



Remote Learning Caregiver Guide 2020-21

Purpose:

Forest Park School District 91 has developed a Remote Learning Plan which will be implemented in the event of a district closure due to adverse weather conditions or a public health emergency. This document provides caregivers the essential information they need when supporting students when remote learning is required.

Forest Park School District 91 - Equity Imperative:

Recognizing that systemic bias has plagued our educational system, we commit to nurturing dialogue around all issues of inequity, including culture, race, faith, socioeconomic status, gender identity, sexual orientation, and different ability, as they pertain to classroom practices, school and district structures, and policies and procedures. We support actions removing barriers to opportunities that allow children to reach their full potential.



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Mission Statement

- Our mission, in partnership with home and community, is to educate each individual child in a safe and nurturing environment.
- We will foster respect and self-worth, teach skills relevant to contemporary life, and promote academic success and creative expression.
- We will encourage an appreciation of the rich cultural diversity of our community, and instill a sense of wonder for the future to enable our students to become lifelong learners and responsible citizens of the world.

Vision

Forest Park Public School District 91 will be acknowledged by all as a safe and nurturing and diverse learning community that establishes the highest standards for innovation and continuous improvement to achieve excellence and global citizenship for each individual child.

Introduction

Hello District 91 families! The 2020-2021 school year will be starting remotely for the first quarter. At mid-term the district will reevaluate and determine if students will be able to return to school for in person learning. This guide is designed to provide you with information and resources that will help navigate the remote learning experience at home. We hope that you will find this guide useful and have included very important information that will be helpful during this challenging time. We want to make sure that you have the necessary tools needed to provide the best possible remote learning experience for your child(ren). We are on a unique journey, so please be ready to keep adjusting in the weeks ahead. We appreciate your patience, support, and grace as we move forward together.

Changes From Spring Remote Learning

Remote learning will look slightly different from the spring. There have been specific changes made in regards to grading, teaching and learning and attendance. Students will now be graded on the assignments that they complete while learning remotely which will result in students receiving progress reports and report cards. Teachers will be teaching grade level standards and will not just be focusing on mitigating learning loss. Also, attendance will be taken everyday class is in session. Please see the specific sections in this document for more information pertaining to grading, content and attendance.



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Expectations for Remote Learning (Students and Families)

Expectations for Students	Expectations for Families
<ul style="list-style-type: none">● Be respectful, responsible, and safe on all digital learning platforms, PBIS expectations for ZOOM PBIS 3Bs Remote Meeting Expectations● Be prepared for class with materials and prepared to participate● Attend all scheduled synchronous learning● Engage and focus on learning throughout class time● Ask questions and seek clarification as needed● Complete and turn in assignments by assigned due date on Google Classroom● Charge chromebook nightly● Only use chromebook for school assignments● See additional expectations in the Chromebook User agreement	<ul style="list-style-type: none">● Support student(s) as needed to access digital learning platforms and ensure students are attending all scheduled synchronous learning● Communicate with school regarding student absence● Join all Google classrooms as guardian to receive notifications and communications● Ask student(s) to log into Google classroom and jointly review their weekly schedule● Discuss with students what they are learning and emphasize the importance of their continued participation and best effort● Communicate questions and concerns with the teacher and the school● Monitor your child's Chromebook usage● See Chromebook User Agreement● Monitoring grades and assignments via Illuminate Parent Portal● Attend Parent Teacher Conferences



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**DISTRICT 91
MEETING/LESSON
EXPECTATIONS**



<i>Be Respectful</i>	<i>Be Responsible</i>	<i>Be Safe</i>
<p>Find a quiet place, free from distractions (siblings, pets, televisions, phones) Put away all other tech devices including cell phones or recording devices</p>	<p>Join the meeting on time and enter your name correctly (do not change during groups).</p>	<p>Notify parents that you're joining a virtual "Meet-Up" before it begins</p>
<p>Use appropriate volume and academic language during the meeting</p>	<p>Immediately turn off your microphone (mute) when you enter the meeting (to prevent non-related noise from interrupting the meeting)</p>	<p>Do not share the session link with anyone</p>
<p>Be kind, courteous and respectful to other students (Refrain from engaging in side conversations with peers during the lesson/meeting)</p>	<p>Video needs to remain ON to promote focus and to fully engage. Eye contact should be maintained.</p>	<p>When using the video feature, consider your surroundings, background, clothing and facial expressions--these things are visible to others</p>
<p>Be polite, raise your hand and patiently wait your turn to speak (Keep the microphone on mute when not speaking)</p>	<p>Send questions using the meeting chat feature</p>	<p>Refrain from eating or drinking when using your chromebook</p>
<p>Respect/honor others' privacy</p>	<p>Participate in the meeting for its intended purpose--follow all expectations and guidelines set by your teacher(s)</p>	<p>End/leave the meeting when your teacher(s) says to do so</p>



