



PLAINFIELD COMMUNITY CONSOLIDATED  
**SCHOOL DISTRICT 202**  
We prepare learners for the future.

**E-Learning / Remote Learning Plan**

PA 101-0643 requires that school districts “adopt a Remote and Blended Remote Learning Day Plan approved by the district superintendent.” Furthermore, the legislation stipulates that “Remote Learning Day or Blended Remote Learning Day may be met through a district's implementation of an e-learning program under Section 10-20.56.”

This updated Plainfield 202 E-Learning / Remote Learning Plan expands upon the previous plan with the objective of providing additional guidance and support for an extended period of school closure. The initial document had a public hearing and school board approval on July 20, 2020 and was verified by the Will County Regional Office of Education on August 24, 2020.

This document and our academic program will continue to be updated as PA 101-0643 requires that “The district superintendent shall periodically review and amend its Remote and Blended Remote Learning Day Plan, as needed, to ensure the plan meets the needs of all students.”

The E-Learning / Remote Learning Plan is posted on all school websites and the District Homepage.

## E-Learning / Remote Learning Plan

Plainfield 202's E-Learning plan includes learning activities during remote learning that may include, but are not limited to, in-person learning, the teacher delivering instruction via recorded video or synchronous (live) platform, remote small group work via breakout room or conference call, independent/flexible student work time, and virtual/telephone teacher-student check-ins. The learning activities are a combination of instruction and student work for each student that total at least five hours per day, with a recommendation for at least 2.5 hours per day of synchronous learning for students who have access to technology.

The plan was developed with guidance from the Illinois State Board of Education and the Council of Great City Schools. Parent, staff, and student surveys along with focus groups provided input that has informed and shaped the plan.

### Student Expectations

Daily attendance will be taken, parents should follow school procedures to report a student absence. Students will be given assignments/assessments and grades will be assigned.

- Login to complete your attendance by 9:00 am.
- Check your email daily for communication from teachers and staff
- Take advantage of the learning opportunities provided by teachers
- Be responsible
  - Check your Google Classroom daily for learning activities from your teachers
  - Check your teachers' online availability hours so you will know when it is easiest to connect with them
  - Email teachers with any questions you might have; please allow a response window of 24 hours.
  - Complete and submit your assignments by the assigned due date and time.
  - Produce and submit high-quality work to teachers
  - Be respectful to yourself, teachers and peers
  - Check your grades through HAC, know your progress, and keep up with your assignments
  - Be prepared to be successful when taking tests and other assessments
- Log-in to checkout by 3:00.
- All handbook rules remain in effect for remote learning.

### Student Online Platform Behavior Expectations

As we begin the school year in remote learning at Plainfield 202, we need to follow appropriate behavior when engaged in online platforms and our positive school climate must extend into remote learning.

Please adhere to the following expected student behaviors:

#### **Be respectful and school-appropriate at all times**

Be mindful that live lessons are 40-minutes or less, so students need to refrain from disrespectful or disruptive behavior in the virtual classroom.

**For students, whose behavior interrupts the learning environment, teachers reserve the right to mute and disable students' video, which will allow students to only listen to the lesson.**

Respectfulness also includes comments in Google Classroom and all other online platforms.

### **During a Zoom/Google Meet Class**

- Log on a few minutes before class starts.
- Your first and last name are to be used on Zoom/Google Meet.
- Mute your microphone, unless called on. Do not speak over the teacher or other classmates.
- Speak clearly into microphone, when called on.
- Use the raise hand feature and chat feature appropriately.
- Your phone should be kept in a place where it is not a distraction for you while you are in a Zoom/Google Meet class.
- Follow your classroom teachers' expectations.

Please be respectful, patient and empathetic to others as they learn and grow as remote learners.

### **Recording of class activities by anyone other than the teacher on Zoom/Google Meet is strictly prohibited**

- Neither the student nor parent may record, share, or alter the content of live class-related activities.
- Students may not record any live activity with other students when that activity is for the purpose of school-related work unless express permission is provided by a school official.
- In cases where a teacher does record a class lesson, he or she will make that recording available only to the students in the class. If the lesson recorded is a live presentation, with actual students, the recording will be discarded after three school days.
- This posting will happen through secure means. Any sharing of that recording by anyone other than a school official is prohibited.

### **Dress Appropriately**

If you would not wear something to school, you should not wear that item during a live lesson. Please follow the dress code outlined in all student handbooks.

### **Use Your Best Judgement!**

- Teacher will contact administration, after multiple attempts of contacting the parents as a way to resolve the student's misbehavior. If a student is violating Remote Learning rules and expectations, particularly those that involve more serious infractions such as, but not limited to:
  - Disrespectful behavior during Zoom Meetings, Google Classroom or any other online platforms connected to Remote Learning (e.g., intentional off-task, distracting behavior, inappropriate language)
  - Disrespect of students' privacy during Zoom meetings or comments made via Google Classroom
  - Continuous disruption, while the teacher is teaching.
  - Attempts to record Zoom meetings by parent or student

### **Disciplinary Consequences - We will follow the guidelines outlined in the student handbook**

- Options we are implementing and considering:
  - Problem solving meeting with teacher, student, parent, and Building Administration or other resources.

