300 | DISTRICT 300

REMOTE LEARNING GUIDE

August 17, 2020 - October 9, 2020

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Introduction

The Basics

District 300 will implement a Remote Learning instructional approach for the first quarter of the 2020-2021 academic year (August 17, 2020 through October 9, 2020).

During Remote Learning, students will learn from home while engaging in instructional activities through their district-issued Chromebooks.

Students will participate in synchronous (live) lessons Mondays through Thursdays and asynchronous (not live) lessons on Fridays.

An Enhanced Approach
to Remote Learning

District 300 has spent the summer enhancing our Remote Learning approach to improve the learning experience for our students and parents.
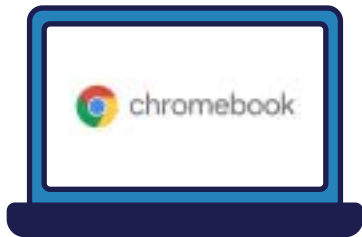
New Chromebooks Issued to all Students (K-12)

Daily Schedules Refined to Maximize Learning Outcomes

Traditional A through F Grading System

Attendance Will Be Taken Daily

Dedicated Time for Teachers to Check-in With Students

Schedule Campus Visits for Labs

Remote Learning: Useful Terms

During Remote Learning, District 300 students will use the following technology hardware and software:

Chromebook: A computer issued to all District 300 students from kindergarten through 12th grade. All students have received a new Chromebook for the 2020-2021 academic year. The software students will need to participate in Remote Learning has been preloaded onto the device.

RapidIdentity: District 300's single sign-on provider allowing students and parents to log in and access multiple applications, including PowerSchool Learning and Zoom.

PowerSchool Learning (Formerly Haiku): The district's learning management system. PowerSchool Learning is the central hub where all students will find items provided by their teachers, including agendas, assignments, instructions, and messages.

Zoom: The video conferencing platform students will use to engage in synchronous (live) instruction Mondays through Thursdays. Zoom can also be used for meetings between teachers and families and to provide certain types of therapies and accommodations.

Where Can I Find
Remote Learning Support?

If You Need Chromebook Support:

Fill out the Remote Learning Tech Support Form at d300.org/RemoteTechSupport.

If You Need a Password Reset:

Fill out the Remote Learning Tech Support Form at d300.org/RemoteTechSupport.

If You Experience Issues with PowerSchool Learning (Formerly Haiku):

If a student **can** access PowerSchool Learning (Formerly Haiku): The student or parent can submit a "Student Help Desk Ticket" in the Student 1:1 Help Desk in PowerSchool Learning.

- For students in grades 6th through 12th: After receiving a help desk ticket, a Digital Learning Coach will email 6th through 12th grade students directly to provide support.

- For students in kindergarten through 5th grade: After receiving a help desk ticket, a Digital Learning Coach will work with a student's teacher or the family to provide support.

If a student **cannot** access PowerSchool Learning (Formerly Haiku):

- For students in grades 6th through 12th: students can call their school's media center (via the school's main office phone number) or they can email District 300's Director of Innovation and Digital Learning, Anne Pasco, at anne.pasco@d300.org.

- For students in kindergarten through 5th grade: parents and guardians can call their student's media center (via the school's main office phone number) or they can email District 300's Director of Innovation and Digital Learning, Anne Pasco, at anne.pasco@d300.org.

Where Can I Find
Remote Learning Resources?

