



Park Forest-Chicago Heights SD 163

2020 - 2021



Reopening E-Learning Plan for Parents

Excellence • Equity • Engagement



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Park Forest - Chicago Heights School District #163
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Park Forest – Chicago Heights School District 163

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Caletha White Ed. D.
Superintendent

July 28, 2020

Dear Parents,

I hope you and your families are safe and well. The District 163 team has been engaged in reviewing, researching and planning for the transition to reopening schools for the 2020-21 school year. Our planning process has included the Board of Education, administrators, staff, parents and community members. During the planning process, the health and safety of our students, staff and community remained our top priority. Our conversations were facilitated through close review of the Illinois State Board of Education (ISBE) and Illinois Department of Public Health (IDPH) guidelines.

The following pages summarize the plan for District 163 Remote Reopening of our schools. Please use the information in this guide to prepare for returning to school through a virtual e-learning environment for the first quarter through October, 2020. The health and safety of our school community will continue to be the catalyst for our learning models. As Governor Pritzker provides leadership for Illinois we will respond to the guidance and monitor the science to plan throughout the year. Our 1st Quarter E-Learning Plan will provide standards based, engaging lessons and activities facilitated by our staff and through on-line blended learning programs. If you have questions about the attached eLearning Plan, please email FAQ163@sd163.com.

We are looking forward to the 2020-21 school year and the reopening of our schools. Please reply to the emailed survey by Saturday, August 1st to let us know if your child requires a technology device for eLearning. Thank you for your partnership throughout our planning process! Our priorities continue to focus on excellence in education, equity in services, and engagement in meaningful teaching and learning experiences.

Stay safe and well!

Sincerely,

Dr. Caletha White
Superintendent of Schools

21st Century Preparatory Center
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Park Forest, IL 60466
(708) 668-9490
Fax (708) 747-0261

Algonquin Primary Center
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Park Forest, IL 60466
(708) 668-9200
Fax (708) 503-2267

**Barack Obama School of
Leadership and Stem**
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Chicago Heights, IL 60411
(708) 668-9100
Fax (708) 283-2358

Blackhawk Intermediate Center
130 Blackhawk Drive
Park Forest, IL 60466
(708) 668-9500
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Mohawk Intermediate Center
301 Mohawk
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**Michelle Obama School of
Technology and the Arts**
530 Lakewood
Park Forest, IL 60466
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“Continuing to Build Positive and Effective Learning Communities”

Mission

Park Forest-Chicago Heights School District 163 is committed to meeting the needs of our diverse student body and to promoting high educational standards by:

Differentiating instruction
Nurturing active, strategic and high-level thinking skills
Inspiring a love of lifelong learners

Introduction

In alignment with the guidance from the Illinois State Board of Education (ISBE) and our state approved e-learning plans, the following framework will support our instructional programming for the first quarter of the 2020-21 school year.

We will continue to ensure that students feel safe and healthy while providing routines and structure that support their mental, emotional and educational needs. Therefore, our goals for e-learning are to:

- Provide students with continuous learning opportunities that reinforce critical grade level standards
- Provide routines and structures to help students and families stay engaged and connected
- Support social and emotional needs of our students



E-Learning Overview

The Illinois State Board of Education and Illinois Department of Public Health released transition joint guidance on June 23, 2020 with recommendations for transitioning to the 2020-21 school year while meeting the needs of our staff, students and families. The following chart details the options for reopening schools for the 2020-2021 school year.

			District 163
	Modified In-Person	Hybrid/Blended Learning	E-Learning
Mode of Learning	Digital and non-digital	Digital and non-digital	Digital instruction
Engagement/ Attendance	8:15 a.m. – 3:00 p.m. Daily attendance taken and documented	8:15 a.m. – 3:00 p.m. 50% of the student population attends school 2 days/week and the other 50% of the student population attends school the other 2 days/week. 1 day is at home learning for all students. Daily attendance taken and documented.	8:15 a.m. – 3:00 p.m. Virtual instruction throughout the school day. Daily attendance taken and documented.
Hours on digital platform	Five hours per day of instruction or schoolwork	Five hours per day of instruction or schoolwork	Five hours per day of instruction or schoolwork
Grades	Traditional grading practices	Traditional grading practices	Traditional grading practices

E-Learning Commitments	
<ul style="list-style-type: none"> Provide e-learning instruction to all students that reinforce critical grade level standards. Ensure all educators are virtually available and engage with their students. Support the continued development of educators to meet the demands of e-learning. 	<ul style="list-style-type: none"> Ensure that the unique needs are addressed for students in special education populations. Monitor and track student engagement. Maintain established structures to facilitate staff collaboration, planning and development regarding the implementation of e-learning plans and long-term planning.



