

Palestine CUSD #3

Remote Learning Days Plan

The Illinois State Board of Education announced on Friday, March 27, 2020, that Remote Learning Days will occur for the duration of the suspension of in-person instruction. Beginning on March 31, 2020, the days of school closure are no longer classified as Act of God Days. 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. Palestine CUSD #3 will begin **Remote Learning for Students on Tuesday, March 31, 2020.**

The tables below outline each grade level spans implementation of remote learning. The goal of Palestine CUSD #3 is to focus on keeping our students emotionally and physically safe, fed, and engaged in learning.

General Points of Reference:

- Student participation in work during Remote Learning Days is required
- Grading is ~~essentially~~ on a pass/incomplete basis
- Student work will remain on a limited basis, not overwhelming packets of material to complete
- The Principals and their staff are utilizing phone calls and emails to families regarding distribution and guidelines for the use of learning devices
- Faculty will communicate with students/families regarding educational engagement with digital learning devices
- Faculty will submit packets/plans for distribution by 8:30 a.m. on Friday
- Student packets are available for distribution at **7:30 a.m. on Monday**
- Student material packet return/drop off will be **set up at Palestine Grade School** for the grade school and high school
- Faculty may pick up packets/materials at the drop off point

If a student is experiencing emotional difficulties please contact the school district helpline at: pioneersupport@palestine-pioneers.net. If email communication is not possible, contact one of the Administrative Offices at the appropriate number provided in the Administrator table.

College Dual Credit Courses: Students will need to follow the directions provided by their professor. So long as the coursework is being completed in these courses, students should receive credit for that work. The college is instructed to work with the high school to transition those students to online, remote, or alternate delivery options. If an incomplete is granted, institutions of higher education and high schools should work together to support all students with the development of an individual plan for the completion of a dual credit course, with a focus on students who are expected to graduate in the spring of 2020.

Scholarships, Transcripts, Course Registration: For help or information related to scholarships, transcript requests, or course registration for next school year, students and parents are to contact our school guidance counselor, Jessica Will at: jessica.will@palestine-pioneers.net.

Remote Learning Day Plan – Review and Modification: The school's or district's superintendent or chief administrator shall periodically review and amend its Remote Learning Day Plan, as needed, to ensure the Plan meets the needs of all students.

Grade Span: Pre-Kindergarten

Instructional Minutes	<ul style="list-style-type: none">● 20 - 60 minutes/day (Length of sustained attention 3-5 minutes)
Contact Information	<ul style="list-style-type: none">● Samantha Pearse – samantha.pearse@palestine-pioneers.net
Program & Materials	<ul style="list-style-type: none">● Materials are available for pickup at the school● Families are contacted regarding additional procedures for pickup and return of materials
Teacher Responsibilities	<ul style="list-style-type: none">● Make remote learning activities available in a timely manner.● Be available at scheduled times to answer student/caregiver questions.● Provide timely feedback on student work.● Communicate regularly with students.● Provide a range of meaningful learning opportunities that meet the needs of all learners during the period of closure.● Provide regular feedback to students on progress related to learning activities.
Student Responsibilities	<ul style="list-style-type: none">● Review assigned work.● Complete assigned work by the due date.● Ask clarifying questions when you need help or don't understand.● Be respectful to yourself, teachers, and peers.
Parent/Caregiver Family Responsibilities	<ul style="list-style-type: none">● Review work assigned to the student.● 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.
Time Available during the Day	<ul style="list-style-type: none">● 9:00 a.m. through 2:30 p.m. - The time is flexible and fluid as determined by individual faculty members.
Grading	<ul style="list-style-type: none">● Focused on student progress and learning utilizing phone calls, emails, or other digital resources.● Communication and feedback from families may include, but is not limited to: photos of artifacts, collected physical artifacts, parent phone calls, video of student skill, or web based programs.
Emphasized Learning Areas	<ul style="list-style-type: none">● Social-Emotional, Language Arts, Math, Science, Social Studies