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Content Delivery

All teachers will communicate and post assignments via Google Classroom. Teachers will also provide synchronous (live instruction) and asynchronous (recorded lessons) for students in all subject areas daily. Students will access all digital resources via Google Classroom. Teachers will provide information and guidance on how to use additional resources. All synchronous (live) Zoom lessons will be recorded and posted for students and their parents/guardians to view at a later date on Google Classroom. Please keep in mind that students have no expectation of privacy with respect to any usage of a Chromebook. The District has the right to, without prior notice or consent, log into, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Internet Access

If there is not access to an internet connection in your home, the district has purchased prepaid hotspots that families may check out during intervals of remote learning. A guardian will need to complete and sign the [FPSD 91 Hotspot Policy Agreement](#) when obtaining one of these devices. Only one device per family can be checked out, and the device can only connect to a district issued Chromebook. This is to ensure that the district remains in compliance with Illinois legislation requiring all district devices have access only to filtered internet content.

Please use the district's "heat ticketing system" to request a hotspot and someone from the district will follow up within 24 hours.

Schedules

Please use the links below to access a sample schedule of the remote learning experience.

[Primary Schedules](#) (PreK - Second Grades)

[Intermediate Schedules](#) (Grades 3-5)

[FPMS Schedules](#) (Grades 6-8)

Guidance for Grading and Attendance

It is important for students to complete all assigned work as they will receive feedback on those assignments as well as grades when deemed necessary. With a balance of both formative and summative assessment practices, and an emphasis on clear success criteria and feedback, teachers will maintain grading practices as they have in previous years. With the school year set to begin with remote instruction and the expectation to transition to in-person learning, maintaining grading practices consistent with previous school years will create continuity for students. All grades will reflect learning and growth relative to the Illinois Learning Standards and/or goals reflected in a student's Individualized Education Plan (IEP). Grades are determined based on student performance on summative assessments and evidence of learning in order to further clarify for students and their caregivers areas for growth. Students will be afforded the opportunity to redo and make up assignments, show progress toward learning standards through differentiated means, and have multiple opportunities to demonstrate evidence of their learning. In primary grades, teachers will continue providing standards based grades for those standards indicated on the quarterly report cards. Given that some students



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may still be mastering skills attributable to a previous grade level, teachers will communicate student progress on those standards in the comments portion on a student's report card. If a learning standard on the current report card has not been part of a learning target for the student, the teacher will record NA (not assessed) for the standard.

The current grading scale for grades 3-8 is: A = 100-90 B = 89-80 C = 79-70 D = 69-60 F = 59-0. Students in grades K-2 are graded based on the standards based grading criteria, achieved, progressing, limited progress, no progress. Parents/guardians are encouraged to monitor grades via the parent portal in Illuminate.

Attendance will be taken via Illuminate everyday that class is in session. Parents/guardians are asked to call the school office to excuse a student's absences by 8:15 a.m. (per the district's Parent Handbook). Attendance will be taken by the classroom teacher for each class as denoted on the grade level schedule. For example, if the grade level is scheduled for math at 8:00 a.m. and social studies at 9:00 a.m., each teacher would record those students' absences for their respective class. This would apply to any subsequent classes throughout the day, including any scheduled specials. If a teacher has the same group of students for the next class, this practice would still apply. For example, if the teacher starts the morning with a reading class, and the next class is math with the same students, attendance is recorded for both the reading class and the math class separately. A student is considered present (and will not be marked absent or tardy) as long as they join the synchronous portion of instruction in time to engage and participate in the majority of the learning.

Resources for Families and Students

Parent Academy Technology Trainings

The district will be offering training and support for parents/guardians during multiple Parent Academies prior to the start of school. *Times and dates are to be determined.*

Materials and Resources Pick-up

While remote learning relies heavily on the use of technology, the district will be creating learning kits for students to support their learning at home. Additionally, teachers will periodically be providing supplemental materials and supplies students may need to complete assignments and projects.

Each school will communicate a schedule for picking up the learning kits along with additional materials and supplies at the start of the school year as well as throughout the period of remote learning.

Family Tips

We acknowledge that remote learning may be challenging for some families. Families will need to carefully consider how they will support their child/ren through the home environment. These considerations will include how to set clear routines/structures and how to monitor the learning of each child. Some students may thrive while others may be challenged by learning in this way. The challenges in the home environment may be different from a student's regular strengths and challenges in a school classroom. The ten guidelines below are intended to assist families to consider the most effective approach in supporting their child/ren to find success in a home learning environment.

