



One team...all in.
We are 114.

D114 Remote Learning Plan

July 23, 2024 Update

Why Remote Learning?

Remote Learning is the use of technology to enable people to learn anytime and anywhere. D114 Remote Learning days will offer a blended learning environment for students. Remote Learning days will be used when school is closed due to inclement weather and other emergency closings. Utilizing Remote Learning for school cancellation allows staff and students to make-up the learning in real time instead of at the end of the year and avoids the need to add days to the calendar.

Teachers will create standards-aligned lessons with resources and the assignment will be available through Google classroom.

Students with identified special needs may be invited to participate in onsite learning depending on the complexity of their needs and the situation causing the closure; however, all families may choose remote learning only if that is their preference.

Role of Remote Learning at D114

Remote Learning will be utilized at D114 in the event of inclement weather and other emergency closings. Remote Learning days enable students and teachers to continue moving through their current curriculum without interruption.

Remote Learning Goals

The primary goal of Remote Learning is to maintain the momentum of learning and not create a need to make-up missed days of school. Remote Learning Days allow students to minimize the interruptions caused by inclement weather and other emergency closings and continue to progress through the curriculum.

Technology

STAFF - All D114 staff have laptops or comparable devices.

STUDENTS - D114 will provide Chromebooks to all K-8 students and access to learning tasks for PreK students learning remotely.

Programs are cloud based, providing uninterrupted access to students and teachers on and off campus through the use of their Chrome Device or at home devices. Apps are installed on all teacher and student devices, and web links are provided on the school websites.

Infrastructure

Internet Access

Parents/Guardians will be communicated with to determine home Internet access needs. Students who are identified as having no access will be provided with hot spots for access to the extent possible.

Technology Support - Online support is provided by the Technology Team via the Technology Support contacts listed on the Remote Learning web page. All support material is available on the D114 website and will be updated as needed.

Additional Support

Parents/Guardians can contact staff through Gmail.

LMS Platform Experience

STAFF - Staff are required to complete Google Classroom training to set up courses, and begin content development. Continuous training and support is provided as needed by the Technology Team via group training(s), during Early Release Collaborative Team Time, one on one appointments, and Institute Days.

STUDENTS - Grades K-8 have access to Google Classroom and their course content 24/7. Students should use Google Classroom during the traditional instructional day to complete assignments, homework, discussions, tests and quizzes as scheduled.

Instruction

There will be a maximum of five (5) hours of instruction per day, with a target of 2.5 hours of “live” interactions with teachers during the day at grades K-8. Students are expected to follow the grade level schedule provided in each “Week at a Glance” unless otherwise communicated by parents/guardians to staff. Students and staff will follow the Early Release schedule to structure the day.

Remote Learning Instructional Content

Remote Learning instruction will be a continuation of the curriculum and follows the weekly lesson plans submitted by the teacher. Remote Learning instruction follows the content standards and learning targets and is clearly communicated in the lesson description on Google Classroom.

Student/ Teacher Communication

For an extended shift to remote learning, teachers will share weekly plans and times for communication on the class Google Classroom Page, through emails to parents, or via Skyward communication.

Remote Learning Assignment Guidelines/Expectations

Specific instructional expectations include but are not limited to:

- Students will be expected to engage in 5 clock hours of instruction, broken into manageable chunks of time and maximizing synchronous (live) instruction/interaction with time for work, collaboration, and reflection.
- Instruction will focus on closing any learning gaps, targeting grade level standards, and providing support for students who need support and/or extension to ensure that **all** students meet grade level standards.
- Instruction may be live (synchronous), video (asynchronous), whole class, small group, individual, and/or independent work.
- Students will have a specific daily schedule to follow.
- Attendance will be taken daily to make sure all students engage. Support, outreach, and, if needed, truancy processes will be in place to follow up with any students who do not engage.
- Students will have access to Literacy and Math and may have access to all content areas.
- Students and families will receive feedback on student performance and engagement..
- All K-8th grade students will be provided a D114 Chromebook in order to complete work and use programs and tools that are core to the remote learning plan.
- Specific learning tasks and online access to teachers will be provided to all PreK students.
- Students and staff will follow the Early Release schedule to structure the day.
- All live lessons and work tasks will be recorded/posted in Google Classroom so families have flexibility when they complete work, knowing that many families will be balancing work and child care schedules.

