



**Instructional Remote Learning Plan  
Pleasant Hill District #69**

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## Purpose of Instructional Remote Learning Plan

Remote Learning is designed to ensure that all students have opportunities for continued learning that focuses on critical standards when they are not present in the classroom setting for in-person instruction. The purpose of this plan is to give staff, students and families routines and structures to ensure they stay connected to school and learning.

The following plan was created by Pleasant Hill District Administrators in agreement with the Illinois State Board of Education's guidelines for Remote Learning. Local Districts have control over the final plan to be implemented and Pleasant Hill ensures the plan as outlined on the pages that follow meets their minimum requirements for the 2020-2021 school year.

## School Roles and Responsibilities

<b>Administration</b>	<ul style="list-style-type: none"> <li>● Create and distribute the Remote Learning Plan (RLP)</li> <li>● Support faculty and students/families shifting to a remote learning environment</li> <li>● Help teachers implement the RLP</li> <li>● Facilitate communication between teachers, students, and families</li> <li>● All district updates will be delivered through the superintendent</li> <li>● Create and distribute a survey to find out which families are in need of internet and devices</li> </ul>
<b>Technology Department</b>	<ul style="list-style-type: none"> <li>● Provide at least one device per household as requested</li> <li>● Support faculty shifting to a remote learning environment</li> <li>● Ensure GoGuardian and other district filters are up to date before devices are sent home with students. This only applies to students using a Pleasant Hill issued device.</li> <li>● Perform necessary repairs on devices that are in need</li> <li>● Wifi hotspots will be provided for students who are in need of wifi.</li> </ul>
<b>Teachers</b>	<ul style="list-style-type: none"> <li>● Collaborate with colleagues to provide meaningful remote learning instruction and ensure smooth transitions at grade levels</li> <li>● If Pleasant Hill Elementary returns to full remote learning due to a school or state mandated shutdown, Friday will be designated for SELand team check ins.</li> <li>● Use district curriculum and resources to communicate and deliver content</li> <li>● Add your administrators to Google Classroom</li> <li>● <b>Upload weekly lesson plans to individual classroom webpage</b></li> <li>● Differentiate lessons to meet all students' needs</li> <li>● Collaborate with special education staff (CC teacher) weekly when lesson planning to ensure all accommodations and modifications are met. If Pleasant Hill has to go to full remote learning, there will be team meetings every Friday.</li> <li>● Reach out to parents with concerns about attendance/participation, work completion, and any other behavioral/social-emotional concerns-include social worker or family school liaison on any e-mails</li> <li>● If Pleasant Hill has to go back into full remote learning, there will be staff meetings on Fridays.</li> <li>● Communicate with parents, as necessary</li> <li>● Communicate with the technology department over any tech issues that arise (Help Desk-<a href="mailto:helpdesk@phill69.com">helpdesk@phill69.com</a>)</li> </ul>

	<ul style="list-style-type: none"> <li>● If you will be unavailable to students for the day, please set out of the office settings on your email (lessons should still be posted on Google Classroom)</li> <li>● Pleasant Hill #69 does have GoGuardian enabled on each of its devices. As such, teachers and district administrators receive notifications anytime a student attempts to view or engage in anything inappropriate while using the device. Should this occur, students' families will be contacted and disciplinary actions may be taken based on the individual situation.</li> </ul>
<p><b>Special Education</b></p>	<ul style="list-style-type: none"> <li>● Communicate regularly with the classroom teachers who teach students on your caseload</li> <li>● Communicate regularly with students on your caseload and/or their parents</li> <li>● Provide virtual support opportunities for students on your caseload</li> <li>● Complete a Daily Work Log</li> </ul>
<p><b>Interventionists &amp; SLPs</b></p>	<ul style="list-style-type: none"> <li>● Communicate regularly with classroom teachers who teach the students on your caseload</li> <li>● Set up Google classroom for intervention class if it applies to students</li> <li>● Provide updated data in the Rtl or IEP plan</li> <li>● Provide virtual support opportunities for students on your caseload/virtual service delivery</li> <li>● Complete a Daily Work Log</li> </ul>
<p><b>Family School Liaison Social Workers School Psychologists Nurse</b></p>	<ul style="list-style-type: none"> <li>● Serve as a liaison for communication with students/families in crisis</li> <li>● Provide resources for students and families to support them while they are away from school</li> <li>● Provide virtual support to students as needed in collaboration with families</li> </ul>