1. Establish routines and expectations
2. Define the physical space for your child's study
3. Monitor communication from your child's Classroom teacher



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Family Tips (continued)

4. Daily check-ins with students and parents/guardians
5. Take an active role in helping your child process and own their learning
6. Establish times for quiet learning and reflection
7. Encourage physical activity and/or exercise
8. Remain mindful of your child's stress or worry
9. Monitor how much time your child is spending online
10. Keep your child social, but set rules around their social media interactions

Student Services

If your child has an IEP (Individualized Education Plan) or 504 plan, you can expect your child's case manager to reach out to you at the beginning of the year to talk through your availability and schedule. They will facilitate with all of the team members on what minutes will look like during remote learning time and how we can all collaborate together on IEP goals. With parent/guardian feedback, the team will draft an Individualized Remote Learning plan to address special education minutes, general education minutes, related service minutes, and supplementary aides. This will be a document housed with students IEPs, yet will not replace the students IEP as the IEP was created to meet your child's needs during in person education. The team is prepared to create manipulatives and home kits to best support your needs at home for your child. We realize that everyone's situation may look different and we are here to work together on how to best support your family and child during remote learning time. For any questions please feel free to reach out to your child's case manager or Michelle Hopper at mhopper1@fpsd91.org.

Contacts

Please refer to the following contacts for any questions during the Remote learning period:

- For Updates on District 91's response to COVID-19, please refer to the district webpage www.fpsd91.org, Facebook Page, or you may contact the Superintendent by email lcavallo@fpsd91.org
- For a personal, academic, or social/emotional concern, please contact your child's teacher by email.
- For technical assistance, please email helpdesk@fpsd91.org.
- For administration or a personal/private matter, please contact your school principal by email

Immediate resources for families or individuals experiencing hardship:

The Illinois Department of Human Services, which has launched a support line called Call4Calm that is reachable via text. Individuals who want to speak with a mental health professional can text the word "TALK" to 552-020. Within 24 hours, that individual will receive a call from a mental health professional employed by a local community health center.

Proviso Township Mental Health Commission (708) 449-5508, Jill Dolan is our community contact for Forest Park.

People can also text other terms, like "unemployment" or "food" or "shelter" to the same number to receive information on how to navigate and access support and services. Call4Calm is free, and individuals who use it can remain anonymous.

National Child Traumatic Stress Network - nctsn.org

Support for Students Exposed to Trauma - ssetprogram.org



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Frequently Asked Questions (FAQ)

Will ATTENDANCE be taken during FALL Remote Learning?

YES. Attendance will be taken via Illuminate everyday, in each class synchronous Zoom session. It is important that your child attend all required Zoom lessons in order to be considered present. If your child will not be present, please contact your child's teacher so that they may be marked absent and to find out what they missed. Schedules (including Zoom links) for the upcoming week will be **posted in Google Classroom** by 3:00 on Fridays.

What is the SCHEDULE for FALL remote learning?

Fall remote learning will begin on Tuesday, August 25th. At mid-term the district will re-evaluate and determine if students will be able to return to school for in person learning or if remote learning will continue into the 2nd quarter. School will begin at 8:15 am for students in grades K-5 and at 8:05 am for students in grades 6-8. Students will follow adjusted schedules for their grade level. The 2020-2021 school calendar will be followed. Teaching and learning will focus on all academic subjects, special/exploratory classes and Social Emotional Learning. **Teachers/students will use Google Classroom as their hub for remote learning.** Additional digital learning tools may be utilized, but will be either accessible through the Clever Portal or posted directly on Google Classroom.

Will students receive GRADES during FALL Remote Learning?

YES. Students will receive grades using the district grading scales for assignments. **Grades will be recorded in Illuminate.** Once you set up the Illuminate Parent Portal you will be able to monitor your student's grades and progress.

Will students be on Zoom or a mix of Zoom and activities for students to engage on their own?

During class times, teachers will be available for students via Zoom. There will be some instructional time when all students will be on Zoom at the same time, in a whole group or in small groups. Teachers may also work with students one-on-one via Zoom during this time. The length of time students will be asked to be on Zoom is dependent on the age of the students; younger students will have fewer minutes increasing with the age of the students. We strongly encourage attending all Zoom lessons and completing all assignments daily.

Who will be teaching classes?

All classes will be taught by Forest Park School District's certified teachers. Instructional assistants will provide support for teachers and assist in small groups.

Will print materials be available for students?

YES. Supplies, including printed materials and beginning of the year supplies, will be available for pick up on August 20 and August 24 at each school. Schools will schedule twice a month material drop off and pick up times to collect completed work and hand out new materials.

If my student has an Individual Education Plan (IEP), how will they be supported during FALL remote learning?

Services for students with an IEP, will be provided by district special education teachers. Accommodations/modifications will be made as specified by the student's IEP. Questions please contact Michelle Hopper mhopper1@fpsd91.org

How will teachers communicate with me?

Notifications, communication, school work and schedules will be provided via Google Classroom, e-mail, Class Dojo or a tool agreed upon with your child's teacher.

What if we have a technology issue?

For technical assistance, please email helpdesk@fpsd91.org.