

Remote Learning Plan for ESY

Students should be ready for ESY Remote Learning to begin on Wednesday, June 10, 2020. This guide is intended to provide information for students and families regarding the plan for Remote Learning ESY 2020.

Table of Contents

What is ESY?	1
ESY Schedule	1
ESY Site Supervisors.....	2
ESY instruction will consider:.....	2
Technology for Families	2
Technology Guidelines.....	2
Technology Training Videos and Parent Resources	2
Technology Acceptable Use Policy.....	2
Paper Copies.....	2
Remote Learning - Student Work per day	3
School Community Responsibilities for Remote Learning	3
Attendance	5

What is ESY?

Extended School Year, or ESY is a provision for a student with special needs to receive ESY instruction over summer break. The purpose is to prevent serious regression of previously learned skills that cannot be regained in a reasonable length of time with the intent being to maintain IEP goals and objectives, not to introduce new skills.

The IEP team determines eligibility for ESY services. The team must consider regression, recoupment and the severity of the disability. When considering regression and recoupment, the IEP team must have data to demonstrate that a student’s skills would significantly regress more than same age peers or that it would take significantly longer for the student to recoup the lost skills when compared to same age peers. The team should also consider the severity of the disability when deciding if a student is eligible for ESY.

ESY Schedule

ESY will be in session from **Wednesday, June 10th through Thursday, July 16th**. There will be no school on **Thursday, July 2nd** due to the holiday. All ESY activities will be **scheduled between the hours of 9:00 AM-11:30 AM** on ESY School Days.

ESY Site Supervisors

Current Preschool Students

Elizabeth Massaro
EMassaro@psd202.org
(815) 577-5591

Current K-5 & All Structured

Rec. Programs
Jason Stanley
jstanley@psd202.org
(815) 577-4192

Current Middle School, High School and PSTEP Students

Joe Schertz
jschertz@psd202.org
(815) 577-4272

ESY instruction will consider:

- Student need and present levels of performance
- IEP Goals and Objectives
- Kinds of accommodations/modifications/services that are provided
- Capacity of support in the remote learning environment
- Social-emotional response to the COVID-19 crisis
- Access to needed resources to participate in learning

Technology for Families

Staff will utilize computer-based programs, phone and video conferencing for instruction. ESY staff may request that your child be available at a specific time for these activities. Families, who do not have access to a computer for their child, may request a computer for ESY by completing the technology survey at http://www.psd202.org/page/esy_survey. Families who do not have internet may be eligible to receive free or reduced cost internet. This is not an advertisement or endorsement for any of the companies below and is intended to be a resource for families:

Comcast: The company is offering [Internet Essentials](#) as an affordable way for homes who receive public assistance to get online. The plan is available for about \$10 per month. In addition, they are increasing speeds for all customers in response to emergency measures associated with the coronavirus, and new customers receive two months free.

AT&T Access: The [AT&T Access program](#) offers basic internet service for low-income families. With speeds available up to 10 Mbps for around \$10.00 a month, it's a viable way to stay connected for basic web browsing. The program is limited to households who participate in the Supplemental Nutrition Assistance Program. Access is available for families with at least one family member who participates in the SNAP program.

Technology Guidelines

- All staff will use Google Classroom as the primary source of information for Remote Learning.
- Staff will use Google Classroom for links to assignments and other platforms used for instruction.
- All staff will use videoconferencing platforms recommended by the district such as Google Meet, Zoom for Education, or Skype.
- Confidentiality still applies for these services, and no one will be permitted to record the session.
- It is also important to use a secure internet connection rather than public Wi-Fi, if possible
- Remote learning requires us to take precautions to ensure we protect all students' personally identifying information.
- **Parents and students are not permitted to record instruction or meetings.**

- Do not share personal student information through a remote learning platform
- We cannot control or guarantee the confidentiality of sessions held on any remote electronic platform or application. District personnel cannot know or control who is listening or viewing the sessions in each household. If you have specific confidentiality concerns, please let us know.
- Alternate options for instruction or attendance at meeting will be provided for students who do not have access to or do not want their child to participate in video or phone conferencing

Technology Training Videos and Parent Resources

Since all ESY services will be provided through Remote Learning on Google Classroom, we recommend that all families view the Plainfield 202 Parent Google Training Video. The training link is:

https://youtu.be/1gTk_zG99oc

Additional Parent Resources can be found at: <http://www.psd202.org/page/elearning-parent-resources>

Technology Acceptable Use Policy

All families should read the District Acceptable Use Policy:

http://www.psd202.org/documents/1487789518_Acceptable_Use_of_Technology.PDF

Parents/Guardians, by allowing your child to participate in Remote Learning for ESY, you acknowledge the following:

- I have received, read, and understand the Acceptable Use of Technology Policy (AUP), and any implementing administrative procedures, handbooks, and guidelines.
- I agree to all terms of the AUP and related materials for myself and for my student
- I understand that it is my responsibility to make sure my student and I are acquainted with the AUP and related materials and keep up-to-date on any changes that may be implemented from time to time.
- I understand that my student is expected to comply with the AUP and related materials, that my student and I may not be notified immediately by the District of changes to the AUP and related materials, and that my or my student's ignorance of the AUP and related materials is not an excuse for a violation or other misconduct. I understand that my student may be disciplined (up to and including suspension and expulsion) and/or subject to other legal action for violations of the AUP and related materials.

