

Centralia City Schools #135
Remote Learning Plan
2019-2020 School Year

(1) Ensure and verify instruction or schoolwork in alignment with the ISBE remote learning recommendations for each student participating in a remote learning day:

- Using the specified communication method for each building, teachers will check and respond to students at least once between 9:00 am-noon and at least once between 1:00 pm-3:00 pm on instructional days.
- Educators will provide students with the appropriate lessons, activities, and work in advance of beginning the remote learning day when applicable.
- Educators will be available and monitoring iReady, Google Classroom, ClassDojo, Remind, and/or other curricular platforms to measure logins, and they will also be ready to communicate to parents/students as needed.
- All student work that is done will need to be completed by the scheduled deadlines.
- Educators who are not directly responsible for creating lessons may be given alternate assignments.
 - Title I Teachers: Provide supplemental websites, lessons, videos, etc. to share with teachers to post using the specified communication method for their classes.
 - Librarian: Post book reviews, book read alouds, recommended readings, etc. These can be shared to the Facebook page (via principal) or shared with teachers to share via the specified communication method for their classes.
 - Music/PE/Band Teachers: Post videos that give activities such as songs that can be sung/performed at home, physical fitness routines, etc. These can be shared on school social media (through the principal), shared with classroom teachers to post through the specified communication methods, or posted by the PE/music teachers using their specified communication methods.
 - In-School Suspension Teacher: Monitor the sign-in data for 4th-8th to identify student questions that need responses and to help determine who is not checking in. The questions that arise which need answers can be forwarded to the appropriate teachers or to the principals.
 - Guidance Counselor: Provide information to teachers to share and for the district social media page regarding ways of coping with anxiety, ways to keep healthy and manage stress, etc.
 - SOAR Teacher: Share enrichment activities with classroom teachers to post using their specified communication methods.

(2) Ensure access from home or another appropriate remote facility for all students participating, including computers, the internet, and other forms of electronic communication that must be utilized in the program:

- Centralia City Schools #135 conducted a survey of parents/guardians through the Skylert system in March of 2020. The survey asked the following questions:
 - Do you have internet access? (82.7% yes)
 - Do you have a desktop PC? (43.6% yes)
 - Do you have a tablet? (76.6% yes)
 - Do you have a smartphone? (74.8% yes)
 - Do you have a laptop? (54.7% yes)
 - Do you have a Chromebook? (22.5% yes)
- We also have made provisions for students who do not have internet or device access.

(3) Ensure that non-electronic materials are made available for students participating in the program who do not have access to the required technology or to participating teachers or students who are prevented from accessing the required technology:

- The district will develop procedures and processes to provide students with no technology access to learning experiences that are similar to what is normally done on a school day. In addition to the digital resources that are accessible, hard copies of alternative activities will be provided as an option for students and families if they do not participate in the digital curricular activities.

Evidence: Hard copies of work or alternative activities that do not require internet or devices will be provided to all students/families before the remote learning days are assigned when possible. Additionally, an outline of the plan for pick-up/drop-off of the work will be shared.

(4) Ensure appropriate learning opportunities for students with special needs:

- Special education staff will provide students with modified work and adjust expectations for the work. Likewise, special education teachers will be available and monitoring iReady and other curricular platforms to measure logins and will be ready to communicate to parents/students as needed to support students.

(5) Monitor and verify each student's electronic participation:

- Educators will be available to monitor students' progress and participation via iReady, Google Classroom, ClassDojo, Remind, and other approved district communication tools. Additionally, the digital timestamps in various platforms/communication tools provide a way for educators to view who participated digitally, and the students' hard copies of assignments will be submitted at the determined due date will also provide ways to track attendance.

(6) Address the extent to which student participation is within the student's control as to the time, pace, and means of learning:

- Each student can complete assignments in any order and at whatever pace is appropriate for the individual learner. Students can work on and submit lessons until the scheduled deadline as described in the remote learning day communication to parents.

(7) Provide effective notice to students and their parents or guardians of the use of particular days for remote learning:

- Due to the announcement by the governor of the mandated closure of schools, this emergency plan was developed. The completed, agreed-upon plan will be posted on the district website.

(8) Provide staff and students with adequate training for remote learning days participation:

- Staff has completed informal training on various platforms/programs that are applicable to their grade levels.
- Teachers participated in a survey to determine training needs regarding programs/platforms.
- Teachers provided training to students on necessary programs/platforms.
- A technology email address has been set up and posted on the district website where families can request assistance.