Grade Span: Kindergarten

Instructional Minutes	<ul style="list-style-type: none">• 30 - 90 minutes/day (Length of sustained attention 3-5 minutes)
Contact Information	<ul style="list-style-type: none">• Lori Hardesty – lori.hardesty@palestine-pioneers.net• Jana Bayne - jana.bayne@palestine-pioners.net
Program & Materials	<ul style="list-style-type: none">• Materials are available for pickup at the school• Families are contacted regarding additional procedures for pickup and return of materials
Teacher Responsibilities	<ul style="list-style-type: none">• Make remote learning activities available in a timely manner.• Be available at scheduled times to answer student/caregiver questions.• Provide timely feedback on student work.• Communicate regularly with students.• Provide a range of meaningful learning opportunities that meet the needs of all learners during the period of closure.• Provide regular feedback to students on progress related to learning activities.
Student Responsibilities	<ul style="list-style-type: none">• Review assigned work.• Complete assigned work by the due date.• Ask clarifying questions when you need help or don't understand• Be respectful to yourself, teachers, and peers
Parent/Caregiver Family Responsibilities	<ul style="list-style-type: none">• Review work assigned to the student.• 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.
Time Available during the Day	<ul style="list-style-type: none">• 9:00 a.m. through 2:30 p.m. - The time is flexible and fluid as determined by individual faculty members.
Grading	<ul style="list-style-type: none">• 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. <u>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.</u> Grades during remote learning days will be reported on a pass or incomplete basis. The “new normal” for grading and assessment during remote instructional days will be to recoup, review, refine, finish year.
Emphasized Learning Areas	<ul style="list-style-type: none">• Reading, Math, Writing

Grade Span: 1 - 3

Instructional Minutes	<ul style="list-style-type: none">● 45 - 90 minutes/day (Length of sustained attention 3-5 minutes)
Contact Information	<ul style="list-style-type: none">● Michele Mendenhall – michele.mendenhall@palestine-pioneers.net● Jana Bayne - jana.bayne@palestine-pioners.net● Linda Carpenter – linda.carpenter@palestine-pioneers.net● Lisa Beabout – lisa.beabout@palestine-pioneers.net● Katherine Wesley – kathy.wesley@palestine-pioneers.net
Program & Materials	<ul style="list-style-type: none">● Materials are available for pickup at the school● Families are contacted regarding additional procedures for pickup and return of materials
Teacher Responsibilities	<ul style="list-style-type: none">● Make remote learning activities available in a timely manner.● Be available at scheduled times to answer student/caregiver questions.● Provide timely feedback on student work.● Communicate regularly with students.● Provide a range of meaningful learning opportunities that meet the needs of all learners during the period of closure.● Provide regular feedback to students on progress related to learning activities.
Student Responsibilities	<ul style="list-style-type: none">● Review assigned work.● Complete assigned work by the due date.● Ask clarifying questions when you need help or don't understand.● Be respectful to yourself, teachers, and peers.
Parent/Caregiver Family Responsibilities	<ul style="list-style-type: none">● Review work assigned to the student.● 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.
Time Available during the Day	<ul style="list-style-type: none">● 9:00 a.m. through 2:30 p.m. - The time is flexible and fluid as determined by individual faculty members.
Grading	<ul style="list-style-type: none">● 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. <u>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.</u> Grades during remote learning days will be reported on a pass or incomplete basis. The “new normal” for grading and assessment during remote instructional days will be to recoup, review, refine, finish year.

Grade Span: 4 - 5

Instructional Minutes	<ul style="list-style-type: none">● 60 - 120 minutes/day (Length of sustained attention 3-5 minutes)
Contact Information	<ul style="list-style-type: none">● Bethany Dunlap – bethany.dunlap@palestine-pioneers.net● Autumn Burkett – autumn.burkett@palestine-pioneers.net● Jana Bayne - jana.bayne@palestine-pioners.net
Program & Materials	<ul style="list-style-type: none">● Materials are available for pickup at the school● Families are contacted regarding additional procedures for pickup and return of materials
Teacher Responsibilities	<ul style="list-style-type: none">● Make remote learning activities available in a timely manner.● Be available at scheduled times to answer student/caregiver questions.● Provide timely feedback on student work.● Communicate regularly with students.● Provide a range of meaningful learning opportunities that meet the needs of all learners during the period of closure.● Provide regular feedback to students on progress related to learning activities.
Student Responsibilities	<ul style="list-style-type: none">● Review assigned work.● Complete assigned work by the due date.● Ask clarifying questions when you need help or don't understand.● Be respectful to yourself, teachers, and peers.
Parent/Caregiver Family Responsibilities	<ul style="list-style-type: none">● Review work assigned to the student.● 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.
Time Available during the Day	<ul style="list-style-type: none">● 9:00 a.m. through 2:30 p.m. - The time is flexible and fluid as determined by individual faculty members.
Grading	<ul style="list-style-type: none">● 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. <u>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.</u> Grades during remote learning days will be reported on a pass or incomplete basis. The “new normal” for grading and assessment during remote instructional days will be to recoup, review, refine, finish year.