Park Forest-Chicago Heights School District 163 Reopening Plan

Our plans for reopening schools have been developed through extensive researching and Task Force teams focused on providing continued learning opportunities in safe environments with the goal of minimizing the spread of COVID-19. The Illinois State Board of Education (ISBE) and Illinois Department of Public Health (IDPH) *Starting the 2020-21 School Year: Part 3 Transition Joint Guidance* issued on June 23, 2020 provides the foundation for the District 163 plan.

The District 163 Reopening Plan is based on the comprehensive work of 40 stakeholders serving on six Task Force Teams, the guidance of the Illinois State Board of Education, Illinois Department of Public Health (IDPH) guidance, Governor Pritzker’s Restore Illinois Plan and the responses from parent and staff Thought Exchange communications and surveys. The Task Force began on June 8, 2020 and continued through our summer transition period as we prepared for the 2020-21 school year and the July Board of Education Meeting.

Through study of guidance and planning for an environment which prioritizes the wellness of each student, it was clear to our teams that school would look different than it ever has in the past, in essence reimagining schools.

Reimagined Instructional Models Pre-Kindergarten through 8th Grade

eLearning Model: learning occurs at home; students will use technology to attend daily classes

Monday	Tuesday	Wednesday	Thursday	Friday
Teacher facilitated eLearning at home	Teacher facilitated eLearning at home	Teacher facilitated eLearning at home	Teacher facilitated eLearning at home	eLearning at home via blended learning programs, recorded lessons, conferencing and teacher facilitated groups

Continued focus on excellence, equity and engagement.

Excellence	Equity	Engagement
High quality, standards-based teacher facilitated instruction	One-to-one technology assigned to each student PK – 8	Meaningful application of learning experiences
Differentiated learning plans through blended learning programs	Access to resources, links and assignments for all families	Opportunity for small group instruction
Daily social emotional learning lessons	Scheduling priority for families and intensive services	Single communication platform to engage all learners

**students requiring intensive individualized education services and supports will be contacted for specialized schedules for modified in-person learning*

What will learning look like in the reimagined environment?

Instructional Program

- Students will receive 5 days of instruction/schoolwork from 8:15 a.m. to 3:00 p.m.
- Daily attendance required with 5 hours of daily instruction/student engagement
- Traditional grading will be utilized for all students
- Daily Social-Emotional Learning lessons for all students
- All students will participate in small group intervention to address learning loss
- District communication platform for all schools (Schoology)
- All students will receive one-to-one technology at kindergarten through eighth grade
 - Kindergarten-2nd grade: iPad
 - 3rd-8th grade: Chromebook
 - Pre-Kindergarten families will receive an iPad

Health and Wellness Protocols for On-Site Staff and Specialized Groups of Students

- Face coverings required except when eating, drinking or medical exclusions
- Daily symptom screening and temperature checks at school entry
 - Touch-free thermometers will be used
 - Bus monitors will check temperatures prior to students boarding buses
 - Contact tracing logs will be completed at each building entrance
- Hand sanitizer stations will be available throughout buildings
- Emergency response procedures aligned with IDPH will be implemented district-wide in cases of potential COVID-19 exposure
- Supplies and materials will not be shared
- All spaces arranged to meet IDPH social distancing guidelines as best as possible
- Visitors will be limited
 - Scheduled appointments
 - Student pick-up/drop off at curbside
- All field trips cancelled and all large gatherings (more than 50 people) suspended

Facilities and Operations Protocols for On-Site Staff and Specialized Groups of Students

- Designated entries identified at each school for symptom screening
- All individuals in a school building will be required to maintain social distancing; signage will be displayed
- Acrylic shields will be in place in offices and classrooms to maintain physical separation and protection
- Buses are limited to a maximum of 50 students; face coverings are required; seating will be assigned; buses will be cleaned between routes
- Breakfast and lunch will be served in the classroom for students served on-site
- Disposable products will be used during all on-site meal service
- Curbside meals will be available for daily pickup at each school
- Enhanced cleaning schedules for disinfecting throughout the day and deep cleaning on Friday
- Water fountains in all schools will be turned off, students will be allowed to bring water bottles and schools will have water available for students