Remote Learning Training

STAFF - Staff will receive continuous training on Remote Learning and online content development during Institute Days or available methods. Staff will be trained on how to effectively evaluate lessons and create content that when done in conjunction with all content areas will equal at least five (5) hours of engagement during a Remote Learning Day.

STUDENTS - Students will practice utilizing Google Classroom throughout the year. Students will demonstrate their ability to navigate to their Google Classroom courses via the school website(s) and access course content. Students submit a quiz or assignment for each class and practice downloading content to their device. Students will also be able to locate additional video tutorials, and the district Technology Team to utilize during Remote Learning days.

PARENTS - Families receive communication, updates, and support via the [Weekly Family Update](#) blog as well as through daily announcements. Parent resources, such as FAQs and tutorials, are posted on the district/school website. Communication through the District robocall/email system containing FAQs and Remote Learning information will also be sent to parents.

Attendance Verification

Formal attendance is taken and recorded in Skyward during the first class/period of each day. Attendance is taken informally during each class/period as well to monitor student engagement and access to instruction.

Students who cannot complete work during the regularly scheduled times will be marked absent but will not be penalized for not participating in live instruction; the District understands that learning on our schedule may not work with some of our families' needs and schedules.

Accommodation Support

All students who have accommodations for instruction will be provided with or have access to those accommodations, per their ILP/ IEP/504 plan. The District will also strive to provide any student with an IEP his/her direct minutes via virtual platform(s).

Stakeholder Communication

STUDENTS/FAMILIES - District robocall/email communication system will be sent to parents and staff the night prior to a Remote Learning Day.

STAFF - All staff will receive a District robocall/email communication system the night prior to a Remote Learning day.

District Administrator Responsibilities

District Administrators will forward all phone calls to a designated phone and answer from 7:00AM-3:00PM to assist faculty, staff, and continue daily operations.

- Support Staff and Parents via email/help line during school day.
 - Mrs. Heather Friziellie, D114 Superintendent - heather.friziellie@foxlake114.org - 847-973-4028
- The Technology Department will answer technology support calls and emails from Parents/Guardians, students, and staff.
- Continue daily job responsibilities and participate in scheduled ISBE Webinars, project webinars, phone conferences etc.
- Supervisor of Buildings and Grounds will continue job responsibilities.

Principal Responsibilities

Principals will forward all phone calls to a designated phone and answer from 7:00AM-3:00PM to assist faculty and staff.

- Principals will be available for staff via their District number and/or email.
 - Mr. Jeff Sefcik, Stanton School Principal jeff.sefcik@foxlake114.org - 847-973-4205
 - Mrs. Rachelle Peters, Stanton School Assistant Principal rachelle.peters@foxlake114.org - 847-973-4207
 - Mr. Matt Peters, Lotus School Principal matt.peters@foxlake114.org - 847-973-4105
 - Ms. Natalie Udstuen, Lotus School Assistant Principal natalie.udstuen@foxlake114.org - 847-973-4005

Teacher Responsibilities

Teachers are required to follow the daily schedule.

Custodial Staff

ALL custodial staff will report to their school site as usual, unless directed otherwise, and conduct a building check and complete work as usual. Hours and assignments will be set by the appropriate district personnel.

Administrative Assistant Responsibilities (11/12 month employees)

Administrative Assistants will work as indicated in the D114/EAFI collective bargaining agreement, unless directed otherwise. Hours and assignments will be set by the appropriate district personnel.

Support Staff Responsibilities

To the extent possible, support staff will join in instruction as they would in a typical day. All other support staff will receive information on expectations related to shifts to remote learning.

Student Responsibilities

Students are required to follow the daily schedule as communicated using the plans shared by the teachers/teams. Parents/family of any student who cannot participate in the live sessions/engage in the schedule must contact the teacher(s) to communicate plans and develop alternate expectations for work completion. All students are expected to complete all assigned works and grades will be reported based on student performance and progress.

Remote Learning Program Evaluation

The D114 Remote Learning Program will be evaluated by students, parents/guardians, and staff regularly using informal and formal feedback.