The latest Remote Learning resource information will always be available on d300.org/RemoteLearningResources.
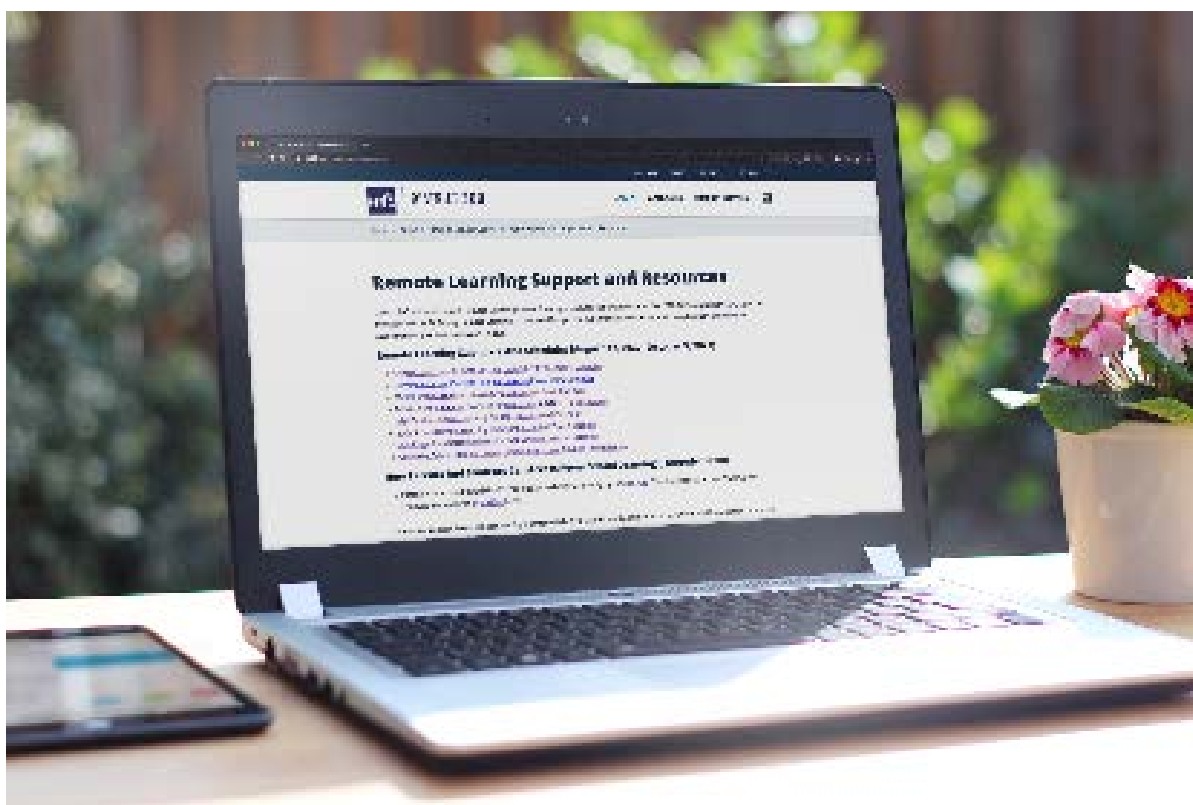
Remote Learning Instruction

Students will engage in two types of remote learning instruction, synchronous (live) lessons Mondays through Thursdays and asynchronous (not live) lessons on Fridays.

Synchronous Learning
(Mondays Through Thursdays)

Synchronous Learning (Live): refers to a learning event in which a group of students engages in learning at the same time. The staff member is teaching students in real-time.

District 300 students will participate in synchronous learning Mondays through Thursdays.

Step-by-Step Process for Students to Participate in Synchronous Learning:

Step 1: Turn on Chromebook

Step 2: Log into RapidIdentity (if you cannot log in, please request a password reset using the form available at d300.org/RemoteTechSupport)

Step 3: Log into your PowerSchool Learning class for your assigned teacher to check your daily agenda

Step 4: Follow your teacher's direction for logging into the Zoom app and authenticate the student account to begin live instruction. If a student cannot log in toZoom, they should submit a ticket to the Student 1:1 Help Desk in PowerSchool Learning.

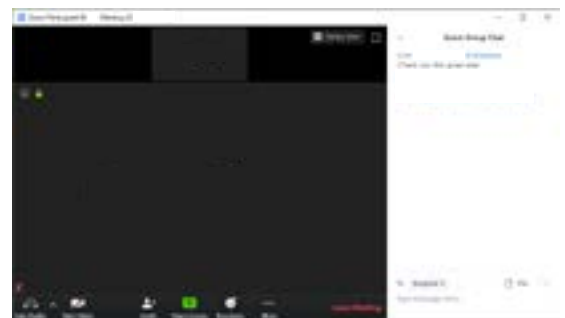# Synchronous Learning: Student Guidelines for Participation in Zoom Calls

Set up an Effective Learning Environment (such as a desk or table)

Mute Microphones

Turn Chromebook Camera "On"

Interactive via Chat

Asynchronous Learning (Fridays)

Asynchronous Learning (Not Live): is the concept that students learn the same material at different times and locations. This includes pre-posted lessons or recorded and posted lessons.

District 300 students will engage in asynchronous learning on Fridays.

While students will not participate in a live classroom session on asynchronous learning days, they are expected to log in every Friday at 9 a.m. (unless they have an earlier scheduled appointment with the teacher) to see if any new assignments have been assigned.

Students who fail to log in on asynchronous days will be marked absent.

During asynchronous days, students will follow-up with students who require assistance, have been absent, are missing assignments, or failing to participate in class. Teachers may also schedule time for students to complete labs, assessments, or other activities.

