

Project ECHO Remote Learning Plan

The Illinois State Board of Education has announced that remote learning will occur for the duration of the suspension of in-person instruction. A remote learning day is defined as an educational program designed to provide continuation of learning for students under conditions that prohibit the learner and instructor from being in the same physical space.

The table below outlines district, school, teacher, student, and family responsibilities to support and encourage student engagement during remote learning.

Responsibilities	
Home District Responsibilities	<ul style="list-style-type: none"> ● Support Project ECHO in planning and implementing remote learning plans. ● Help the school identify needed resources in the community (academic, health, social, emotional). ● Provide location for Remote Learning materials to be distributed to the students from Project ECHO.
School Responsibilities	<ul style="list-style-type: none"> ● Implement remote learning plans. ● Communicate regularly with stakeholders. ● Support teachers in planning and implementing remote learning plans. ● Help families find needed resources in the community (academic, health, social). ● Distribute Remote Learning academic material to the Home District sites in order to be easily accessible for the students.
Teacher Responsibilities	<ul style="list-style-type: none"> ● Make remote learning activities available in a timely manner. ● Be available on school days from 10:00 a.m. to 1:00 p.m. to answer student/caregiver questions via email/phone or other district approved communication tools.(i.e. Zoom, Google Hangouts, Remind app, etc) ● Provide timely feedback on student work. ● Communicate regularly with students to provide feedback or assistance as needed. ● Provide a range of meaningful learning opportunities that meet the needs of all learners during the period of closure.
Student Responsibilities	<ul style="list-style-type: none"> ● Review assigned work. ● Complete assigned courses in a timely manner to earn your maximum amount of credit recovery opportunities. ● Ask clarifying questions when you need help or don't understand. ● Contact your teacher when you complete a course and are going to turn in your coursework at the assigned district location; this will allow us to prepare your next course for a timely distribution of the new material and also make sure your work is graded as quickly as possible.

	<ul style="list-style-type: none"> ● Complete courses with academic integrity. ● Communicate with staff about academic or emotional struggles, so we can continue to help you emotionally as well as academically. ● Do not QUIT or give up! ● Be respectful to yourself, teachers, and peers.
Parent/Caregiver Family Responsibilities	<ul style="list-style-type: none"> ● Review work assigned to the student. ● Communicate with staff regarding any questions via email, phone, or the Project ECHO FaceBook page. ● Enable students to pick up their work from their Home District sites. ● Encourage students to get enough sleep. ● Talk to students about their work every day. ● Set sensible time limits for technology use. ● Help students establish and follow regular daily routines.

Below are the components that the Remote Learning Plan must address along with how the district plans to meet each requirement.

- 1) **Accessibility of the remote instruction to all students enrolled in the school or district.** Technology or packets will be utilized to provide students with the resources and the assignments needed for remote learning. In addition to on-line learning activities, packets may be distributed to students to further enhance their learning during remote learning days.
- 2) **When applicable, a requirement that the Remote Learning Days activities reflect the State Learning Standards.** The on-line and hard copy activities that are assigned to students during remote learning days have been developed and assigned by the classroom teachers specifically for their class/students and consist of the district approved curriculum. As a result, the activities align with the State Learning Standards for each subject and grade.
- 3) **Means for students to confer with an educator, as necessary.** During remote instructional days, each teacher will monitor email, phone calls, and Edgenuity Online Curriculum to track student activity and teachers will work with students/parents to schedule communication times as needed throughout the day. Communication used during remote learning days may include emails, phone calls, social media posts, or other district approved communication tools.
- 4) **Transitions from remote learning to on-sight learning upon the State Superintendent’s declaration that Remote Learning Days are no longer deemed necessary.** By providing remote learning activities and resources as well as monitoring the student’s work during remote learning days, the staff will be able to assess the students’ understanding of concepts. This will lead to a smoother transition to on-sight learning and a better assessment of the concepts that need to be reviewed/retaught. The students will be able to continue working on the courses that they are completing at home when we return to on-sight learning if they did not complete part of the coursework.

Grading

Remote learning is designed to support student learning and continuity of education. Grading is feedback and communication in a snapshot of time to students and parents. The aim, emphasis, and focus for schoolwork assigned, reviewed, and completed during remote learning is on learning, not on compliance. Students are expected to continue with the learning activities assigned during remote learning and to complete all of the work assigned and reviewed during the remote learning period. The “new normal” for grading and assessment during remote instructional days will be to recoup, review, refine, finish year. The grades a student had in March 2020 will not be negatively impacted as long as students complete the work during remote instructional days. If a student does not complete a course that they began before the school closure, they will receive an incomplete on their final grade report.