



## Remote Learning 2020-2021

Updated August 18, 2020

Implementing starting August 24th for the District-wide Remote Learning Program until further notice.

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[sd113a.org](http://sd113a.org)

### **Remote Device and Materials Pick Up for ALL Buildings**

During the remote learning program, students will have access to District 113A materials including technology and curriculum resources. Throughout the program, remote learning pick up dates will be communicated so that materials, such as literature, can be organized and picked up based on student learning needs.

The times for the first remote learning pick up is scheduled for **Friday, August 21st** at all three school locations and parents/guardians will receive information from each school regarding exact pick up location and times.

*All students should attend materials pick up, even if you already received materials because you were previously assigned to remote learning as additional supplies will be provided.*

Please review the following information regarding the Remote Learning Program for Lemont-Bromberek School District 113A. Building principals will be following up and providing specific school information regarding the implementation of the program.

## Remote Learning Plan

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## **Remote Learning Commitments**

The following plan will be implemented when the district is closed for in-person learning for all students. Students will receive daily instruction electronically while not physically present in schools.

A focal point of the implementation of remote learning is to maintain high-quality instruction while providing collaborative opportunities amongst students and staff to promote active participation, target instruction, feedback, and empower independence in student learning. The remote learning model schedule allows for embedded student services support and social-emotional learning experiences that promote a classroom community. We know that some students and families may have difficulty with attending and scheduling - we will work with you. Please reach out to your child's principal and teacher with any questions.

Students will be assigned to a classroom teacher as if they were returning to in person instruction. Rostering students to a classroom schedule will allow for continuity of instruction and an easier transition when returning to in-person learning.

Remote Learning from the student perspective is outlined below. Students will

- follow a daily schedule that closely resembles the school day.
- have synchronous virtual sessions and asynchronous instruction throughout the day.
- continue to have access to a district-issued device, digital tools, and needed materials.
- continue to receive individual feedback from teachers and grades will be given.
- participate in specials and physical education sessions throughout the week.
- receive a weekly schedule that outlines the class schedule and individual meeting times.

### **Full Time Remote Learning Length of Day**

- 5 hours of student learning time for grades 1-8
- 2.5 hours for Early Childhood/Kindergarten (am or pm)

### **Format**

- Learning at home that will consist of both synchronous and asynchronous activities including interacting with students and teachers via live Google Meets/Zoom and completing recorded lessons and assignments through online tools such as SeeSaw, Google Meets, Zoom and various digital subscriptions.
  - **Asynchronous Learning time-** Self paced learning through recorded videos and other teachers provided resources. Students will utilize this time to work on assignments independently.
  - **Synchronous Learning-** Real-time and live interactive instruction. (Face to face but through a digital platform.)

## **Remote Learning Commitments**

### **Staffing**

- Students are assigned to a District 113A teacher(s) that will teach and facilitate in a remote learning environment from District 113A schools. Unless there are extenuating circumstances, teachers will be working from their schools and classrooms each day.

### **Curriculum**

- Implementation of District 113A grade level curriculum.
- PK-5 will focus on ELA/Math and the daily schedule will offer specials for students. Science and Social Studies will be integrated for K-2 students into the literacy instruction. Science and Social Studies learning will occur throughout the week for grades 3-5.
- 6-8 will focus on advisory, four core contents and PE or Encore in the daily schedule.
- Social-emotional learning will be adapted for the remote learning environment.
- Core curricular materials (books, etc.) will be provided for students to utilize remotely and distributed to families during material pick-up days that will occur throughout the remote learning program implementation.

### **Lunch/Recess**

- Lunch and recess breaks will need to occur at home.
- Students that qualify for free/reduced lunch will have the option to pick up meals from schools on a weekly basis.

### **Grading/Feedback**

- Student work will be assessed and graded.
- Conferences will be virtual.

### **Student Services**

- D113A will work with students and families to ensure appropriate learning opportunities for students with specific learning needs (e.g. students with IEPs or English language learners).
- When appropriate, accommodations will be provided and/or modifications may be made by teachers or case managers consistent with the student's IEP goals and identified needs.
- Parents of students with an IEP will discuss their child's personal remote learning goals with their case manager prior to school opening.
- The Director of Student Services and Case Managers will work with families for any needed modifications to IEPs/504s for the remote learning environment.
- Related service providers will review student needs and determine options for providing related service support.