Step-by-Step Process For Students to Access Asynchronous Lessons:

Step 1: Turn on Chromebook

Step 2: Log into RapidIdentity (if you cannot log in, please request a password reset using the form available at d300.org/RemoteTechSupport)

Step 3: Log into PowerSchool Learning and view your daily agenda by 9 a.m.

Step 4: Elementary school students should view the agendas for their homeroom teachers and specials teachers. **Middle school and high school students** should view the agendas for all their assigned classes.

Special Education Students

All students with IEPs will participate in Remote Learning starting August 17.

Students in LEAP, SOAR, LIFE, Multi-Needs, L.D., Self-Contained, and 300 Plus programs who have opted to return to in-person learning will return after Labor Day. In-person instruction will occur Mondays through Thursdays. On Fridays, students will participate in asynchronous learning from home.

Students in LEAP, SOAR, LIFE, Multi-Needs, L.D., Self-Contained, and 300 Plus programs who did not opt to return to in-person instruction, will continue with Remote Learning through October 9, 2020.

Students attending therapeutic schools (such as Parkland, Camelot, and Glen Oaks) should follow their school's reopening procedures.

Students who have related services on their IEPs can schedule walk-in services with their therapists. Parents will need to provide transportation and follow all district safety procedures.

Remote Learning Calendars and Schedules

Elementary School Remote Learning A-B-C-D-E Instructional Calendar

AUGUST 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10 Teacher in-service	11 Teacher in-service	12 Teacher in-service	13 Teacher in-service	14 Teacher in-service	15
16	17 A1	18 B1	19 C1	20 D1	21 Asynchronous Learning Day/ Early Release	22
23	24 E1	25 A2	26 B2	27 C2	28 Asynchronous Learning Day	29
30	31 D2					

SEPTEMBER 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 E2	2 A1	3 B1	4 Asynchronous Learning Day/ Early Release	5
6	7 Labor Day- No School	8 C1	9 D1	10 E1	11 Asynchronous Learning Day	12
13	14 A2	15 B2	16 C2	17 D2	18 Asynchronous Learning Day	19
20	21 E2	22 A1	23 B1	24 C1	25 Asynchronous Learning Day	26
27	28 D1	29 E1	30 A2			

Elementary School Remote Learning A-B-C-D-E Instructional Calendar (Continued)

OCTOBER 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 B2	2 Asynchronous Learning Day	3
4	5 C2	6 D2	7 E2	8 A1	9 Asynchronous Learning Day! Early Release/ End of Quarter	10
11	12 District Holiday - No School	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 Teacher in-service	31

Elementary School Sample Remote Learning Schedule

		*Sample Remote Elementary Schedule - Daily Schedule Example Note: The order of content will be different per grade and classroom. Please check with your child's teacher for their specific daily schedule, which will be posted on their PowerSchool Learning page.
8 a.m. 9:30 a.m.	Literacy	While the elementary Literacy block will be 90 minutes in total, this time will include a variety of activities and instructional strategies. Students will participate in whole group direct instruction, small group break-out sessions with their teacher, small group break-out sessions with peers, guided and shared activities as well as independent work offline, as appropriate. This Literacy block includes reading, writing, speaking and listening.
9:30 a.m. - 9:45 a.m.		Break
9:45 a.m. - 10:30 a.m.	Science or Social Studies	Science and Social Studies instruction alternates by quarter for elementary students. Grades 3, 4, and 5 will begin with Science 1st quarter and Grades K, 1, and 2 will begin with Social Studies 1st quarter.
10:30 a.m. - 11 a.m.	Specials	**Please see the chart below for details regarding the specials rotation.
11 a.m. - 11:30 a.m.		Lunch
11:30 a.m. - 12:30 p.m.	Math	Similar to the Literacy block, while Math instruction will be 60 minute in length, this time will include a variety of activities and instructional modes. Students will participate in whole group direct instruction, small group break-out sessions with their teacher, small group break-out sessions with peers, guided and shared activities as well as independent work offline, as appropriate. Students will receive a personal set of manipulatives in their "Math Kits" at material distribution.
12:30 p.m. - 12:45 p.m.		Break
12:45 p.m. - 1:45 p.m.	Reteach & Enrich/Interventions / English Language Support	Using assessment data, Reteach & Enrich provides a targeted, differentiated time for teachers to meet with students who may need further support in understanding core content areas as well as enrichment for students who have demonstrated mastery. This time will also be used for formal math or reading intervention as well as English Language supports.
1:45 p.m. - 2:15 p.m.	Classroom Social Emotional Learning/ Second Step Curriculum	Students will receive instruction using our Second Step social-emotional curriculum. Additionally, teachers may also hold Morning Meetings, Restorative Circles and/or develop social-emotional activities that further the establishment and connectedness of positive relationships within the remote setting.
	Schoolwide Social Emotional /PBIS	In addition to the classroom-based social-emotional instruction, this time has been set aside for school-wide social-emotional activities, community and culture building and to further the establishment of a connected learning experience for students.