Grade Span: 6 - 8

Instructional Minutes	<ul style="list-style-type: none">● 90 - 180 minutes/day (Length of sustained attention 3-5 minutes)● Please keep in mind this time frame is in totality and not per subject area/class.● In reality, each class should plan for approximately 25 minutes of instruction per day.
Contact Information	<ul style="list-style-type: none">● Jana Bayne - jana.bayne@palestine-pioneers.net● Josh Baker - josh.baker@palestine-pioneers.net● Erika Blank – erica.blank@palestine-pioneers.net● Holly Inboden - holly.inboden@palestine-pioneers.net● Chris Macke – chris.macke@palestine-pioneers.net● Becky McKinley – becky.mckinley@palestine-pioneers.net● Marcia Schmidlin – marcia.schmidlin@palestine-pioneers.net● Kaylee Wartsbaugh – kaylee.wartsbaugh@palestine-pioneers.net● Dr. Jeff Walker - jeff.walker@palestine-pioneers.net● Marcy Adams – marcy.adams@palestine-pioneers.net
Program & Materials	<ul style="list-style-type: none">● Materials are available for pickup at the school● Families are contacted regarding additional procedures for pickup and return of materials● Math Department● Language Arts Department● PE/Health Department● Social Science Department● Science Department● Art Department● Music & Band
Teacher Responsibilities	<ul style="list-style-type: none">● Make remote learning activities available in a timely manner.● Be available at scheduled times to answer student/caregiver questions.● Provide timely feedback on student work.● Communicate regularly with students.● Provide a range of meaningful learning opportunities that meet the needs of all learners during the period of closure.● Provide regular feedback to students on progress related to learning activities.
Student Responsibilities	<ul style="list-style-type: none">● Review assigned work.● Complete assigned work by the due date.● Ask clarifying questions when you need help or don't understand.● Be respectful to yourself, teachers, and peers.
Parent/Caregiver Family Responsibilities	<ul style="list-style-type: none">● Review work assigned to the student.● Encourage students to get enough sleep.● Talk to students about their work every day.● Set sensible time limits for technology use.

	<ul style="list-style-type: none"> • Help students establish and follow regular daily routines.
Time Available during the Day	<ul style="list-style-type: none"> • 9:00 a.m. through 2:30 p.m. - The time is flexible and fluid as determined by individual faculty members.
Grading	<ul style="list-style-type: none"> • 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. <u>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.</u> Grades during remote learning days will be reported on a pass or incomplete basis. The “new normal” for grading and assessment during remote instructional days will be to recoup, review, refine, finish year.

Grade Span: 9 - 12

Instructional Minutes	<ul style="list-style-type: none">● 120 - 270 minutes/day (Length of sustained attention 3-5 minutes)● Please keep in mind this time frame is in totality and not per subject area/class.● In reality, each class should plan for approximately 30 minutes of instruction per day.
Contact Information	<ul style="list-style-type: none">● Marcy Adams – marcy.adams@palestine-pioneers.net● Josh Baker - josh.baker@palestine-poioneers.net● Travis Blank – travis.blank@palestine-pioneers.net● Tabatha Cohorst – tabatha.cohorst@palestine-pioneers.net● Jamie Curtright – jamie.curtright@palestine-pioneers.net● Susan Hyde – susan.hyde@palestine-pioneers.net● Holly Inboden – holly.inboden@palestine-pioneers.net● Stuart Smith – stuart.smith@palestine-pioneers.net● Jeff Walker – jeff.walker@palestine-pioneers.net● Kaylee Wartsbaugh - kaylee.wartsbaugh@palestine-pioneers.net● Caleb Will – caleb.will@palestine-pioneers.net
Program & Materials	<ul style="list-style-type: none">● Materials are available for pickup at the school● Families are contacted regarding additional procedures for pickup and return of materials● Math Department● English Department● PE/Health/Driver Ed Department● Social Science Department● Science Department● CTE Department● Fine Arts
Teacher Responsibilities	<ul style="list-style-type: none">● Make remote learning activities available in a timely manner.● Be available at scheduled times to answer student/caregiver questions.● Provide timely feedback on student work.● Communicate regularly with students.● Provide a range of meaningful learning opportunities that meet the needs of all learners during the period of closure.● Provide regular feedback to students on progress related to learning activities.
Student Responsibilities	<ul style="list-style-type: none">● Review assigned work.● Complete assigned work by the due date.● Ask clarifying questions when you need help or don't understand.● Be respectful to yourself, teachers, and peers.
Parent/Caregiver Family Responsibilities	<ul style="list-style-type: none">● Review work assigned to the student.● Encourage students to get enough sleep.● Talk to students about their work every day.

