



Minooka CCSD 201
Curriculum
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Minooka CCSD 201

Phase 4 Remote Instructional eLearning Plan

Phase 4 Remote Instructional eLearning Guidance

Remote Learning Track

Remote instruction will be offered to all students that wish to utilize it and for those that do not wish to comply with the mask requirement. Families choosing this option would be committing for an entire academic quarter/trimester. Returning to in-person instruction would not be allowed prior unless a significant life event occurred or we move to Phase 5 / Full Reopen.

- Remote learning will be approximately 5 hours of learning (combination of Instruction, practice, digital media, independent study, feedback, or activities).
- The Instructional day will be a combination of synchronous (live) and asynchronous (recorded/independent) teaching and learning.
- Synchronous instruction will be at a minimum of 5-10 hours per normal week, an average of approximately 1-2 hours per day (20-40% of Instruction).
- Attendance will be expected and recorded.
- Remote assignments will use the current Minooka 201 Grading Scale and Practices.
- Remote curriculum will closely resemble the major standards of the core curriculum of Minooka 201, including the use of similar, District approved learning materials, texts, and instructional technology.
- Students enrolled in Remote Learning may return to the traditional classroom at quarter or trimester break (Kindergarten), Phase 5, or in the event of a significant life event.
- Students may choose to transfer to remote learning on a rolling basis with administrative approval.
- Students' attendance will be calculated during Remote Instructional Days as instructional days, attendance information shall be collected.

- Teachers will post contact information and eLearning activities for students and parents in the school's Learning Management System-Schoology or SeeSaw (K-2)
- Teachers will host required virtual school hours and digital office hours can be conducted via email, Google Classroom, or Schoology but not via social media. Announcements and activities may be shared through social media.
- Classroom teachers and special education teachers will work together to ensure that work is appropriate and accommodations are made for students with special needs.

Phase 4 Full Remote Instructional eLearning Procedure For Parents

Activities and Assignments

- Information about activities and assignments will be posted in Schoology (3-8) or SeeSaw (K-2) by 9:00am.
- Graded Activities and/or assignments will follow the current Minooka 201 grading scale and practices.

Fine Arts

- Fine Arts will not be a graded synchronous option for students.
- FA Teachers will offer parents and students with various FA activities and options that may be completed as supplemental and enrichment.

Physical Education

- Physical Education will not be a graded synchronous option for students.
- Physical Education teachers will offer parents and students with an asynchronous PE schedule of activities that fulfills the State mandate for Physical Education.

Virtual Classroom Hours

- Teachers will hold virtual classroom hours from 9:00am-2:00pm. Instructions for how to contact the teacher will be listed in Schoology (3-8) or SeeSaw (K-2) and communicated with parents and students in various established methods. Instruction will be a combination of synchronous and asynchronous activities.
- Teachers will interact with students through classroom messages, announcements, posting additional resources, Google Hangout, Zoom, etc. Announcements and activities will be listed in Schoology or SeeSaw. Individual Parent/Student and teacher discussions must be conducted in a private forum to provide for student confidentiality and privacy.
- Teachers will provide synchronous opportunities at a minimum of an average of 1-2 hours daily or 5-10 hours weekly (20-40% of weekly instruction). These synchronous opportunities may occur during the typical school hours associated with your grade level.

- Teachers must offer a daily synchronous opportunity.
- K-4 Synchronous instruction may be anytime during the virtual classroom hours or typical school hours as appropriate, and may include time after face to face students have been dismissed--Please see your building administration for specific schedule and timing examples. Teachers are encouraged, but not required to include live or recorded video of classroom lesson introductions/directions, lessons, and activities when appropriate.
- Examples may include but are not limited to:
 - Teacher Read Alouds
 - Activity Directions
 - Screencasting
 - Lesson Walkthrough
- Teachers are encouraged to respond to student and/or parent questions using appropriate means when possible and appropriate. Due to the nature of asynchronous learning, teachers are expected to respond within 24 hours and may use discretion to adjust due dates and deadlines.

Attendance

- Students' attendance will be calculated during Phase 4 Remote Instructional eLearning days.
- Students are expected to engage in the day's activities and assignments. While some activities offer live interaction (synchronous learning) through Zoom or Google Hangouts, students unable to attend at that time will be given instruction and activities through a non-live option (asynchronous) such as recorded video, presentations, detailed written descriptions, etc. Students will be assumed present unless they are reported to the school by parent or guardian by following the traditional attendance procedure.
- It is an expectation that students will attend the synchronous lessons or view the recorded version.

Instruction

- Synchronous Instruction will be offered at a minimum of 20-40% of Instruction weekly.
- Students will have a minimum of one daily synchronous session
 - K-5 Minimum of Daily **Synchronous** opportunity
 - 6-8 Minimum of One Course Synchronous Opportunity of a rotating basis
- Students unable to attend live synchronous **sessions** will be required to view the recorded session.

Phase 4 Full Remote Instructional eLearning Procedure For Kindergarten through Eighth Grade Teachers

In an attempt to maintain the best educational environment for our students and staff, Minooka 201 has elected to utilize a Full Remote Instructor for Kindergarten through 4th grade. When considering course offerings and teacher licensure at the 5-8th grade levels, teachers will be assigned to remote and/or in-person instructional sections based on their credentials and student needs. The focus of these schedules is to maintain the fewer face to face students in a physical classroom, limit transitions throughout the building, and maintain the integrity of the various academic offerings, while still focusing on relationship-building and the SEL needs of the student population.