Middle School Remote Learning A/B-Day Instructional Calendar

AUGUST 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10 Teacher in-service	11 Teacher in-service	12 Teacher in-service	13 Teacher in-service	14 Teacher in-service	15
16	17 A	18 B	19 A	20 B	21 Asynchronous Learning Day/ Early Release	22
23	24 A	25 B	26 A	27 B	28 Asynchronous Learning Day	29
30	31 A					

SEPTEMBER 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 B	2 A	3 B	4 Asynchronous Learning Day/ Early Release	5
6	7 Labor Day- No School	8 A	9 B	10 A	11 Asynchronous Learning Day	12
13	14 B	15 A	16 B	17 A	18 Asynchronous Learning Day	19
20	21 B	22 A	23 B	24 A	25 Asynchronous Learning Day	26
27	28 B	29 A	30 B			

Middle School Remote Learning A/B-Day Instructional Calendar (Continued)

OCTOBER 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 A	2 Asynchronous Learning Day	3
4	5 B	6 A	7 B	8 A	9 Asynchronous Learning Day/ Early Release/ End of Quarter	10
11	12 District Holiday - No School	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 Teacher in-service	31

Middle School Remote Learning A/B Bell Time Schedule

A-DAY	TIME	B-DAY	TIME
Period 1	8:55 - 10:05 a.m.	Period 6	8:55 - 10:05 a.m.
Period 2	10:10 - 11:20 a.m.	Period 7	10:10 - 11:20 a.m.
Period 3	11:25 - 12:35 p.m.	Period 8	11:25 - 12:35 p.m.
BREAK	**12:40 - 1:10 p.m.**	**BREAK**	**12:40 - 1:10 p.m.**
Period 4	1:15 - 2:25 p.m.	Period 9	1:15 - 2:25 p.m.
Period 5	2:30 - 3:40 p.m.	Academic & Social-Emotional Support	2:30 - 3:40 p.m.

- Every Friday is an "asynchronous" learning day where all teachers will post content/ activities by 8 a.m. to their PowerSchool Learning (formerly Haiku) page. Students will not meet with their teachers on this day unless otherwise communicated by a specific teacher ahead of time. Students are expected to log in every Friday at 9 a.m. unless they have an earlier scheduled appointment with the teacher.

- Students attend the ELT or ALT period on their schedule.

- The Academic & Social-Emotional Support time on B Days is designed for:

  - Students to schedule appointments with teachers, counselors, other staff

  - Teachers, counselors, and other staff to schedule appointments with students

High School Remote Learning A/B-Day Instructional Calendar

AUGUST 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10 Teacher in-service	11 Teacher in-service	12 Teacher in-service	13 Teacher in-service	14 Teacher in-service	15
16	17 A	18 B	19 A	20 B	21 Asynchronous Learning Day/ Early Release	22
23	24 A	25 B	26 A	27 B	28 Asynchronous Learning Day	29
30	31 A					

SEPTEMBER 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 B	2 A	3 B	4 Asynchronous Learning Day/ Early Release	5
6	7 Labor Day- No School	8 A	9 B	10 A	11 Asynchronous Learning Day	12
13	14 B	15 A	16 B	17 A	18 Asynchronous Learning Day	19
20	21 B	22 A	23 B	24 A	25 Asynchronous Learning Day	26
27	28 B	29 A	30 B			

High School Remote Learning A/B-Day Instructional Calendar (Continued)

OCTOBER 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 A	2 Asynchronous Learning Day	3
4	5 B	6 A	7 B	8 A	9 Asynchronous Learning Day/ Early Release/ End of Quarter	10
11	12 District Holiday - No School	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 Teacher in-service	31

High School Remote Learning A/B Bell Time Schedule

A-DAY	TIME	B-DAY	TIME
Period 1	7:30 - 8:45 a.m.	Period 6	7:30 - 8:45 a.m.
Period 2	8:50 - 10:05 a.m.	Period 7	8:50 - 10:05 a.m.
Period 3	10:10 - 11:25 a.m.	Period 8	10:10 - 11:25 a.m.
BREAK	**11:30 - 12 p.m.**	**BREAK**	**11:30 - 12 p.m.**
Period 4	12:05 - 1:20 p.m.	Period 9	12:05 - 1:20 p.m.
Period 5	1:25 - 2:40 p.m.	Academic & Social-Emotional Support	1:25 - 2:40 p.m.