Schools, Parents and Students in E-Learning

District Responsibilities	<ul style="list-style-type: none"> • Develop thoughtful, accessible e-learning plans using stakeholder input, when possible. • Support schools in planning and implementing e-learning plans. • Help schools identify needed resources in the community (academic, health, technology, social and emotional). • Communicate regularly to all stakeholders. • Develop a district wide social-emotional learning plan.
Principal Responsibilities	<ul style="list-style-type: none"> • Implement e-learning plans. • Communicate regularly with all stakeholders and caregivers. • Support teachers with planning and implementing e-learning plans. • Help caregivers develop skills necessary to support remote/blended learning and find needed resources in the community (academic, health, social). • Help families find needed resources in the community (academic, health, technology, social and emotional). • Develop a plan to check on students' well-being.
Teacher Responsibilities	<ul style="list-style-type: none"> • Be available between 8:15 a.m. and 3:00 p.m. to facilitate e-learning from the school building • All staff will conduct their work Monday-Thursday from the school. Friday will be the only work from home day. • Be available at scheduled times to answer student/caregiver questions. • Provide virtual instruction aligned to learning standards. • Provide timely feedback on student work. • Communicate regularly with all students and caregivers. Make sure to ask questions that will provide information as to a student's mental and physical well-being. • Conference with parents regarding student progress regularly. • Provide a range of meaningful learning opportunities that meet the needs of all learners. • Collaborate with principal and teachers to plan instruction and assess student achievement.
Student Responsibilities	<ul style="list-style-type: none"> • Check in with your teacher daily. • Review assigned work. • Log into classes at scheduled times: 8:15 a.m. – 3:00 p.m. • Complete your assigned work and assessments by the due date. • Ask clarifying questions when you need help and communicate if you are struggling emotionally, physically or academically. • Follow the school rules in all of your computer interactions and handling of technology. • Be respectful to yourself, teachers and peers.

<p>Parent/Caregiver/Family Responsibilities</p>	<ul style="list-style-type: none"> • Review work assigned to the student. • Reserve a space for students to complete e-learning work between 8:15 – 3:00 p.m. • Encourage students to get enough sleep. • Set sensible time limits for technology use. • Talk to students about their work every day. • Help students establish and follow regular daily routines.
<p>Student Support Staff, Teacher Assistants and Interventionists</p>	<ul style="list-style-type: none"> • Be available between 8:15 a.m. and 3:00 p.m. to facilitate e-learning from the school building • All staff will conduct their work Monday-Thursday from the school. Friday will be the only work from home day. • Conduct regular wellness checks via phone and in-person, when possible, on teacher identified groups of disengaged students. • Form support groups to encourage social interactions for students struggling with the change in learning environment. • Uphold your duties as a mandated reporter, even when working remotely. • Form parent support groups to help caregivers navigate remote and blended learning expectations, technological challenges, employment challenges, etc. • Provide academic and emotional support to students before, during and after class sessions. • Assist classroom teachers with relevant educational duties (attendance, organization, small/large group instruction, etc.) • Participate in virtual/remote classrooms to better assist students during class times or online availability. • Collaborate with classroom teacher(s) on content and delivery systems.

Attendance, Grading, Routines and Structures

Attendance

School District 163 will expect daily attendance and engagement of all students. Any absences from an e-learning day should be reported to the Attendance Hotline daily.

21st Century:	708-668-9450
Algonquin:	708-668-9250
Barack Obama:	708-668-9150
Blackhawk:	708-668-9550
Mohawk:	708-668-9350
Michelle Obama:	708-668-9650

Grading

The following grading procedures will be utilized for all learning environments including during e-learning.

	2020/21 SY
Participation	20%
Work completion/classwork	25%
Tests/quizzes	35%
Homework	10%
Blended Learning Programs	10%

Routines and Structures

Educators will provide instruction during their instructional day from 8:15 a.m. – 3:00 p.m. Students will follow schedules similar to an in-person schedule with a 35-minute lunch and 40-minute specials built into their e-learning day on Monday – Thursday. Friday schedules will be altered slightly to accommodate teacher professional development/planning minutes. The Friday schedule may include:

- ❖ Streaming live lessons, activities, modeling, discussions or video chats
- ❖ Providing “virtual office hours” by being available to students virtually to answer questions, engage in discussion and offer general academic support
- ❖ Student/Teacher/Caregiver conference
- ❖ Small group lessons
- ❖ Blending learning programs

Professional Development/Resources for Families

In order to ensure that families have adequate resources to support their children with e-learning at home, the following resources will be in place:

- ❖ **Back to School Fair:** Supplies and backpacks will be distributed to families during a drive-up fair on August 15th. These supplies will support at-home organizational routines and provide supplies to complete assignments at home.
- ❖ **Technology Pick-Up:** All K-8th grade students will be provided with a technology device. Pick-up at the individual campuses will take place throughout the week of August 17-20th. This will ensure that families have their technology devices before the first e-learning day on Friday, August 21st. Families have the option to utilize their own technology device as well.
- ❖ **Technology Help Desk:** A technology help desk will be available for families from Monday-Friday from 8:15-3:00 p.m.

