

High School Remote Learning Instruction

Vision: We take pride in educating and graduating each child prepared and inspired to contribute to the world.

Mission: Ensure that each student reaches his or her full academic and personal potential and is a well-balanced citizen.

In the absence of guidance from ISBE, the district has worked collaboratively with the Large Unit District Association (LUDA) to develop what we believe to be a reasonable schedule for learning. It is our understanding that ISBE intends to release guidance in the near future. However, we have been informed that this guidance will consist of a series of recommendations and should not be interpreted as limitations. This flexibility allows for more local control and accounts for the various stages of readiness across the state.

As has been previously communicated, we will continue to provide remote instruction to students as we return from spring break. Below is the schedule for lessons now that the school closure has been extended. Keeping in mind we are facing very unprecedented times, in the event the closure lasts longer, a schedule has been compiled.

During this time, we are encouraging staff to try synchronous, asynchronous, and blended instruction. For those staff utilizing asynchronous instruction for some of their lessons, **please post your lessons each morning by 8:50 a.m.** The curriculum team will continue to be a resource for staff who are interested in making this transition or need support for Remote Learning.

1. Synchronous Instruction (Live): Synchronous instruction/learning refers to a learning event in which a group of students is engaged in learning at the same time. The staff member is teaching students in real-time. Certified staff can use their laptop webcams to live cast their lessons in real-time and students could participate via Teams. **This live instruction takes place during your class period as scheduled (9:00 – 11:00 am & 12:15 – 2:15 pm) on the Remote Learning Schedule to ensure there are no time conflicts.**
2. Asynchronous Instruction (Not Live): Asynchronous instruction/learning is the idea that students learn the same material at different times and locations. This includes pre-posted lessons or recorded and posted lessons. Certified staff may post their lesson in advance on Teams and communicate expectations with students via email, Teams, or Remind.
3. Blended Instruction (live and not live): Blended instruction/learning is the idea that students learn via electronic and online media as well as virtual teaching. Certified staff may record their lesson instruction in Teams, post, and then make themselves available during designated lesson time.

As you transition to synchronous, asynchronous, and blended instructional approaches, resources are available to use <https://www.peoriapublicschools.org/Page/33318>

Daily Schedule for All Staff

All certified staff should be prepared to be available via email and/or Teams to interact with other staff during their contractual day, 7:15 am – 2:45 pm. The schedule below has two purposes:

- The schedule provides students and families a structure for Remote Learning at home.
- For staff interested in implementing synchronous teaching, the schedule ensures that staff have allocated time that will not interfere with other staff's instruction.

Guidance for Remote Learning

- As you consider the guidance for your Remote Learning planning, we understand that you may have questions. Please feel free to contact Lisa Kokos, Online Learning Coordinator at (309) 672-6536 x 22121 or lisa.kokos@psd150.org.
- Beginning April 6, you will be delivering instruction to continue learning focused on your pacing guides.
- Teachers should have a Remote Learning link on their website which gives information about how students should complete their Remote Learning activities, who might assist them (i.e. paraprofessionals who are supporting), how students can expect teachers to communicate with them as well as when students can expect communication. Below is an example:
 - For Mrs. Smith's class:
 - We will meet Tuesday at 9:00 a.m. through Teams on your calendar.
 - You may hear from Ms. Jones, a paraprofessional supporting our class.
 - Your assignment due dates are in your calendar so you can plan your work.
 - I will be watching my email every day so you can contact me. I can also set up a Teams Meet with you during this time so I can give you direct support.
- Staff have the autonomy to determine how their group time will be structured conducting synchronous individual & group check-ins and making phone calls.
- Staff have the autonomy to determine how their instructional minutes will be structured. Please do not feel the need to teach synchronously from "bell to bell".
 - For example, a high school period is 90 minutes in the schedule. Staff could provide synchronous instruction virtually for 10 minutes, then have students complete a learning task or activity for 45 minutes (asynchronous learning), come back and teach synchronously for another 10 minutes and the last 20 minutes staff could be checking in with individual students. This is just an example, again, you have flexibility to structure the time as you see best.
- It is appropriate to build in time for students to complete or participate in the assigned activity/work during the instructional period. Please be aware of the workload expectations you have for students. Keep in mind they have multiple classes a day and this type of learning is not their norm.
- Please remember that you should only be using district approved resources during Remote Learning days. Although companies are communicating to educators free resources for a limited time, the privacy laws have not been changed. Please refer to CAPPs for guidance <https://www.peoriapublicschools.org/Domain/5773>

Support Staff

Support staff will be an integral part of our Remote Learning plan. Instructional support and expectations will vary by job role. Some expectations of support staff, at this time could be:

- Participate in remote learning training during the week of March 30th.
- Maintain daily contact via email with teachers whose classroom you support (as appropriate)
- Continue to support the teacher through the Teams pages
- Call students and respond to student emails (as appropriate)
- Follow the schedule of the student assigned to as a 1:1
- Schedule a time to support students during the schedule and be available during work hours
- Support teachers in live teaching
- Check on students and be available for questions and support during work hours
- Follow the support schedule to support general education teachers/classes in live teaching

What about guidance for grading?