- Restorative Justice Practices such as assigning a behavior assignment or a reflection for student to complete (e.g., can involve social work staff, Zoom meeting to review the completed assignment with Dean or Building Administration, etc.)
- Parent conference to discuss matter via phone conference, skype or zoom with Building Administration or Dean of Student.
- The possibility for students to lose an opportunity to participate in Remote Learning for the day, which may result in a disciplinary suspension.

### **Parent Expectations**

Daily attendance will be taken for students, follow school procedures to report a student absence. Students will be given assignments/assessments and grades will be assigned.

- Each Monday with your student, check Google Classroom for each course with your student's log-in and password information.
- Each Thursday with your student, check your student's assignment completion status.
- Regularly monitor student's assignment completion and student grades by logging into Google Classroom and Home Access Center (HAC) with your student
- Reserve a space for students to complete remote learning work
- Encourage students to get enough sleep
- Set sensible time limits for personal technology use (i.e. social media, video games, etc.)
- Help students establish and follow regular daily routines
- Remind students how to best communicate with their teachers
- Ensure students check email daily
- Ensure students login to Google Classroom and other platforms if used
- Allow students to work independently, don't feel the need to correct all their errors. Allow the learning process to take place.

## Schedules

The typical student day will look like this:

- Preschool

<b>Sample Student Schedule Preschool AM</b>	
9:00-9:15	AM Attendance/Daily ZOOM (Circle or Story)
9:15-9:30	Pre-recorded video instruction (Circle or Story)
9:30-9:45	Literacy
9:45-10:00	Math
10:00-10:10	Social-Emotional
10:10-10:20	Science
10:20-10:30	Gross Motor
10:30-11:00	AM Check out Parent Contact/Follow Up

Due to differences in enrollments, staffing, student needs, technology, and programming, pre-school schedules may vary from school to school or grade level to grade level within a school building. Minutes dedicated to each subject (language arts, social studies, science, math, specials, etc) will not vary between schools.

<b>SAMPLE Early Childhood School Schedule LEAP/MN Students</b>	
Times	Monday through Friday
8:00-9:00	Staff Meeting Time
9:00-9:15	Attendance/Circle Time and Story Time
9:15-9:30	Literacy
9:30-9:40	Break
9:40-9:55	Math
9:55-10:10	Social Emotional Learning Time
10:10-10:40	Gross Motor
10:40-10:50	Break
10:50-11:50	1:1 Virtual Goal Work
11:50-12:50	Staff Lunch/Plan
12:50-3:00	Check Out and Virtual Office Hours
3:00-5:00	Administrator Office Hours

## Elementary

<b>Sample Student Schedule-2nd Grade</b>	
9:00 - 9:15	Attendance/Morning Message/SEL
9:15-9:45	Instruction - Math or ELA
9:45-10:00	Break
10:00-10:30	Small Group Zoom
10:30-11:00	Whole Class Zoom - Math or ELA
11:00-11:30	Science/Social Studies
11:30-12:00	Small Group Instruction
12:00-1:00	Lunch
1:00-1:15	PE/Art/Music
1:30-2:00	Open Office Hour

Due to differences in enrollments, staffing, student needs, technology, and programming, elementary schedules may vary from school to school or grade level to grade level within a school building. Minutes dedicated to each subject (language arts, social studies, science, math, specials, etc) will not vary between schools.

- Middle School

8am – 9am	Meeting time / Staff collaboration
9am-9:15am	Announcements/SEL
9:15am – 9:55am	1 <sup>st</sup> period
10:00am – 10:40am	2 <sup>nd</sup> period
10:45am – 11:25am	3 <sup>rd</sup> period
11:30am – 12:00pm	LUNCH
12:05am- 12:45pm	4 <sup>th</sup> period
12:50pm-1:30pm	5 <sup>th</sup> period
1:35pm-2:15pm	6 <sup>th</sup> period
2:15pm-3:00pm	Check out and Virtual Office Hours
3:00pm- 5:00pm	Administrator Office Hours
3:00pm – 9:00pm	Student Independent Work Time

- High School

8:00-8:45	Staff Meeting Time – Teacher Collaboration Time
8:45-9:00	Daily Message / SEL Attendance
9:00-9:40	1 <sup>st</sup> Period
9:40 - 9:45	Break
9:45-10:25	2 <sup>nd</sup> Period
10:25-10:30	Break
10:30-11:10	3 <sup>rd</sup> Period
11:10 - 11:15	Break
11:15-11:55	4 <sup>th</sup> Period
11:55-12:00	Break
12:00-12:40	5 <sup>th</sup> Period
12:40-12:45	Break
12:45-1:25	6 <sup>th</sup> Period
1:25-1:30	Break
1:30-2:10	7 <sup>th</sup> Period
2:10-3:00	Check Out – Teacher Office Hours
3:00 – 5:00	Administrator Office Hours
3:00-9:00	Student independent work time. This should not be more than 1.5 hours (Max 15 minutes per class excluding AP/dual credit courses).

- Students and Staff have lunch during normally scheduled lunch/study hall period .