August 24, 2020

Tigers,

As we head into a new school year starting with remote learning, I wanted to share some information to provide clarity on expectations for students and staff. I think transparency is critical in this unique situation and providing this information prior to the August 31st start date is important for a successful experience day one.

**Student Remote Learning Expectations**

- Students are expected to login on time every day during their assigned class periods for live instruction with their teacher
- Students are expected to use their District 202 login and email account
- Students will follow the set schedule for high school remote learning (attached on this document)
- Students do not need to login during their lunch/study hall periods unless they have a guided study hall listed on their schedule
- Guided study halls will login for 20 minutes to meet with their teacher, based on their lunch/study hall time
- Attendance will be taken EACH period to ensure students are logging in daily to receive instruction
- Students will be accountable for completing assigned work and submitting it on time
- Students will be accountable for completing assessments throughout remote learning
- Students are responsible for checking teacher Google Classroom pages daily
- Students are responsible to ask questions when needed through email or virtual platforms
- Students are responsible for producing high-quality work
- Do not plagiarize work or demonstrate academic dishonesty (homework, projects, assessments). Violations will be subject to consequences.
- Respect yourself, teachers, and peers in virtual classrooms
- Check grades in Home Access Center (HAC) weekly to monitor your progress

**Teacher Remote Learning Expectations**

- Google Classroom is required as remote learning platform
- Live in-person instruction will take place every day for each scheduled period
- Live instruction will be recorded and posted to Google Classroom by the end of the workday
- Student work will be assigned and collected through Google Classroom
- Use District 202 pacing guides and curriculum to drive your planning and instruction
- Focus on the standards of learning
- Collaborate with colleagues teaching the same classes to ensure similar pacing, content, and assessment on weekly basis
- Post basic outline for the week in Google Classroom on Monday by 9:00 a.m.
- Supplemental learning materials can be posted to Google Classroom as a resource for students
- Be available between 2:10 and 3:00 p.m. for office hours so students can ask questions, receive additional support, or reteaching if necessary
- A signed one-on-one consent form is required when only one student is in the virtual classroom with a teacher
- Respond to parent emails within 24 hours, during normal business days
- Provide weekly feedback to students on assignments
- Coordinate time weekly with special education case managers and/or related service providers, as applicable
- Create an asynchronous (emergency plan) if needed for a sick day
- Examples of what instruction/lessons could look like
  - 40 min. of instruction
  - 20 min. of instruction, 20 min. of activity/worksheet, teacher available, exit slip or submit work
  - 10 min. of review, students access assessment, students complete and submit before the end of the period while teacher stays on to assist with questions
- Teach the way you would if kids were seated in front of you whenever possible
- Provide the following information to students and parents when remote learning begins:
  - Work email address
  - How to engage teacher during office hours
  - How to access Google Classroom
  - How to access primary resources used in class
  - Attendance expectations
  - Expectations for learning
  - Grading guidelines

**Parent Remote Learning Tips**

- Ensure student is logging in for class on time and for each scheduled class
- Remind student about following behavior expectations
- Visit Home Access Center (HAC) to monitor student grades weekly
- Discuss the best possible location at home for remote learning with student…. designate a learning area for consistency
- Teachers will post outline for the week by Monday at 9:00 a.m. on their Google Classroom. Visit them with your student to preview the week.
- Encourage student to ask questions when needed…. let them advocate for themselves
- Remind student to check their school email account daily
- Remind student to be responsible for their own work…. sharing answers through social media is academic dishonesty

**Grading Expectations**

- 60% Assessment
- 40% Practice
- No final exams for first semester
- All classes will follow these categories unless it is a dual credit class
- Dual credit classes will follow the college or university grading expectations
Student Remote Learning Behavior Expectations

-Students will be accountable for following all District 202 policies in the student handbook: http://pnhs.psd202.org/documents/1597420689.pdf
-Use your real first and last name only
-Wear appropriate clothing
-Use appropriate language
-Follow school behavioral expectations
  -Be respectful
  -Be kind
  -Be supportive
  -Stay Focused
-Only attend classes you are enrolled in
-Do not distribute virtual classroom links to anyone else
-Do your best to minimize distractions
-Put away your phone please
-Only school appropriate backgrounds
-Follow the expectations the teacher has set for your class
-Recording of class activities by anyone (student or parent) other than the teacher is strictly prohibited
-Failure to follow these simple guidelines could result in the teacher muting or disabling student’s video and additional disciplinary action

Student Attendance
-If a student will not be attending scheduled remote learning classes for a specific period or day, contact the appropriate attendance line

Attendance line to report the absence:
- PnattendanceA-L@psd202.org
- PnattendanceM-Z@psd202.org

WILCO Classes
-Click on the following link for WILCO information:

  Wilco Program Information for D. 202 Students

-Important points regarding WILCO:

  1. Transportation is on the students to drive or be dropped off
  2. In-person learning will take place on campus based on a schedule that is TBD
  3. If you do not want to do in-person learning, every program can be done 100% remotely.
     Students must contact WILCO to set up expectations for learning if choosing remote learning.

Student-Initiated Level Changes
-Students have 10 days to level change (deadline: Sept 14th)
-Teacher can initiate a level change from September 15th through the six-week mark
Student and Parent Remote Learning Resource

- See additional attachments
- Any additional resources will be sent home as they are developed

Updated School Calendar

- Please note the end of first quarter change
- Please note the end of first semester change
- Please note the end of school year change

Technology Issues

- Please call the Help Line at (815) 577-4344 for assistance
- Hours of operation are 7:00 a.m. to 5:00 p.m.

Daily Student Schedule

- Students should visit their teacher’s Google Classroom prior to August 31st
- Students will have access to their teacher’s Google Classroom
- Students will follow the schedule below based on their school issued schedule
- Students should have picked up their laptop and books the week of August 17th
- Students will login at 8:45 a.m. to access their SEL (Social-Emotional Learning) lesson posted on their first period teacher’s Google Classroom page
- An attendance link will be provided for students to check-in during the SEL time
- Students need to be logged in and ready for instruction when classes are scheduled to begin
- Attendance will be taken by teachers during periods 1-7 daily

-SEE SCHEDULE ON THE NEXT PAGE
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<th>Thursday</th>
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<td>3:00 -</td>
<td>Student independent work time. This should not be more than 1.5 hours (max. 15 minutes per class excluding AP/dual credit courses).</td>
<td>Administrator Office Hours</td>
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- **Staff Meeting Time - Teacher Collaboration Time**
- **Break**
- **Grades 9 - 12 High School Weekly Schedule**
BUILDING CONTACT INFORMATION

Building Administration

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Stan Bertoni, Associate Principal - Curriculum & Instruction – sbertoni@psd202.org
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