	<ul style="list-style-type: none"> ● Set sensible time limits for technology use. ● Help students establish and follow regular daily routines.
Time Available during the Day	<ul style="list-style-type: none"> ● 9:00 a.m. through 2:30 p.m. - The time is flexible and fluid as determined by individual faculty members.
Grading	<ul style="list-style-type: none"> ● 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. <u>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.</u> Grades during remote learning days will be reported on a pass or incomplete basis. The “new normal” for grading and assessment during remote instructional days will be to recoup, review, refine, finish year.

Grade Span: Special Education

Instructional Minutes	<ul style="list-style-type: none">● 90 - 180 minutes/day (Length of sustained attention 3-5 minutes)● For cross-cat classes, I would plan for a maximum of 15 - 20 minutes per course per day of work
Contact Information	<ul style="list-style-type: none">● Melody Benton – melody.benton@palestine-pioneers.net● Teri Brigham – teri.brigham@palestine-pioneers.net● Katherine Kittell – katie.kittell@palestine-pioneers.net● Sharon Schackmann – sharon.schackmann@palestine-pioneers.net
Programs & Materials	<ul style="list-style-type: none">● Materials are available for pickup at the school● Families are contacted regarding additional procedures for pickup and return of materials
Teacher Responsibilities	<ul style="list-style-type: none">● Make remote learning activities available in a timely manner.● Be available at scheduled times to answer student/caregiver questions.● Provide timely feedback on student work.● Communicate regularly with students.● Provide a range of meaningful learning opportunities that meet the needs of all learners during the period of closure.● Provide regular feedback to students on progress related to learning activities.
Student Responsibilities	<ul style="list-style-type: none">● Review assigned work.● Complete assigned work by the due date.● Ask clarifying questions when you need help or don't understand.● Be respectful to yourself, teachers, and peers.
Parent/Caregiver Family Responsibilities	<ul style="list-style-type: none">● Review work assigned to the student.● 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.
Time Available during the Day	<ul style="list-style-type: none">● 9:00 a.m. through 2:30 p.m. - The time is flexible and fluid as determined by individual faculty members.
Grading	<ul style="list-style-type: none">● 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. <u>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.</u> Grades during remote learning days will be reported on a pass or incomplete basis. The “new normal” for grading and assessment during remote instructional days will be to recoup, review, refine, finish year.
Notes/Guidance	<ul style="list-style-type: none">● The unique needs of students in special populations, including, but not limited to, students eligible for special education under Article 14 of the code are required to be met as required via special education

	<p>law and as outlined within each students' IEP (Individualized Education Plan). During remote learning days, consistent communication with students with special needs will be provided through email, phone calls, or other district approved communication tools. Staff will document the best efforts being made under the current emergency conditions to ensure ongoing growth and progress and to continue serving these students to the greatest extent practicable by tailoring remote learning that provides educational benefits to students with disabilities. Methods may include regular communication, scaffolding, and breaking up assignments into more manageable parts. Please keep in mind that we will still need to track progress towards the specific goals outlined within each student's IEP (Individualized Education Program). We will have to be able to report this progress in the quarterly progress report. Be reminded that all accommodations within each student's IEP (Individualized Education Program) are required to be met. Inclusion Special Education Teachers will need to collaborate with their regular education counterparts within the inclusion classroom to ensure all accommodations are met. Please make sure that all modifications to curriculum or instruction are being met for the students on your caseload. These items will encompass all courses the students on your caseloads are enrolled in and not just the inclusion courses.</p>
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District Administration	
Hours	<ul style="list-style-type: none"> ● At least one administrator is in-district when Remote Learning Days are scheduled.
Administration Contact Information	<ul style="list-style-type: none"> ● Jo R. Campbell, Interim Superintendent – jo.campbell@palestine-pioneers.net Unit Office – (618) 586-2713 ● Jessica Sisil, PGS Principal – jessica.sisil@palestine-pioneers.net Palestine Grade School – (618) 586-2711 ● Tangi Waldrop, PHS Principal – tangi.waldrop@palestine-pioneers.net Palestine High School (618) 586-2712

District Responsibilities	<ul style="list-style-type: none"> ● Develop thoughtful, accessible remote learning plans using stakeholder input. ● Support schools in planning and implementing remote learning plans. ● Assist schools and families in identifying resources in the community (academic, health, social, emotional). ● Provide regular communication with the school community.
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