already been approved by the Regional Office of Education. That plan was intended to support students in the event of a closure of 1-2 days. We have quickly modified that plan to provide support for an extended closure, and we will rely on our remote-learning plan for the remainder of the closure.

Communication

We will communicate critical information to our community using the district website, social media (Facebook, and Twitter), Skyward, and local media. Schools and teachers have also been using their school email, websites and social media accounts to communicate information, along with other web-based tools such as See-Saw, Google Classroom or Moodle. We are checking email regularly, as well as the voicemail at each school and the district office. Please contact us if you have any questions and we will respond as soon as possible.

Remote Learning

As of March 31, schools in Illinois are required to implement a Remote Learning Plan. The following information outlines our remote-learning plan, and how we will continue to support students through remote learning.

First and foremost, we recognize that remote learning is not an ideal situation. There is no substitute for the interaction between students and staff and the learning activities that take place daily in our schools. This plan is not intended to replace that, but to be the next best option given the current circumstances while including the State Standards. This plan is an opportunity for students to continue to be engaged in learning activities during the closure. It will only be successful if students take time **daily** to complete the activities provided for them, whether in paper-and-pencil form or digitally. We strongly encourage parents to create time and physical space for students to take part in activities regularly.

Second, we realize that this situation has put all families under a great deal of stress, and that varies from family to family. We know that each family is different, and each family has unique stresses that are a challenge. Our commitment is to be understanding, reasonable, and flexible. There are some situations where we are limited in what we can do, but we will work hard to work with you as long as you communicate your needs to us. Again, you can do that through email, or call the district office or any of the school buildings.

Grades

One of the common questions during the closure has been whether or not student work will be graded. Assignments or assessments that have been provided for students will be graded, However, in accordance with the ISBE guidance, student's grades may not be penalized. Students' grades will either remain the same, or increase. Students may be awarded a "pass" or an incomplete. Students who do not participate will not receive credit but rather will earn an incomplete.

Student Guidelines

- Students should be completing some learning activities every day, as well as any assignment or assessment that is part of each activity. The State Board of Education has issued recommendations for teachers when providing activities and assessments to students.
- Contact your teacher if you have any questions if you want to share your work with them, or you just want to say 'Hi'! Teachers will be checking email regularly, and they are available to help during the closure, look at assignments/assessments, and say 'Hi' back. The closure is just as isolating for our staff as it is for you. Stay in touch and engaged.
- Teachers will have posted "office hours" but they will also be available daily Monday-Friday for any help needed via email. Unless directed otherwise by your teacher, their school email is the best way to reach them. Teachers' responses may be delayed, but they will generally respond during the next regular school hours.

Parent Guidelines

Parents are encouraged to help students develop a school schedule or routine for their child. Timelines and due dates will be important. Many students will need assistance in accessing online resources or using printed forms. If needed, please assist your child in accessing a teacher's See-Saw, Google Classroom, or Moodle site. If you need assistance PLEASE contact your child's teacher. They are here to help. Our goals are to focus on the "whole child" including nutrition, mental health, physical activity, safety, and learning.

We will do our absolute best to support you and your students during this time. This includes responding to questions, connecting with you, serving meals, and being flexible. We know this is a trying time, and we're all in it together. We are hopeful that we can return to school soon, but please know that we are preparing for an extended closure if that is ordered. Complying with social distancing and other measures in order to minimize the spread of COVID-19 is of the utmost importance. School is important, but nothing is more important than the well-being of our students, staff, and community. Stay strong, stay safe, and we will get through this together.