## **Remote Learning Commitments**

### **Student Services continued**

- Meetings will continue to be held virtually to the greatest extent possible; however, if the parent is not able to participate or is not agreeable, the meeting will be scheduled at another time that is mutually agreeable.
- Interventionists will work with the school/classroom schedule, teachers, and families to host regularly scheduled synchronous sessions to continue the targeted work of the tiered literacy or math intervention.
- EL Teachers will continue to support differentiation and modifications as needed. EL Teachers will work with the teacher and parent/guardian to schedule synchronous Google Meet/Zoom sessions according to grade level and English language proficiency levels.

### **Attendance**

- The same process will be followed as if your child was participating in in-person learning, if your child is sick, please contact the attendance line at 630-257-2286. The office will ask specific information about your child's absence. Please be sure to specify the reason your child is absent and if ill, give as much information as possible.
  - At K-5, teachers will take attendance for the day during the first morning meeting.
  - At 6-8, teachers will take attendance during morning advisory and will monitor attendance and student participation in classroom activities and meetings.
  - In the event that a student is consistently absent or not participating in multiple meetings, parents/guardians will be notified.

### **Homework**

- Asynchronous work time is provided and expected for students to engage in learning throughout the day. The expectation is that students also complete independent tasks/activities assigned by the classroom teacher. Therefore, no major additional assignments will be required for students to complete as traditional homework would occur outside the school day. Students may complete asynchronous work on their own time, including after school hours that best meet the needs of their schedule.

## K-5 Remote Learning Schedule

The following schedules are samples. Specific schedules will be provided by the teacher. All K-5 students will have a whole-class morning meeting held via Google Meets/Zoom each day. Teachers will use this time to review the previous week of learning and set expectations for the upcoming week while also building classroom community through social-emotional lessons and activities. Students will participate in both live whole class instruction and small group instruction daily.

Sample K-5 Schedule			
Time	Topic	Participants	Delivery Model
<b>8:35-8:50</b> 15 Min.	Morning Meeting & SEL	Whole Class	Virtual Meeting Teacher and student participation and interaction
<b>8:50-9:25</b> 35 Min.	ELA Direct Instruction ( <i>word study, phonics, reading, or writing lesson</i> )	Whole Class	Virtual Meeting Teacher Driven K-2 ELA w/Science/SS Topics Integrated
<b>9:30-11:30</b> 20 Min. Small Groups	ELA Small Groups	Small group reading, writing, word study instruction	Virtual Meetings in small group Teacher and student participation and interaction 9:30-9:50 Group A1 9:50-10:10 Group A2 10:10-10:30 Group B1 10:30-10:50 Group B2 10:50-11:10 Group C1 11:10- 11:30 Group C2 *When students are not meeting with the teacher, they will be working on asynchronous learning activities independently.
<b>11:30-12:20</b> 50 Min.	50 min lunch & recess		
<b>12:20- 12:50</b> 30 Min.	Specials (PE, Art, or Music)	Whole Class	Virtual Meeting
<b>12:50-1:20</b> 30 Min.	Math Direct Instruction	Whole Class	Virtual Meeting Teacher driven lesson
<b>1:20- 2:30</b> 20 Min. Small Groups	Math Small Groups	Small group instruction	Teacher and student participation and interaction 1:30-1:50 Group A 1:50- 2:10 Group B 2:10-2:30 Group C *When students are not meeting with the teacher, they will be working on asynchronous learning activities independently.
<b>2:30-3:00</b> 30 Min.	K-2 Literacy  3-5 Science/SS	Whole Class, Independent	Independent Asynchronous Lesson Flexible Synchronous Lessons as driven by the teacher Videos/Activities
<b>3:10-3:30</b> 20 Min.	End of Day Check-in	Whole Class	Teacher created schedule

## 6-8 Remote Learning Schedule

Middle School will follow the daily class schedule. Students will sign-in to a whole-class Zoom or Google Meet at the beginning of each day for advisory to incorporate daily updates, resource and information sharing and building classroom community. Attendance will be taken during each class period. Teachers will host a synchronous session to provide direct instruction and within each period teachers may facilitate small groups, or support independent tasks.

### Instructional Model at 6-8

#### Monday:

Students will follow the traditional Old Quarry Middle School schedule on Monday for whole group explicit instruction provided by the teacher. The class periods will mirror the same time as in person instruction and students will follow their daily schedule remotely.

#### Tuesday- Friday:

Students will follow a block schedule to allow for explicit instruction from the teacher that is delivered in whole group instruction and students will have time to interact and engage in learning activities. Teachers will also provide instruction to students in smaller group settings during the block period. Each day, students will participate in either PE or an Encore class depending on their individual student schedule. The student's Encore assignment will rotate subjects after 7 weeks.

