

**Hoopeston Area C.U.S.D. #11**  
**Remote Learning Plan and Contract**



**Definition of Remote Learning:**

Students do not attend school in-person, but are required to complete all course work through online learning. Students will be required to complete all assignments. All assignments must be completed and submitted; grades will be issued. Remote learning will reflect the same content as in-person learning, instruction, and assessment.

Families choosing remote learning will be required to watch videos to learn about all of the platforms being used for online learning. Parents/Guardians and students will also be required to sign a remote learning contract.

**Opt Out:**

If a student chooses remote learning the student must remain a remote learner until the end of the quarter. At the end of the quarter, the student may choose to return to in-person learning.

**Remote Learning Begin Date:**

August 20, 2020

**Technology:**

Students will take home a district issued Chromebook. Kajeet hotspots will be issued to students without wifi at home. Hotspots will only run school issued Chromebooks. They cannot be used for any other device.

**Student Attendance:**

Student attendance will be based on a weekly attendance question posted to Google Classroom from the office of the student's school. This will be a separate Google Classroom from what the student's teachers use. This question will be posted to the Classroom on Monday and needs answered by Friday of that same week in order for the student to be considered present. This Google Classroom may also be used to post important announcements for remote learners and their families.

**Grading:**

Work will not be minimal for remote learning. Students will be held to the same expectation as in-person students. All assignments and assessments will be graded. Assessments will be scheduled between the student and the teacher.

**Learning Platforms:**

Google Classroom will be used by all teachers for remote learning. To create consistency for students across the district, teachers will post materials and assignments to the Classwork tab on Google Classroom. Training videos will be provided for all parents/guardians. Links to videos to help parents utilize Google Classroom are below:

[Google Classroom for Students and Parents](#)

Teachers may choose any district supported method of recording lessons, lectures, or videos to be uploaded to Youtube and shared on Google Classroom. Training will be provided on all district approved platforms for teachers.

Class Dojo will be used to communicate with K-8 parents. Links to videos to help parents utilize Class Dojo are below:

[Set-Up](#)

[Student Portfolios](#)

[Messaging](#)

InformationNOW is our primary grading platform; it is your student's official gradebook. 6-12th grade teachers will post all grades and assignments to InformationNOW; PreK-5th grade teachers will communicate grade updates at the end of grading periods. Parents and students will be responsible for checking for assignment completion on InformationNOW. If you need help logging in please contact your student's school office. A quick link to InformationNOW can be found at the bottom of the district website.

Information on how to utilize InformationNow can be found below:

[Accessing Parent Portal \(Grades 6-12\)](#)

**Students with IEP or 504 Plans:**

Students who receive special education services and/or educational accommodations will receive additional guidance for completing activities from the Special Education department.

**Mental Health and Wellness:**

Resources are available to assist your student with mental health needs. This ranges from direct support from our school counselors, social workers, and psychologists as well as linking your child with community resources if needed. Please contact the school if you seek these resources.

**Paper Packets:**

Remote learning, regardless of how students complete work, will reflect in-person learning. Students will need access to the internet for instructional purposes, for example, to view video presentations from teachers. Having said this, paper copies of assignments can be printed off at the student's request; please contact your child's teacher to make an appointment to pick up paper copies.

**Technology Support:**

Any technology issues should be sent to the office of your student's school.

Hoopeston Area High School: 217-283-6661

Hoopeston Area Middle School: 217-283-6664

John Greer Elementary: 217-283-6667

Maple Elementary: 217-283-6665

**Lunch Distribution**

Lunches will be provided to remote learners by the district. Please contact your child's school to find out the locations and dates for lunch pickup.

**Expectations of all Stakeholders:**

## Teachers:

- Utilize Google Classroom to post all lessons, instructional materials, and learning activities.
- Each teacher will remain accessible via their email, Class Dojo (grade school), and Google Classroom, via appointments during remote learning hours (1:30-3:30pm M-F).
- Should ensure that the remote instruction mirrors what is being done in-person. All district curriculum should be followed as closely as possible.
- Meet with students on a one-to-one basis through Google Meets as needed.
- Contact parents/guardians if a student begins to fall behind.
- Post all assignments, videos, and instructional materials once per week and give students the week to get them completed.
- Special education teachers will support teachers by differentiating and modifying assignments for students with IEPs.
- Special education teachers must meet the requirements set forth by the student's IEPs/remote learning plans.

## Administrators:

- Ensure that teachers are following the district curriculum.
- Review expectations for remote learning with all staff members at the beginning of the year.
- Ensure that teachers are contacting parents/guardians.
- Direct parents to the district training video on how to use platforms for remote learning.
- Facilitate a Q&A session for technology needs with parents (if needed).
- Ensures support staff are assisting where needed.
- Post a weekly attendance question for remote learners to a remote learning Google Classroom.
- Field technology related issues/concerns.

## Parents:

- Ensure that students are checking Google Classroom and/or email on a daily basis.
- Find a quiet place with limited distractions for students to complete lessons and assignments.
- Ensure that students follow all policies set forth by the Board of Education and the below Remote Learning Contract.
- (Grade School) regularly check Class Dojo for updates and announcements.
- (MS/HS) check INOW on a regular basis to keep track of student grades and assignment completion.

- Reach out to teachers with questions/concerns about any assignments during scheduled remote learning hours.
- If your questions are not answered with the classroom teacher, contact building administration.

Students:

- Check Google Classroom and/or school-issued email accounts on a daily basis.
- Use school-issued Chromebook to complete all remote learning work.
- Complete all work upon deadlines given by classroom teachers.
- Reach out to teachers with questions/concerns about any assignments during scheduled remote learning hours.
- Access technology help when needed.
- Follow all policies set forth by the Board of Education and the below Remote Learning Contract.

Support Staff:

- Under the direction of the general education teacher, proctor assessments to remote learners.
- Assist in supporting the special education and general education staff in meeting student needs.

## Hoopeston Area C.U.S.D. #11 Remote Learning Contract

By checking the first box and signing below, the student and the student's parent or guardian acknowledges and agrees to the terms of use and expectations set forth above. Additionally, the student and the student's parent or guardian agree that the student's use of the Electronic Device is a privilege and acknowledge the student's responsibility to protect and safeguard the Electronic Device and to return the same in good condition and repair.

\_\_\_\_ I agree to the stipulations and expectations set forth in the above document.

\_\_\_\_ I certify that we do not have access to wireless internet and would like to utilize a District-owned Kajeet hotspot provided by Hoopeston Area School District.

Student's School Building:

- Maple
- John Greer
- HAMS
- HAHS

---

Student Name (**Please Print**)

Grade Level

---

Student Signature

Date

---

Parent/Guardian Name (**Please Print**)

---

Parent/Guardian Name Signature

Date

OFFICE USE: Chromebook Device Return Date: \_\_\_\_\_