We are awaiting further direction from ISBE. Below is the latest guidance we have received from the state:

12. Should student work be graded during the mandatory school closure? (Updated 3/18/20)

Student work completed during the mandated statewide school closure must not negatively impact a student's grades or otherwise impact a student's academic standing. As we do not yet know the full extent of the closure and want to minimize any negative effects on students, schools may allow student work to count during the closure only to increase a student's academic standing.

Our students may be experiencing varying mental and physical health challenges at this time and may have very different access to supports and technology at home. Our goal is that no student is negatively impacted by the closure and that no school district's policies or procedures should widen the equity gap.

Remote Learning Schedule 2020

Monday	Tuesday	Wednesday	Thursday	Friday
30-Mar	31-Mar	1-Apr	2-Apr	3-Apr
Staff Meeting, PLC's, ULT, Admin Team Mtg., Teacher Prep for online classrooms	Technology Trainings & Teacher Prep for online classrooms	Technology Trainings & Teacher Prep for online classrooms	Technology Trainings & Teacher Prep for online classrooms	Technology Trainings & Teacher Prep for online classrooms
6-Apr	7-Apr	8-Apr	9-Apr	10-Apr
Groups: 7:30 - 8:45 1st Period: 9:00 - 11:00 Lunch/Prep: 11 - 12:15 2nd Period: 12:15 - 2:15 Q/A 2:15 - 2:30	Groups: 7:30 - 8:45 3rd Period: 9:00 - 11:00 Lunch/Prep: 11 - 12:15 4th Period: 12:15 - 2:15 Q/A 2:15 - 2:30	Groups: 7:30 - 8:45 5th Period: 9:00 - 11:00 Lunch/Prep: 11 - 12:15 6th Period: 12:15 - 2:15 Q/A 2:15 - 2:30	Groups: 7:30 - 8:45 7th Period: 9:00 - 11:00 Lunch/Prep: 11 - 12:15 1st Period: 12:15 - 2:15 Q/A 2:15 - 2:30	No School: Good Friday
13-Apr	14-Apr	15-Apr	16-Apr	17-Apr
No School	Groups: 7:30 - 8:45 2nd Period: 9:00 - 11:00 Lunch/Prep: 11 - 12:15 3rd Period: 12:15 - 2:15 Q/A 2:15 - 2:30	Groups: 7:30 - 8:45 4th Period: 9:00 - 11:00 Lunch/Prep: 11 - 12:15 5th Period: 12:15 - 2:15 Q/A 2:15 - 2:30	Groups: 7:30 - 8:45 6th Period: 9:00 - 11:00 Lunch/Prep: 11 - 12:15 7th Period: 12:15 - 2:15 Q/A 2:15 - 2:30	PLC's: 7:30 - 8:45 1st Period: 9:00 - 11:00 Lunch/Prep: 11 - 12:15 2nd Period: 12:15 - 2:15 Q/A 2:15 - 2:30
20-Apr	21-Apr	22-Apr	23-Apr	24-Apr
Groups: 7:30 - 8:45 3rd Period: 9:00 - 11:00 Lunch/Prep: 11 - 12:15 4th Period: 12:15 - 2:15 Q/A 2:15 - 2:30	Groups: 7:30 - 8:45 5th Period: 9:00 - 11:00 Lunch/Prep: 11 - 12:15 6th Period: 12:15 - 2:15 Q/A 2:15 - 2:30	Groups: 7:30 - 8:45 7th Period: 9:00 - 11:00 Lunch/Prep: 11 - 12:15 1st Period: 12:15 - 2:15 Q/A 2:15 - 2:30	Groups: 7:30 - 8:45 2nd Period: 9:00 - 11:00 Lunch/Prep: 11 - 12:15 3rd Period: 12:15 - 2:15 Q/A 2:15 - 2:30	PLC's: 7:30 - 8:45 4th Period: 9:00 - 11:00 Lunch/Prep: 11 - 12:15 5th Period: 12:15 - 2:15 Q/A 2:15 - 2:30
27-Apr	28-Apr	29-Apr	30-Apr	1-May
Groups: 7:30 - 8:45 6th Period: 9:00 - 11:00 Lunch/Prep: 11 - 12:15 7th Period: 12:15 - 2:15 Q/A 2:15 - 2:30	Groups: 7:30 - 8:45 1st Period: 9:00 - 11:00 Lunch/Prep: 11 - 12:15 2nd Period: 12:15 - 2:15 Q/A 2:15 - 2:30	Groups: 7:30 - 8:45 3rd Period: 9:00 - 11:00 Lunch/Prep: 11 - 12:15 4th Period: 12:15 - 2:15 Q/A 2:15 - 2:30	Groups: 7:30 - 8:45 5th Period: 9:00 - 11:00 Lunch/Prep: 11 - 12:15 6th Period: 12:15 - 2:15 Q/A 2:15 - 2:30	PLC's: 7:30 - 8:45 7th Period: 9:00 - 11:00 Lunch/Prep: 11 - 12:15 1st Period: 12:15 - 2:15 Q/A 2:15 - 2:30

Please keep in mind students may travel to a Welcome to our Table site for lunch.