Sample 6th Grade Schedule					
Monday		Red Day (Tuesday/Thursday)		Black Day (Wednesday/Friday)	
Time	Topic	Time	Topic	Time	Topic
7:45 - 8:00	Morning Advisory	7:45 - 8:00	Morning Advisory	7:45 - 8:00	Morning Advisory
8:05 - 8:45	1st Period	8:10-9:40	Period 1	8:10-9:40	Period 2
8:55-9:35	2nd Period	9:50-11:20	Period 3	9:50-11:20	Period 5
9:45-10:25	3rd Period	11:30-12:00	Lunch	11:30-12:00	Lunch
10:35-11:15	4th Period	12:10-1:10	Period 6 PE/Encore	12:10-1:10	Period 7 PE/Encore
11:25-12:05	5th Period	1:20-2:00	Advisory	1:20-2:00	Advisory
12:15-12:55	6th Period	2:05 - 2:45	Teacher Office Hours and Asynchronous Activities	2:05 - 2:45	Teacher Office Hours and Asynchronous Activities
1:05 - 1:45	7th Period				
1:55-2:30	Advisory				



**Remote Learning  
Parent/Guardian Contact Information**

<b>Remote Learning Contact Information</b>	
<b>For questions about....</b>	<b>Contact</b>
<b>Attendance:</b> If your child is absent, please call 630-267-2286 to report the absence in the same way you would for in-person learning. Please be sure to specify the reason your child is absent and if ill, give as much information as possible.	The school secretary: 630-257-2286 Oakwood: Rachel Rhode x 1100 River Valley: Patti Senese x 2103 Old Quarry: Amanda Roth x 4100
<b>Student Management System:</b> The grade book is available in Skyward, along with student information, school contacts and schedule.	<b>Skyward Family:</b> Family access is available on the <a href="#">113A Skyward Portal</a> or you can download the Skyward app to your cellular phone. Watch this <a href="#">video</a> for directions! After downloading, please double check all contact information. We need to ensure that all families are being contacted via email, text, and voicemail. This will allow you to keep track of your students grades and attendance. *In order to receive text message updates, you must opt in by texting “Y” or “Yes” to 67587
<b>Technology Help Desk:</b> Complete the following form by clicking this <a href="#">link</a> between 8:30 a.m. - 3:30 p.m and a technology assistant will contact you.	<b>Tech Helpdesk Team:</b> If you cannot access the digital form, contact the technology answering service at 630-257-2286 x 8324 and leave a message with as much information as possible. Include your name, phone number, student name, grade, teacher, and describe your issue and a technology assistant will return your call.

<b>Roles &amp; Responsibilities of All Stakeholders in Remote Learning</b>	
<b>Role</b>	<b>Responsibilities</b>
<b>Student</b>	<ul style="list-style-type: none"> <li>• have a designated learning space and materials ready</li> <li>• make sure the devices are charged, powered on, and ready for use.</li> <li>• check-in each day and complete and submit assigned work by the due date</li> <li>• ask questions and seek additional help from the teacher when needed.</li> </ul>
<b>Parent/ Guardians</b>	<ul style="list-style-type: none"> <li>• Follow the same procedures for attendance as with in-person learning. Call the school office to report an absence on a particular day.</li> <li>• Ensure your child is ready to participate in school activities according to their building assigned remote learning schedule.</li> <li>• Ensure you can login to the parent portals of SeeSaw, Google Classroom, and Skyward.</li> <li>• Discuss progress with your student's assignment completion status.</li> <li>• Regularly monitor student's assignment completion and grades by logging into Google Classroom and Skyward.</li> <li>• Reserve a space for students to complete remote learning work at home.</li> <li>• Set sensible time limits for personal technology use.</li> <li>• Help students establish and follow regular daily routines.</li> <li>• Allow students to work independently. Do not feel the need to correct all their errors. Allow the learning process to take place.</li> <li>• Reach out to teachers with questions via email. In most cases, please allow for a 24- hour turnaround for replies to parent emails. Responses are not to be expected in the evening or over the weekend. Teachers will be readily available to work with students and answer questions Monday through Friday during typical school hours during remote learning.</li> <li>• Review remote learning behavior expectations with students regularly.</li> <li>• Inform students that it is illegal to record teachers' lessons or use pre-recorded lessons in any way other than their intended purposes.</li> </ul>
<b>Educators</b>	<ul style="list-style-type: none"> <li>• Teachers will post a weekly schedule, including scheduled meeting sessions.</li> <li>• Assignments will be posted in Seesaw or Google Classroom on a daily basis.</li> <li>• Teachers will connect with students both synchronously and asynchronously each day.</li> <li>• Teachers will follow a developed scope and sequence to ensure a guaranteed and viable curriculum. Differentiation will occur during small group support.</li> <li>• Teachers will collaborate with staff, students, and parents to see continuous improvement of virtual learning implementation.</li> <li>• Teachers will provide timely feedback to students on progress related to learning activities and assignments.</li> </ul>
<b>Administrators</b>	<ul style="list-style-type: none"> <li>• Building Administrators will schedule drop-in visits to morning meetings, mini-lessons and/or small group sessions.</li> <li>• Principals will continue to send the weekly Sunday newsletter to provide updates to families.</li> <li>• Building Administrators will coordinate important material and device pick-up and monitor the implementation of the remote learning program in their respective school.</li> </ul>