Technology Device Help	(708) 668 - 9406
Technology Program Support	(708) 668 - 9448
Skyward Help	(708) 668 - 9485

- ❖ **Internet Access:** Internet access is critical for all students to be successful during e-learning days. It is the intent of the school district to identify any family without internet access and to work toward providing resources to support individual needs. Please contact your school Principal if you require assistance with internet access.
- ❖ **Professional Development:** Parent education activities will be provided for families in order to best support the needs of their children. Dates for parent professional learning will be provided. The following topics will be covered to support parents with the e-learning process.
 - Schoology
 - Google Classroom
 - Technology Resources to support at-home learning
 - Community Resources to support at-home learning
 - Using blended learning platforms for primary students
 - Using blended learning platforms for middle school students
 - Managing Zoom meetings in your home
- ❖ **Professional development** will be provided for teachers to support implementation of blended learning programs, virtual lessons and engagement with families.

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E-learning Guidelines



Steps For Families When Accessing E-Learning Information

STEP 1

On e-learning days, all families will access assignments, video resources, live-video calls, and blended learning programs via the Schoology platform.



STEP 2

Parents/caregivers should review the assignments detailed on the Schoology platform. This platform will also detail when to join the virtual classroom for live lessons.



STEP 3

Parents should read over the daily activities with your child. Plan out your day to ensure your child can contact the teacher if support is needed. Remember, your child should participate in the daily activities detailed by their teacher.



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E-Learning Guidelines



Steps For Families When Accessing E-Learning Information

STEP 4

Many families have indicated that they have technology and internet in their homes. For families that do not have internet service, please indicate this on your registration forms and communication to your child's school principal. The school district is working diligently to provide supports for families. Additionally, all K-8th grade students will have access to a technology device for at-home use.



STEP 5

Remember that all student communication from your child's teacher will be posted on Schoology. *If your account is not set-up please communicate with your child's teacher via email or by phone. Professional Development for parents will be offered to support this new technology platform prior to the first day of school.



STEP 6

Teachers will take daily attendance. Parents are reminded to report all absences to the Attendance Hotline at your child's school. Missing assignments will be posted on Schoology along with resources and links for blended learning.



[Thank You For Your Collaboration](#)

Thank you to each of our Task Force Members for your commitment to Reopening District 163 Schools. Our Task Force Teams included:

Operations & Facilities to focus on transportation services, nutrition services, maintenance protocols, building entry plans, signage, building supplies, equipment and services.

Health and Wellness to focus on proactively preparing staff and students to prevent the spread of COVID-19 through social distancing, personal protective equipment, symptom screening, hygiene, cleaning and disinfecting, emergency response procedures. Also, the planning of mental and emotional well-being services.

Instructional Program to focus on access to high quality hybrid and eLearning instructional practices through the use of technology, innovative scheduling and safe learning environments. The importance of assessing student skills, standards based education, daily social-emotional learning and professional learning for staff were key considerations.

Human Resources to focus on recruitment and training of staff, changes in staff health and safety procedures, professional development, Collective Bargaining Agreement implications and protocols.

Communications and Oversight focused on policies and governance, school oversight, frequent community messaging, communication with the Board of Education, maximize District resources.

Community Task Force was a collaboration of stakeholders to provide ideas, thoughts and reflections on the District Reopening plans.

We are committed to a quality educational program for your child. While we are currently in Governor Pritzker's Phase 4 Restore Illinois Plan, we know that it will be important for us to consistently monitor guidance from the Illinois Department of Public Health in the event we are required to make immediate changes in response to Illinois COVID-19 positivity rates. We will stay connected through close communication as we plan for the remainder of the school year. We are confident that our learning environments will reflect the priorities of safety, excellence, equity and engagement as we return to school.

Administrative Team Contact Information

Dr. Caletha White, Superintendent: (708) 668-9427

Dr. Ericka Patterson, Associate Superintendent of Human Resources: (708) 668-9408

Dr. Regina Nottke, Assistant Superintendent of Student Services: (708) 668-9403

Mr. David Ricker, Chief School Business Official: (708) 668-9402

Dr. Erika Johnson, Director of Instructional Services and Grants: (708) 668-9404

21st Century Primary Center • Ms. Angela Starks, Principal: (708) 668-9490

Algonquin Pre-Kindergarten Center • Mrs. Lori Colbert, Principal: (708) 668-9201

Barack Obama School of Leadership and STEM • Dr. Khari Grant, Principal: (708) 668-9101

Mrs. Veneeta Phelps, Assistant Principal: (708) 668-9106

Mrs. Muriel McClam-Hollimon, Assistant Principal: (708) 668-9111

Blackhawk Primary Center • Dr. Felix Anderson, Principal: (708) 668-9502

Mohawk Primary Center • Mrs. Chrishawn Chinn, Principal: (708) 668-9300

Michelle Obama School of Technology and the Arts • Mrs. Kristin Foster, Principal: (708) 668-9603

Mr. TJ Lee, Assistant Principal: (708) 668-9606

District Climate and Culture Coordinator

Family Resources Phone Line • Dr. Stephanie Lloyd: (708) 668-9638



**Park Forest-Chicago Heights
School District 163**

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