## Teacher Guidelines for Remote Learning

<b>Hours</b>	<ul style="list-style-type: none"> <li>● <b>For full remote learning only. The workday will be 9:00 AM - 3:00 PM for all staff</b></li> <li>● <b>Teachers will check their email a minimum of three times a day-if a student sends a teacher an email, that teacher will respond within one hour</b></li> <li>● <b>Teachers will provide instruction for remote students 1:30- 2:40 daily</b></li> </ul>
<b>Online Hours</b>	<ul style="list-style-type: none"> <li>● Be available to immediately support students via email and/or digital platforms</li> <li>● Attend meetings with Team &amp; Administration</li> </ul>
<b>Feedback &amp; Assessment</b>	<ul style="list-style-type: none"> <li>● Provide timely feedback, as it is essential to student learning; this is especially so in online learning environments</li> <li>● Actively respond to questions and communications from students/families</li> <li>● <b>Assessment is ongoing and related to student learning and growth-all students will pass their assignments</b></li> <li>● <b>Give students opportunities to redo, make up, or try again to complete, show progress, or attempt to complete work assigned prior to remote learning</b></li> </ul>
<b>Instruction</b>	<ul style="list-style-type: none"> <li>● Develop a google form for attendance and check in for academic class,post in each Google classroom.</li> <li>● Use district approved curriculum and resources to deliver instruction</li> <li>● Ensure that differentiation is provided to meet all students' needs (IEP/504/Rtl/Tier II)</li> <li>● Include clearly descriptive directions that outline the specific learning target for the lesson or activity</li> <li>● Develop a schedule for Google meets or flipgrid for students to check in with each academic class daily.</li> <li>● <b>Adhere to the approximate timelines for learning: Minimum of 2.5 hours per day.</b></li> </ul>
<b>Deadlines</b>	<ul style="list-style-type: none"> <li>● Provide students ample time to complete assignments-more time than you would usually provide in class may be necessary for students</li> <li>● Make sure that all directions for tasks are clear and detailed</li> </ul>
<b>Offline Work</b>	<ul style="list-style-type: none"> <li>● Students in grades K-3 will engage in a variety of learning activities, including online and paper and pencil activities</li> <li>● Consider including offline activities in your lessons such as reading, engaging in discussions with a family member or friend remotely, writing in a journal, taking pictures and/or making a video</li> </ul>

	<ul style="list-style-type: none"><li>● Specify to students for each assignment due dates and times.</li></ul>
<b>Online Learning Environment</b>	<ul style="list-style-type: none"><li>● Must post student roles and responsibilities on each teacher's Google Classroom. This needs to be taught as an expectation, discussed daily.</li><li>● Use district supported platforms such as Google Classroom (4-8), online textbooks (Pearson, Go Math), Google Drive, online instruction and interventions such as</li><li>● A video greeting and/or lesson should be uploaded at least once a week to promote community and guide/deliver instruction</li></ul>

## Student Roles and Responsibilities

Actively engage in remote learning by:

- Monitoring online platforms daily. **Teachers will be available 1:30-3:15 daily unless Pleasant Hill goes to full remote learning. If that were to occur , teachers would be available 9:00-3:15 daily.**
- Establishing daily routines for engaging in the learning experiences
- Identifying a space in your home where you can work effectively and successfully
- Being responsible for independent learning and maintaining a positive growth mindset
- Completing and submitting work on time in order to get feedback in a timely manner
- Engaging in all learning with academic honesty
- Being an advocate and communicating with your teachers if you cannot meet deadlines or require additional support
- Complying with School Internet Safety policies including expectations for online etiquette
- **Students in 4-8th grade will check into e-learning on Teacherease daily and every academic class. This must be done prior to 3:15 daily or the student will be counted as absent.**
- **All grades will be done traditionally just as if the student was attending Pleasant Hill elementary in person.**

For questions about...	Contact
a course, assignment, or resource	The relevant teacher
help with research or how to use online resources	The relevant teacher
a technology related problem or issue related to a lesson or assignment	The relevant teacher
a technology related problem or issue with the device/hardware (examples: broken screen, lost charger, etc)	The relevant teacher
a personal, academic or social-emotional concern	The relevant teacher



special education/504 programs and support	Special education/504 case manager
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## Parent Roles and Responsibilities

Provide support for your children by:

- Establishing routines and expectations
- Defining the physical space for your child to study
- Monitoring and/or engaging in communications from your child’s teachers
- Beginning and ending each day with a check-in
- Taking an active role in helping your child process his/her learning
- Establishing times for quiet and reflection
- Encouraging physical activity and/or exercise
- Remaining mindful of your child’s stress or worry
- Keeping your child social, but set rules around their social media interactions

For questions about...	Contact
a course, assignment, or resource	The relevant teacher
a technology related problem or issue related to a lesson or assignment	The relevant teacher
a technology related problem or issue with the device/hardware (examples: broken screen, lost charger, etc)	The relevant teacher
a personal, academic or social-emotional concern	The relevant teacher
other issues related to distance learning	The school Superintendent/Principal or Assistant Principal
special education/504 programs and support	Special education/504 case manager

# Special Education, 504, & Related Services

## **As it Applies to Students**

- All available accommodations and modifications as outlined in a student's IEP/504 will be upheld as much as possible during eLearning. If necessary, alternative accommodations and modifications will be provided
- Questions can be submitted to your Special Education Teacher or Case Manager

## **As it Applies to Parents**

- Parents can still request an IEP/504 during this time and the regular 10-calendar day rule still applies. Parents will receive written communication notifying of meeting decision
- IEP/504 teams will not be required to meet in person during this time. If possible, videoconferencing will occur via Google Meet or Zoom as allowable under the Individual with Disabilities Education Act (34 C.F.R. 300.322)
- Questions can be forwarded to your child's IEP or 504 Case Manager

## Miscellaneous Information

### Meal Delivery

Students that have chosen the remote school option can pick up meals when they pick up school work for the week. Packet and meal pick up will be done on Mondays unless we are not in session. If Pleasant Hill is not in session on a Monday, packets and meals will be picked up on the next day that the school is open. This will be done only if the student's guardian makes arrangements with the school. If arrangements are not made, the meals will not be available. If you have questions please contact [lweaver@phill69.com](mailto:lweaver@phill69.com).

### Printed Copy of Materials

For those students in grades 4-8th who do not have internet access at home who need printed copies of assignments and learning activities, please reach out to your child's teacher to make arrangements for pickup in the school foyer.

### Remote Learning Day Schedule

Students will participate in Remote Learning Days Monday through Friday. Staff members will be available for instruction between the hours of 1:30 PM and 3:15 PM. If Pleasant Hill is put back into full remote learning, teacher hours will be 9:00 AM-3:00 PM.