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# PRAIRIE CROSSING CHARTER SCHOOL



CREATING NATURAL LEADERS

## 2020-2021 Return to School Plan Remote Learning

July 28, 2020



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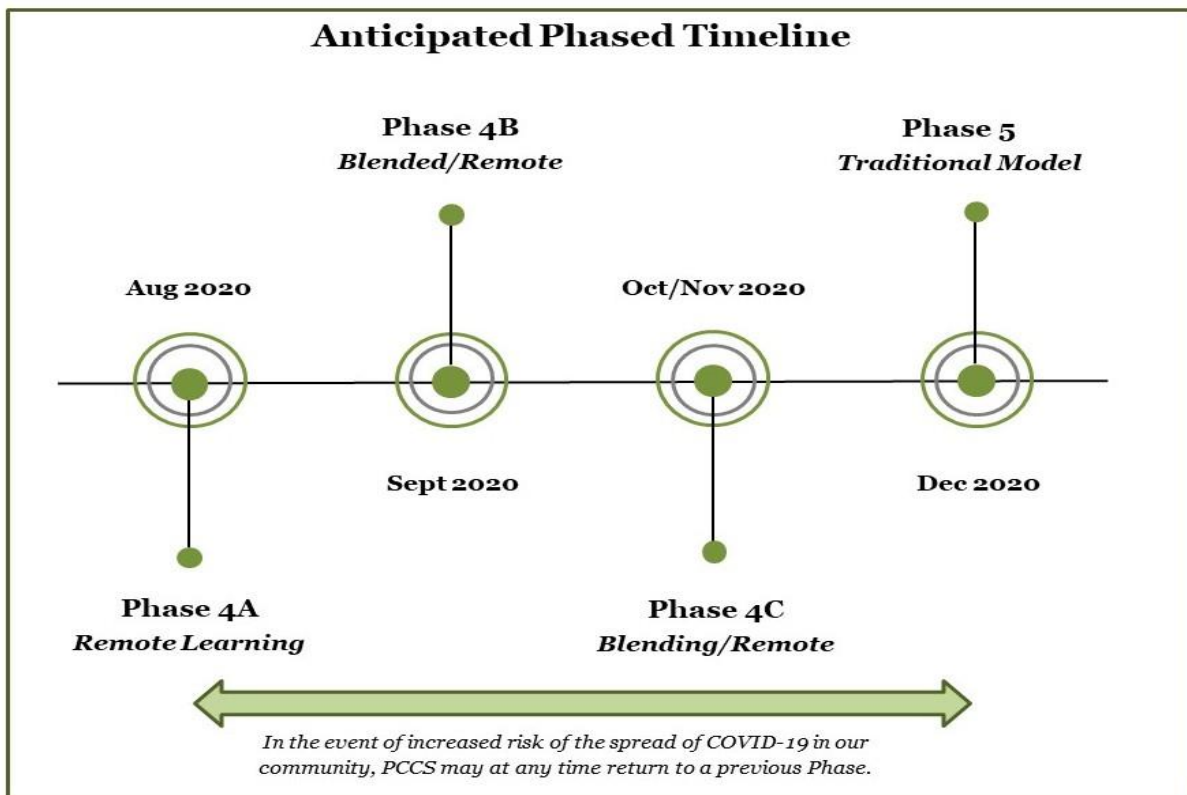
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## Introduction

As you would hope and expect, PCCS, together with members of our faculty, staff and administrative team, have spent thousands of hours over the past three months trying to find a way to provide some form of in-person learning experience for our students. Ultimately, we feel beginning in August with the *Remote Learning Plan* (outlined herein) will give us the best chance to create an instructional model that will provide students with unique and consistent high quality learning experiences and the best social experience under the circumstances, all while providing the healthiest and safest environment for our students, staff and extended PCCS Community.

## Return to School - Remote Learning

Prairie Crossing Charter School (PCCS) recognizes there are many factors involved with creating the “Return to School Plan” for the fall. Following the guidelines given by the state and the Illinois Department of Public Health (IDPH), we have created a phased plan with processes and procedures that allows the school to take steps towards in person instruction. This phased plan will start with Remote Learning 4A for all K – 8<sup>th</sup> students. Phase 4B begins the transition back towards in person instruction with an assigned schedule of 2 days in person and three days remote instruction, with an option for families to choose remote only. Phase 4C will allow for five days of in person instruction on campus for K – 8<sup>th</sup> students with remote learning as an option. For Phases 4B & 4C our on campus procedures are outlined in the [Return To School - On Campus](#) plan. Phase movement will be evaluated on a continuous basis. Families who choose to remain in Remote Learning during Phase 4B & 4C will commit to that method of learning for the duration of the Phase or Trimester mark, whichever is earliest.