## **FAQ Regarding Remote Learning**

### **Where can I find information about the Remote Learning Plan?**

[The Remote Learning Program Plan](#) is intended to provide an initial overview of the program offerings in District 113A for remote learning.

### **Where will my student assignments be posted?**

**PK-5 SeeSaw:** SeeSaw is an online learning management system for students and teachers to provide comments and feedback on learning activities and submit assignments. Families will receive an invitation to have access to the platform to monitor student learning within the first week of school.

[SeeSaw Family App Tutorial](#)

**3rd- 8th Grade Google Classroom:** Google Classroom is an online portal where assignments are posted and students can submit their work.

[Google Classroom](#) for parents is a slideshow that walks users through the steps to accessing google classroom.

### **How will my students meet with their teacher/classmates?**

**Google Meet or Zoom:** Classrooms will be utilizing Google Meet or Zoom for live meetings depending on the needs of the class meeting. Students will receive their meeting codes via SeeSaw, parent emails and/or Google Classroom.

[Google Meet:](#) How to for parents

### **What if I miss a live meeting? Will I be able to make it up with the teacher?**

Miss one meeting? No problem. There is no requirement or opportunity for students to have a make-up meeting. However, because students/teachers will meet daily in whole group and small group, the students will get the instruction and information differentiated based on their needs. Office hours will be available daily for any updates or clarifications to a missed meeting. If students miss multiple meetings, parents/guardians will be notified to support student engagement and attendance.

### **I am a working parent that cannot provide support for my child to attend the scheduled live meetings daily, what should I do?**

The goal of the remote learning program is to allow students to work through activities, meetings, and assignments independently. Students will have lessons and content posted to their SeeSaw or Classroom page that will allow them to work independently at a more convenient time. Please reach out to your child's teacher/principal so that he/she can work with additional staff to provide your child with some individualized support in getting access to the classroom learning platform.

**Should I sit with my student for the live meeting?**

No, students should be independently engaging in the lesson and we encourage students to participate on their own. If you have any questions or need clarification/support, please reach out to the teacher during office hours.

Some adult supervision may be needed for our youngest learners as they become familiar with the login process. Once students are comfortable logging in independently, students should not need parent supervision to attend live meetings.

**How will I know if my child isn't completing their assignments?**

Skyward gradebooks will be updated regularly and incomplete assignments will be noted in the gradebook (3rd -8th grade). Teachers will be communicating with families if assignments are incomplete on a weekly basis.

**Will the live sessions be recorded?**

No, but students will still be able to participate in the content and activities for the lessons through the asynchronous or independent assignments and learning content that is posted.

**What if my child's teacher is absent?**

Depending on the circumstances, the classroom teacher will work with an internal staff member to provide coverage/instruction during the class period. Additionally, the classroom meetings may shift to asynchronous learning activities for the day. In the event that a teacher is absent for an extended period of time, a substitute teacher will be secured as needed.

**What do I need to know about the school issued Chromebook?**

[Chromebook Handbook](#) provides information regarding the District's Acceptable Use Policy and one to one learning program.

**What tips do you have for students/families engaging in the RL program?**

- Establish daily routines for engaging in the learning experiences.
- Identify a comfortable, quiet public space where you can work effectively.
- Do your best to meet timelines, commitments, and due dates by setting realistic schedules.
- Communicate proactively with your teachers if you cannot meet deadlines, require additional support, or experience a technology-related issue.
- Use good judgment and maintain proper online etiquette.
- Encourage periodic breaks from screen time (e.g. physical activity and/or exercise).
- Notify the school if there are any concerns about a student's social and emotional well-being.