Teacher Guidelines

- Teachers will make assignments and activities available in a timely manner and provide learning activities aligned to state/professional standards, as outlined in their quarterly grade level plans and essential skills documents
- To the best of their ability, teachers will use two-way communication on a regular basis to keep our students engaged in learning, provide some normalcy for students, and stay connected to the teacher and school life.
- Lack of student participation will be communicated using the 48 & 96 Hour Google Forms.
- Office Hours will be established and communicated to Building Administration, students and parents to assist students if they have needs, questions, concerns, etc.
- In the event a teacher does not have access to a reliable internet from home, the teacher may arrange to come into the school to work in his/her classroom to deliver instruction. The details of this arrangement will need to take place with your building principal. Teachers are to work solely in their rooms by themselves and ensure Social Distancing Guidelines are followed.
- Every Friday, by noon, teachers are to provide the principal with downloaded PDFs/attachments for those students in their classrooms that are utilizing offline learning resources. These materials are for those students whose work will remain offline.

Instructional Coaches

- Instructional Coaches will provide support to all building teachers, weekly email to SIP Teams support and “Did you know” and “How Can We Help” Surveys in Padlet to survey teacher needs and gain feedback.
- Coaches will assist with Professional Development-Videos about Google Classroom, Hangouts, posting assignments, etc.
- Coaches will have support hours to answer questions, assist teachers with technology, troubleshooting, help find resources, etc. will be established by each Instructional Coach and communication to Administration and teachers.
- Coaches will create and post by 8:00 AM each Friday morning, Grade Level Choice Boards. All choice boards will be archived so students and parents can access these on a regular basis-posted on the Galesburg 205 COVID-19 Page Under Curriculum Resources.
- Coaches will provide additional resources such as videos, materials, sample lessons, etc. will be developed by instructional coaches and made available to teachers.
- Coaches will help meet the needs of staff, Q and A sessions will be hosted regularly by all coaches.

Special Education

Special Education guidelines remain to follow IEPs, communication with all support staff involved in the IEP, regular communication with student and case manager, along with parents about progress/difficulty, etc.

- If the Special Education teacher is the primary teacher for the subject, he/she is providing student work and will monitor student progress towards goals.

- If the special education teacher is a co-teacher or provides support for the content within the regular education classroom, both teachers will work in collaboration to come up with an appropriate plan, providing the necessary accommodations and/or modifications, and follow through with IEPs. Special education teachers will document their work and time with students as well as communication with parents.

ELL

ELL staff will be expected to provide translations, engage families in the process. ELL staff will take advantage of and utilize Authentic Opportunities/Natural Opportunities, focusing on oral language.

- To assist students ELL staff is asked to continue to gamify instruction by including play, word sorting, vocabulary investigation, sight words, math computation, project-based learning, the arts, utilize Screencastify, YouTube, Flipgrid, etc.
- In some situations ESL teachers may be a co-teacher for a class or in other cases the ESL teacher will provide support for the student out of the regular education classroom.
- Classroom teachers and ELL staff will work in collaboration to come up with an appropriate plan, providing the necessary support to help the student find success.

Building Principals

- Building Principals will be responsible for communication with Staff via a Weekly newsletter and/or virtual chat, both as needed. Staff is encouraged to participate in the virtual chats.
- The administration will do Check-ins on staff weekly with each teacher/Groups/Department via email.
- Principals will respond to emails during the next regular school hours.
- Using the 48 & 96 Hour Google Form results, building Administration will connect with parents of non-participatory students and utilize Outreach workers/Counselors to connect with the non-participatory students while ensuring Social Distancing guidelines.
- Administration will work with Interventionists to make sure students are being supported in the classroom, those already identified as struggling learners. Interventionists will submit a weekly intervention log that is usually kept during the intervention cycle (this is a regular practice that is ongoing).
- Building Administration will share out a brief survey for feedback from parents and staff to District Administration and staff to review and improve our process.

District Administration

- District Administration will be responsible for communication of Plan with all stakeholders and maintaining up-to-date information/communication on District #205 COVID-19 Website.
- District leadership is committed to continuously disseminating follow-up information as it becomes available to all stakeholders and ongoing collaboration with all collective bargaining units.

- The District will make every effort reasonably possible to ensure Internet Access to all students and staff.