Paper Copies

Parents/Guardians may request paper copies from your child's teacher or related service provider(s) if they do not have internet access. Paper copies will be made available for parent pick up on Wednesdays at the following locations:

Preschool: Plainfield South High School Door A

K-4 and Structured Rec: Plainfield North High School Door A

Middle School, High School, and PSTEP: Plainfield Central High School Door A

Remote Learning - Student Work per day

These guidelines suggest the minimum and maximum time students should be engaged each day in remote learning activities.

Grade Level	Minimum	Maximum
PreK	20 minutes/day	60 minutes/day
K	30 minutes/ day	90 minutes/day
1-2	45 minutes/day	90 minutes/day
3-5	60 minutes/day	120 minutes/day
6-8	60 minutes/day	120 minutes/day
9-12+	60 minutes/day	120 minutes/day

School Community Responsibilities for Remote Learning	
Site Supervisor Responsibilities	<ul style="list-style-type: none"> ● Check email daily and return emails within 24 hours ● Communicate with staff weekly ● Make paper copies of activities as needed and requested by parents
Student Responsibilities	<ul style="list-style-type: none"> ● Log in for daily attendance ● Daily work will be assigned between 9:00-11:30AM ● Review assigned work ● Complete your assigned work by the due date ● Participate in daily work including watching videos, participating in video/phone conferences ● Ask clarifying questions when you need help or don't understand ● Be respectful to yourself, teachers and peers ● Reach out with questions or concerns
Parent/Caregiver/ Family Responsibilities	<ul style="list-style-type: none"> ● Watch the Parent/Guardian Training Videos on the District Website ● Log-in with your child to Google Classroom and other platforms if used <ul style="list-style-type: none"> ○ Your child's teacher or case manager will have their Google username and password if your child does not know it ● Ensure that your child answers the attendance question daily ● Click on the Classwork Link to determine what the work is for the day ● Review work assigned to the student ● Remind your child how to best communicate with the teacher and, when appropriate, his/her peers ● Reserve a space for students to complete remote learning work ● If possible, it is important to be in a quiet space that is free of distractions (including cell phone or other devices) during remote learning ● Encourage students to get enough sleep ● Set sensible time limits for technology use ● Help students establish and follow regular daily routines

<p>Teacher Responsibilities</p>	<ul style="list-style-type: none"> ● Work hours 7:45AM – 11:45AM. Teachers do not have to be at their computer the whole time, however, they should check in frequently and be available as needed <p>Communication</p> <ul style="list-style-type: none"> ● Teachers will check email daily and return emails within 24 hours, on a school day ● Be available at scheduled times weekly to answer student/ caregiver questions ● Provide timely feedback on student work ● Communicate regularly with students <p>Instruction</p> <ul style="list-style-type: none"> ● Use Google Classroom as the primary platform for connecting students to learning and assignments ● Provide a range of meaningful engaging learning opportunities that meet the needs of all learners ● Provide daily assignments in each core subject area. Assignments can be student work completion or instruction such as a video or conference with the teacher ● Provide at least one weekly virtual meeting with students - individual, small group, or full class (Google Meet, Zoom) ● Provide at least one daily video lesson ● Preview anything shared with students to ensure it is school/age appropriate. ● Teachers will provide feedback, at least weekly, to students on assignments and follow-up with students who have not engaged in learning activities ● Coordinate with related service providers
<p>Related Service Provider Responsibility – Speech, OT, PT, Hearing, Vision, Social Work</p>	<ul style="list-style-type: none"> ● Work hours 7:45AM – 11:45AM. Teachers do not have to be at their computer the whole time, however, they should check in frequently and be available as needed <p>Communication</p> <ul style="list-style-type: none"> ● Related Service Providers will check email daily and return emails within 24 hours, on a school day ● Be available at scheduled times weekly to answer student/ caregiver questions ● Communicate regularly with students <p>Instruction</p> <ul style="list-style-type: none"> ● Use Google Classroom as the primary platform for connecting students to learning and assignments, as related to their IEP goals ● Provide a range of meaningful engaging learning opportunities that support student IEP goals ● Provide assignments for all students on their caseload. Assignments can be student work completion or instruction such as a video or conference with the teacher ● Provide at least one weekly virtual meeting with students - individual, small group, or full class (Google Meet, Zoom) ● Provide access to video lessons ● Preview anything shared with students to ensure it is school/age appropriate

Attendance

- Students are expected to log into Google Classroom daily and answer the attendance question.
- If students will not be attending class on a specific day, it is recommended that the parent inform the teacher and related service providers.
- If a student is going to miss an extended time during remote learning, the parent should contact the site supervisor.