Details of the Instruction Phase Plan can be found [here](#).

## **Instructional Delivery**

### *Remote Learning*

In the Remote Learning model found in phases 4 A - C, students will learn the traditional PCCS curriculum and skills from home with a blend of live (virtual) lessons and self-guided on-line learning opportunities. Our goal on these days is to partner with our families to provide meaningful and engaging learning opportunities outside of the classroom, which will maintain our high expectations and pursuit of increased student growth and achievement. For virtual lessons, students will engage with their teachers, support staff, and classmates throughout the day in whole class and small groups using *Zoom*, *Google Classrooms*, *Choice Boards*, and *SeeSaw*. Interventions and Enrichment will be supplied to all qualifying students using small group and individual lessons, as needed. A set group of staff will rotate to provide instruction, services, and support for our at-risk population. Although parents will not be expected to be the primary teacher, they will need to provide support at times to include monitoring for engagement and attendance.

### **The Remote School Day Process and Procedure (*Off Campus*)**

#### *Demographic of a Classroom Team*

- ✎ 1 Homeroom classroom teacher and homeroom IA
- ✎ 1 Certified Support Teacher (Specialist, EL, Special Education, Student Services Staff as appropriate)
- ✎ 24 students in grade level heterogeneous groups
- ✎ Each class will have students broken into smaller groups with a staff support person assigned to each group.

Remote Learning will look more like “School at Home” than the E-Learning Plan implemented in March. Students will log into their classroom (Zoom) each morning for: (See Sample Schedule Below)

- ✎ Live or Recorded Instruction in:
  - CORE Content lessons
  - Specials lessons
  - Support groups
  - Classroom meetings
- ✎ Enrichment and Interventions will occur with either live or assigned paper or digital instruction.
- ✎ Weekly Materials Pick-Up and Drop-Off - Staff may prepare manipulatives and lab packets for at home learners as appropriate. Pick-Up & Drop-Off schedules will be similar to carpool and will be created to manage these resources in a consistently safe manner.

## **A Typical Day of Remote Learning**

Students all begin their day at 8AM with their homeroom teacher for Intervention and Enrichment Time. Attendance will be taken and all will attend a short classroom meeting describing the day's activities, expectations, and questions. Students will then begin attending Zoom meetings with live or recorded instruction. Following each live lesson, students will be given time to practice new learning. Live and written assessments, quizzes, and checks for understanding will be used to ensure growth for all students. The final period of each day will be set aside for class meetings, Support Groups, Intervention or Enrichment & Office Hours as needed. Teachers and support teams will be available to communicate with Parents before (7:30 to 7:50 AM) and after school (3:00 to 3:40 PM) as needed.

### **Attendance**

Students who are remote learning must follow school schedules to be considered in attendance (virtually) throughout the day and to be counted for full attendance. Parents/Guardians are responsible for reporting student illness or non-attendance in accordance with current Parent/Student Handbook procedures. Failure to attend and/or maintain engagement for more than three days without appropriate communication and approval of excused absence will result in a student being placed on an academic intervention plan. Chronic truancy will be reported as per school policy.

### **Academic Intervention Plans**

For Remote Learning: after three days of non-attendance a student will be placed on an academic intervention plan.

### [Student Academic Accountability Procedure](#)

### **Grading**

Staff will follow the traditional grading procedures for both *On Campus Learning* and *Remote Learning* as outlined in the handbook with modifications as necessary for individual students. Students in both instructional settings will have the same requirements for assignments and due dates unless otherwise determined by the staff.

### **Student Services**

Will work with students and families to ensure appropriate learning opportunities for students with specific learning needs (e.g. students with IEPs, 504 plans, and/or English Learners). When appropriate, accommodations will be provided and/or modifications may be made by teachers or case managers consistent with the student's goals and needs.

### **Remote Behavior Expectations/Discipline**

PBIS Expectations - Be Safe, Respectful & Responsible. Students will follow the [PBIS Matrix](#) for behavior as expected in the Remote and On Site Classroom.

If there is a student discipline issue that cannot be addressed with the classroom staff, administration will take over and work with the student and parents to remediate the behavior.

Remote Classroom Behavior - The following are behaviors and etiquette specific to Remote Learning:

- ✎ Show up three minutes before class time and wait to be admitted into the class.
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- ✎ Find a quiet place free of distractions. (siblings, television, parents, pets, etc.).
- ✎ Maintain respect at all times in speaking, writing, & appearance.
- ✎ Stay on mute. Click the “raise hand” button if you would like to contribute.
- ✎ Video needs to remain on to promote focus.
- ✎ Eye contact should be maintained.
- ✎ Refrain from chewing gum, eating, or drinking.
- ✎ Do not use cellphones or other electronic devices that are not your primary Zoom device without Teacher permission.
- ✎ Stay on task.