(9) Ensure that all teachers and staff who may be involved in the provisions of learning have access to any and all hardware and software that may be required for the program:

- All certified educators in Centralia City Schools District #135 will have access to a Chromebook that is able to connect to the internet.
- Provisions will be made as needed to assist staff members who may need internet access.

(10) Ensure an opportunity for any collective bargaining negotiations with representatives of the school district's employees that would be legally required, including all classifications of school district employees who are represented by collective bargaining agreements and who would be affected in the event of a remote learning day:

- The administration met with CEA leadership to review the proposal and discussed any impacts to the bargaining unit members.

(11) Review and revise the program as implemented to address difficulties confronted:

- Buildings have building leadership teams in place, and the district has an administrative team in place.
- Surveys (parents, students, teachers, and/or community) will be conducted at the end of the remote learning period.
- After surveys are conducted, building leadership teams will review the data and make recommendations to the district leadership team. The district team will make the final decision regarding any adjustments to the plan.

Teacher Expectations:

- Monitor student connection.
- Ensure all students have login information.
- Be available during agreed-upon working hours.
- Provide appropriate learning opportunities.
- Contact families of students who have incomplete work.
- Check-in using the designated method.
- Read and respond to all communications (admin., parents, students, etc.)

Student Expectations

- Complete all assigned academic work, including all specials classes.
- Engage in all learning with academic honesty.
- Communicate with your teachers and seek help when needed.
- Comply with school internet safety policies.
- Put forth your best effort.

Parent/Guardian Expectations

- Establish routines and expectations.
- Create a space for your child to study.
- Check-in using the method designated by your child's school.
- Ensure your child's work is turned in.
- Remember that school staff is here to support your child.

Transition Plan

***In the event that it is deemed that school can resume during the 2019-2020 school year, this plan will be implemented.**

- Any remaining planning days will be used to prepare to transition back to student attendance days.
- The iReady benchmark assessments will be taken as soon as possible upon return to school.
- Teachers will spend time reviewing material as needed.
- Remaining student work will be graded in a manner consistent with the grading methods used during distance learning.
- Students and staff will have access to necessary support services which will be provided through a partnership with the Community Resource Center.
- All pre-scheduled, pre-approved extracurricular activities, trips, etc. will be reviewed during the planning days to determine their feasibility.

Tentative Calendars for April/May

April 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Instructional Day	2 Instructional Day	3 Instructional Day	4
5	6 Instructional Day	7 Instructional Day	8 Instructional Day	8 Spring Break	10 Spring Break	11
12	13 Spring Break	14 *All custodians* Planning Day	15 *All custodians* Planning Day	16 Instructional Day	17 Packet Pick Up Instructional Day	18
19	20 Instructional Day	21 Instructional Day	22 Instructional Day	23 Instructional Day	24 Instructional Day	25
26	27 Instructional Day	28 Instructional Day	29 Instructional Day	30 Instructional Day		

****Types of days are subject to change based on the information given by ISBE, State of Illinois, etc.**

May 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Packet Pick Up Instructional Day	2
3	4 Instructional Day	5 Instructional Day	6 *All custodians* Instructional Day	7 Instructional Day	8 Instructional Day	9
10	11 Instructional Day	12 Instructional Day	13 Instructional Day	14 Instructional Day	15 Packet Pick Up Instructional Day	16
17	18 Instructional Day	19 Instructional Day	20 Instructional Day	21 Instructional Day	22 Final Packet Drop Off Planning Day	23
24	25 Memorial Day	26 Planning Day	27 Planning Day	28 Teacher Institute	29	30

****Types of days are subject to change based on the information given by ISBE, State of Illinois, etc.**

*All custodians will return beginning on May 11 and will work summer hours.

**Memorandum of Understanding
Signature Page**

This understanding between the Centralia City Schools #135 Board of Education and the Centralia Education Association is in response to the governor's declared mandatory school closure. This document adheres to the recommendations set forth by the Illinois State Board of Education and is being signed and dated as an agreement for the working conditions set under this provision. Both the school board and the education association agree that these provisions are only applicable while the schools comply with the mandated closure.

Superintendent of Centralia City Schools

Date

Centralia Education Association President

Date