- Every Friday is an "asynchronous" learning day where all teachers will post content/ activities by 8 a.m. to their PowerSchool Learning (formerly Haiku) page. Students will not meet with their teachers on this day unless otherwise communicated by a specific teacher ahead of time. Students are expected to log in every Friday at 9 a.m. unless they have an earlier scheduled appointment with the teacher.

- Students do not report to their ASP period on their schedule. However, schools may require students to attend periodically for specific purposes. The Academic and Social-Emotional Support time on B-Days is designed for:

  - Students to schedule appointments with teachers, counselors, other staff

  - Teachers, counselors, and other staff to schedule appointments with students

Oak Ridge School Remote Learning A/B-Day Instructional Calendar

AUGUST 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10 Teacher in-service	11 Teacher in-service	12 Teacher in-service	13 Teacher in-service	14 Teacher in-service	15
16	17 A	18 B	19 A	20 B	21 Asynchronous Learning Day/ Early Release	22
23	24 A	25 B	26 A	27 B	28 Asynchronous Learning Day	29
30	31 A					

SEPTEMBER 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 B	2 A	3 B	4 Asynchronous Learning Day/ Early Release	5
6	7 Labor Day- No School	8 A	9 B	10 A	11 Asynchronous Learning Day	12
13	14 B	15 A	16 B	17 A	18 Asynchronous Learning Day	19
20	21 B	22 A	23 B	24 A	25 Asynchronous Learning Day	26
27	28 B	29 A	30 B			

Oak Ridge School Remote Learning A/B-Day Instructional Calendar (Continued)

OCTOBER 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 A	2 Asynchronous Learning Day	3
4	5 B	6 A	7 B	8 A	9 Asynchronous Learning Day/ Early Release/ End of Quarter	10
11	12 District Holiday - No School	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 Teacher in-service	31

Oak Ridge School Remote Learning A/B Bell Time Schedule

A-DAY (PERIODS 1-4)	TIME	B-DAY (PERIODS 5-8)	TIME
Homeroom	7:45 - 7:55 a.m. (10 Minutes)	Homeroom	7:45 - 7:55 a.m. (10 Minutes)
Period 1	7:55 - 9:10 a.m. (75 Minutes)	Period 5	7:55 - 9:10 a.m. (75 Minutes)
Period 2	9:15 - 10:30 a.m. (75 Minutes)	Period 7	9:15 - 10:30 a.m. (75 Minutes)
BREAK	**10:35 - 11 p.m.** (25 Minutes)	**BREAK**	**10:35 - 11 p.m.** (25 Minutes)
Period 3	11:05 - 12:20 p.m. (75 Minutes)	Period 8	11:05 - 12:20 p.m. (75 Minutes)
Period 4	12:25 - 1:40 p.m. (75 Minutes)	Academic & Social-Emotional Support	12:25 - 1:40 p.m. (75 Minutes)

- Every Friday is an "asynchronous" learning day where all teachers will post content/ activities by 8 a.m. to their PowerSchool Learning (formerly Haiku) page. Students will not meet with their teachers on this day unless otherwise communicated by a specific teacher ahead of time. Students are expected to log in every Friday at 9 a.m. unless they have an earlier scheduled appointment with the teacher.

- The Academic and Social-Emotional Support time on B-Days is designed for:

  - Students to schedule appointments with teachers, counselors, and other staff

  - Teachers, counselors, and other staff to schedule appointments with students

Next Steps and Additional Information

Next Steps

Before September 11, 2020, parents will be informed of what school will look like for the second quarter (October 13, 2020 through December 18, 2020). The district will select one of the following options depending upon local conditions:

- Continue with Remote Learning

- Transition to a hybrid schedule (A/B alternating day schedule) for all students (pre-k through 12th grade)

- Return to our original proposal of in-person instruction for students pre-k through 8th grade and a hybrid option for high school students

Additional Information

Additional Information can be located at d300.org/RemoteLearning.

Here, you'll find information regarding:

• Answers to Frequently Asked Questions

• Athletics

• Clubs

• Fine Arts

• Health Forms and Documents

• Meal Service Availability

DISTRICT 300

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