## Remote Learning Expectations

Students are expected to complete all school activities and assignments as well as meet the minimum classroom hours as dictated by PCCS and the state. (See chart below) Students will receive clear expectations from their teachers regarding how they will be able to effectively participate in learning on a Remote Learning Day. This will include communication regarding the resources students will need to access learning, how to participate in learning, and how they will demonstrate learning. To the greatest extent possible, and as appropriate by age, students are encouraged to independently engage in their learning activities. This includes checking their school email (3rd - 8th Grades) for communications and/or accessing their applicable online resources used for their respective classes or helping teachers, and support staff and parents access the materials for K- 2nd grades.

## Expected School Hours

Grade Level	Minimum	Maximum	Recommended Length of Sustained Attention
K	4 hours /day	5 hours/day	20 mins
1-2	5 hours/ day	7.5 hours / day	30 mins
3-5	5 hours / day	7.5 hours / day	40 mins
6-8	5 hours /day	7.5 hours / day	1 subject area or class

*The school hours include a minimum of 2.5 of synchronous instructions per ISBE guidelines.*

## Remote School Day Schedules

We have included sample schedules for each Grade band below to demonstrate how the day could run for each grade level.

### Sample Remote Learning Schedule: Kindergarten

Tentative Time	Subject Area	
8:00 - 8:30	Class Meeting and SEL Time	
9:00-9:30	Math or ELA 10 - 20 Mins Teacher Lead Lesson	
9:30-9:50	Movement Break	Snack
9:50 - 10:20	Math or ELA (whichever was not completed earlier)	
10:20 -10:50	Specials Class (Physical Health/Wellness, Art, Music, or Spanish)	
10:50 - 11:50	Lunch	Movement/Social Break
11:50 - 12:20	Science or Social Studies 10 - 20 Mins Teacher Lead Lesson	
12:20 -12:50	Specials Class (Physical Health/Wellness, Art, Music, or Spanish) or Study Time with Teachers and IAs	
12:50 -1:00	Office Hours and Support Group Check-In	

### Sample Remote Learning Schedule: 1<sup>st</sup> and 2<sup>nd</sup> Grade

Tentative Time	Subject Area	
8:00 - 8:45	Intervention & Enrichment	
8:45 - 9:00	Class meeting	
9:00-9:45	Math or ELA 20 - 25 Mins Teacher Lead Lesson	
9:45-10:00	Movement Break	Snack
10:00-10:45	Math or ELA (whichever was not completed earlier)	
10:45-11:15	Science or Social Studies	
11:15-12:15	Lunch	Movement/Social Break
12:15 - 12:45	Specials Class 20 - 25 Mins Teacher Lead Lesson	
12:45 - 1:30	Science or Social Studies 20 - 25 Mins Teacher Lead Lesson	
1:30 - 3:00	Interventions & Enrichment & Office Hours	

**Sample Remote Learning Schedule: 3<sup>rd</sup> and 4<sup>th</sup> Grade**

<b>Tentative Time</b>	<b>Subject Area</b>	
8:00 - 8:45	Intervention & Enrichment	
8:45 - 9:00	Class meeting	
9:00-9:45	Math or ELA 20 - 25 Mins Teacher Lead Lesson	
9:45-10:00	Movement Break	Snack
10:00-10:45	Math or ELA (whichever was not completed earlier)	
10:45-11:15	Specials Class	
11:15-12:15	Lunch	Movement/Social Break
12:15 - 12:45	Science or Social Studies 20 - 25 Mins Teacher Lead Lesson	
12:45 - 1:30	Science or Social Studies 20 - 25 Mins Teacher Lead Lesson	
1:30 - 3:00	Interventions & Enrichment & Office Hours	

**Sample Remote Learning Schedule: 5<sup>th</sup> and 6<sup>th</sup> Grade**

<b>Tentative Time</b>	<b>Subject Area</b>	
8:00 - 8:45	Intervention & Enrichment	
8:45 - 9:00	Class meeting	
9:00-9:45	Math or ELA 20-25 Mins Teacher Lead Lesson	
9:45-10:00	Movement Break	Snack
10:00-10:45	Math or ELA (whichever was not completed earlier)	
10:45-11:15	Science or Social Studies 20-25 Mins Teacher Lead Lesson	
11:15-12:15	Lunch	Movement/Social Break
12:15 - 12:45	Specials Class 20 - 25 Mins Teacher Lead Lesson	
12:45 - 1:30	Science or Social Studies 20 - 25 Mins Teacher Lead Lesson	
1:30 - 3:00	Interventions & Enrichment & Office Hours	