Core Activities and Assignments

- All activities will be posted in Schoology (3-8) or SeeSaw (K-2) and communicated to parents and students as appropriately established by 9:00am. eLearning activities are intended to follow the scope and sequence of the Minooka 201 Curriculum.
- Live virtual sessions (synchronous) are expected and should be recorded for viewing at a later time (asynchronous). Recorded virtual sessions should be of just the instructor or instructor's screen.
- Alternative non-tech activities need to be created as needed/requested.
- Teacher must specify the evidence of completion/mastery for the activity and/or assignment.
 - Completed assignment
 - Number of tracked minutes on online system
 - Photo, video, etc
 - Parent/adult verification
- Activities and/or assignments will be graded following the Minooka 201 Grading Scale and Practices
- Teachers are encouraged to utilize/modify the lessons and activities used in their face to face class as much as appropriate.

Virtual Classroom Hours

- Teachers will hold virtual classroom hours from 9:00am-2:00pm. Instructions for how to contact the teacher will be listed in Schoology (3-8) or SeeSaw (K-2) and communicated with parents and students in various established methods.
- Teachers will interact with students through classroom messages, announcements, posting additional resources, Google Hangout, Zoom, etc. Announcements and activities will be listed in Schoology or SeeSaw. Individual Parent/Student and teacher discussions must be conducted in a private forum to provide for student confidentiality and privacy.

- Teachers will provide synchronous opportunities at a minimum of an average of 1-2 hours daily or 5-10 hours weekly (20-40% of weekly instruction). These synchronous opportunities may occur during the typical school hours associated with your grade level.
- Teachers must offer a daily synchronous opportunity.
- K-4 Synchronous instruction may be anytime during the virtual classroom hours or typical school hours as appropriate, and may include time after face to face students have been dismissed--Please see your building administration for specific schedule and timing examples. Teachers are encouraged but not required to include live or recorded video of classroom lesson introductions/directions, lessons, and activities when appropriate.
- Examples may include but are not limited to:
 - Teacher Read Alouds
 - Activity Directions
 - Screencasting
 - Lesson Walkthrough
- Teachers are encouraged to respond to student and/or parent questions using appropriate means when possible and appropriate. Due to the nature of asynchronous learning, teachers are expected to respond within 24 hours and may use discretion to adjust due dates and deadlines.

Fine Arts

- Fine Arts will not be a graded synchronous option for students.
- FA Teachers will offer parents and students with various FA activities and options that may be completed as supplemental and enrichment.

Physical Education

- Physical Education will not be a graded synchronous option for students.
- Physical Education teachers will offer parents and students with an asynchronous PE. schedule of activities that fulfills the State mandate for Physical Education.

Attendance

- Daily Attendance will be counted.
- Students will be counted as present unless they are reported to the school by parent or guardian by following the traditional attendance procedure.

Grades and Grading

- Keep instruction focused on Minooka 201 Curriculum.
- Focused learning is the goal, not busywork nor too much work.
- Build on teachable moments in the home: lifeskills, cooking, money management, sorting, measuring, interviewing people.
- Collect evidence of student ability according to the focused standards.
- Quality of evidence over quantity.
- Evidence of student performance on the continuum--not just accumulation of points.

- Feedback aligned to learning goals, skills, standards.
- Activities and/or assignments may be graded.

Personal or Sick Day

- Teachers who have elected to use a personal or sick day are responsible for posting their activity and assignment on Schoology (3-8) or SeeSaw (K-2).
- Teachers who have elected to use a personal or sick day will not be responsible for office hours during the eLearning day, but will need to post an announcement that they will not be available for office hours.
- Teachers who have elected to use a personal or sick day will post an activity and assignment that is appropriate for a student to complete without additional guidance from a teacher. Use the building procedure assigned by the building administration/team.

Additional guidance and learning activities from ISBE:

- General Education
- SPED
- ESL

[Remote Learning Recommendations](#)

Phase 4 Blended Instructional eLearning Days Guidance

Blended Learning Track

Remote instruction will be offered to all face to face students for one hour of instruction per instructional day.

- Blended learning will be approximately 1 hour of learning (combination of Instruction, practice, digital media, independent study, feedback, or activities).
- The blended learning instruction will be asynchronous (recorded/independent) teaching and learning.
- Attendance will be expected and recorded.
- Blended learning assignments will use the current Minooka 201 Grading Scale and Practices.
- Blended learning activities will be an extension of the major standards of the core curriculum of Minooka 201, including the use of similar, District approved learning materials, texts, and instructional technology.
- Students' attendance will be calculated during blended learning.

- Teachers will post contact information and eLearning activities for students and parents in the school's Learning Management System--Schoolology (3-8) or SeeSaw (K-2)
- Classroom teachers and special education teachers will work together to ensure that work is appropriate and accommodations are made for students with special needs.
- Students requiring non-digital activities may request alternative activities from the classroom teacher in advance.