## Sample Remote Learning Schedule: 7<sup>th</sup> and 8<sup>th</sup> Grade

Tentative Time	Subject Area	
8:00 - 8:45	Intervention & Enrichment	
8:45 - 9:00	Class meeting	
9:00-9:45	Math or ELA 20 - 25 Mins Teacher Lead Lesson	
9:45-10:00	Movement Break	Snack
10:00-10:45	Math or ELA (whichever was not completed earlier)	
10:45-11:15	Science or Social Studies	
11:15-12:15	Lunch	Movement/Social Break
12:15 - 1:00	Specials Class 20 - 25 Mins Teacher Lead Lesson	
1:00 - 1:45	Science or Social Studies 20 - 25 Mins Teacher Lead Lesson	
1:45 - 3:00	Interventions & Enrichment & Office Hours	

### **Blended Remote Learning Phase 4B**

When moving to Phase 4B a schedule similar to this will be followed. Students, Parent(s)/Guardian(s) and Staff will follow the Return to School Process and Procedures for both [Return To School - On Campus](#) plan and [Return To School - Remote](#) plan during this phase.

#### *Sample On-Campus/Blended Learning Schedule*

Grade	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Group A*</b>	On Campus	On Campus	Remote	Remote	Remote
<b>Group B*</b>	Remote	Remote	Remote	On Campus	On Campus

\* Groups A and B will be comprised of four to five grade bands per group . Details of that composition will be communicated as we transition into Phase 4B.

### **Blended Remote Learning Phase 4C**

Phase 4C will allow for five days of in person instruction on campus for K – 8<sup>th</sup> with remote learning as an option as outlined in the [Return To School - On Campus](#) plan.

## **Access to Technology**

### *Devices*

Students in 3<sup>rd</sup> through 8<sup>th</sup> grade will be expected to use the Chromebook assigned from the school for all school work during Remote Learning days.

- ✎ K – 1<sup>st</sup> Grade will be assigned a Classroom Amazon Kindle Fire (as needed)
- ✎ 2<sup>nd</sup> – 4<sup>th</sup> Grade will be assigned a Classroom Chromebook
- ✎ 5<sup>th</sup> – 8<sup>th</sup> will be assigned a 1:1 Chromebook device use both in remote and on site learning

### *Requests for Technology*

- ✎ K – 2<sup>nd</sup> Grade families will request technology from their classroom teachers if needed to support remote learning.
- ✎ 3<sup>rd</sup> – 8<sup>th</sup> Grade students will be assigned Chromebooks via the PCCS 1:1 Chromebook Program as described in the Parent Student Handbook.

### *Technology Support*

If technology issues (devices, software, or internet) arise during remote learning days, we are here to help support these needs. We ask that students/parents first reach out to the teacher associated with the class with which they are experiencing an issue. If the teacher is unable to resolve the issue, they will contact the school [technology support team](#). The technology support team knows to make remote learning requests a top priority on these days.

## **School Gatherings/Meetings/Visitors/Volunteers**

### *Safety & Security*

Should students, staff or parents be expected to come to the school for any reason, the appropriate on-site COVID -19 protocols will be followed.

### *School Gatherings*

During the 2020 - 2021 school year there will be no in person open houses, back to school nights, curriculum nights, or conferences. All these events will be held virtually with the specific details outlined as the events come up.

### *Meetings*

Until the school transitions into Phase 5, there will be no in person meetings with staff or administration. Additionally, Student Support Team (SST), IEP and 504 meetings will continue to be held virtually via phone or video conferencing. Staff meetings, Professional Development, Inservice Days, and team meetings will all be held virtually.

### *Classroom Visitors/Volunteers*

Until the school transitions into Phase 5, there will be no classroom visitors or volunteers with the exception of Substitute and/or Student Teachers. Parent(s)/Guardian(s) requesting campus access will need to be authorized by the Administration and will be expected to follow the [Self Certify Procedure](#).

## **Flexibility and Resiliency**

We understand that there is no perfect plan and that absolute compliance of any plan's implementation is improbable. We have built this plan under the framework that any back-to-school strategies must be flexible and nimble such that they can be quickly revised and adapted depending on the level of viral transmission in the school and community. Our efforts focus on taking reasonable steps to greatly decrease the risk to our students, families, and staff.

## **References**

This document has been created with consultation and guidance of the following resources:

The Illinois State Board of Education:

- ✎ [ISBE Guidance-Phase 4](#)
- ✎ [ISBE Guidance-Phase 4 FAQ](#)
- ✎ [Illinois Department of Public Health](#)
- ✎ [CDC Guidelines for Schools](#)