

Peotone Intermediate Center Remote Learning Plan

Remote Learning (*Voluntary*)

- Semester Commitment
- All students will be assigned a Remote Learning Homeroom Teacher
- All students will be assigned Remote Learning Math, ELA, Science, Social Studies, PE, Art & Music Teachers
- Grades 4 & 5 will use Google Classroom
- Remote Learning Teachers utilize the same curriculum as in-person Teachers
- Remote Learning Teachers do not change in the event PIC transitions to Mandated Remote Learning
- Grades 4 & 5 students will be issued a ChromeBook pending delivery
- Parents/Guardians are responsible for securing home internet provider

Attendance - as noted in PIC's Student Handbook

- Students are **strongly encouraged** to participate in Remote Learning according to the daily learning schedule provided
- **Official attendance** will be submitted by the Homeroom Teacher and recorded by the Building Secretary at 1:00pm each day
- Students will use a Google Form to mark their attendance, which is made available under the attendance topic in their Homeroom Teacher's Google Classroom. They are to submit the Google Form twice per day as noted on the daily learning schedule
- Parents/Guardians **must** make alternate arrangements with teacher/s if student is not able to check-in for attendance as noted on the daily learning schedule
- Parents/Guardians must contact PIC's Main Office and Remote Learning Homeroom Teacher each day to report the student absent from Remote Learning

EXCUSED ABSENCES

1. Student illness up to 7 times with parent/guardian contact; 3 consecutive days may require a physician's excuse
2. Student illness beyond 7 times with medical documentation or determination by school nurse
3. Quarantine as imposed by health official
4. Student medical appointments with physician documentation
5. Death in the immediate family (parents, siblings, grandparents)
6. Family emergency without prior parental consent
7. Observance of a religious holiday
8. Court appearance with documentation
9. An out-of-school suspension will be treated as an excused absence for the purposes of making up work

UNEXCUSED ABSENCES

1. Any absence or tardy that the parent/guardian has not reported to school
2. Family vacation
3. Court appearances without documentation
4. Any instance of truancy
5. Absence or tardiness due to oversleeping, transportation, or family issues other than emergency

Student Day

- Students are required to engage in 5 hours of instruction and assignments daily.
- Students will receive a combination of live instruction, independent work, recorded lessons, and assignments made available to students using *Google Classroom*.
- The student schedule has a 5 minute transition time in between several classes allowing students to prepare for the next class
- It is **strongly recommended** that the student **check-in for attendance** as designated on the student schedule provided. Students are **expected** to be in attendance for live lessons, arranged meetings and/or check-ins. If a student is unable to attend scheduled lessons, the pre-arranged meetings, and/or check-ins, the parent/guardian will make arrangements with the teacher to ensure the student is receiving remote instruction. Students may be required to view a recorded lesson and complete work, and check-in via email with the teacher upon completion of work if it is outside of the scheduled school day.
- All assignments must be completed and submitted to the teacher by the due date. A grace period extending to Monday @ 7:30am for assignments from the previous week in the event of unforeseen circumstances. Please communicate these circumstances with the teacher.

Mr. Peppmuller's Homeroom - Grade 4

Ms. Clayton's Homeroom - Grade 5

Students will follow the schedule below based on their assigned Homeroom Teachers

7:30 - 7:45	Assignments due are submitted to Teacher
7:45 - 8:15	Students submit attendance using Google Form
7:45 - 8:45	Bell Work Assignments as follows: Ms. Clayton - ELA Assignment for Grades 4 & 5 Mr. Peppmuller - Math Assignment for Grades 4 & 5
8:45 - 9:15	Mr. Peppmuller's Grade 4 Homeroom - Math w/Peppmuller Ms. Clayton's Grade 5 Homeroom - ELA w/Clayton
9:15 - 9:30	Break
9:30 - 10:00	Mr. Peppmuller's Grade 4 Homeroom - ELA w/Ms. Clayton Ms. Clayton's Grade 5 Homeroom - Math w/Peppmuller
10:05 - 10:35	Mr. Peppmuller's Grade 4 Homeroom - PE w/Mr. Wedic and/or Art/Music w/Mrs Harmon Ms. Clayton's Grade 5 Homeroom - Science w/Clayton
10:15 - 10:45	Students submit attendance using Google Form to Homeroom Teacher
10:40 - 11:10	Mr. Peppmuller's Grade 4 Homeroom - Social Studies w/Peppmuller Ms. Clayton's Grade 5 Homeroom - PE w/Mr. Wedic and/or Art/Music w/Mrs Harmon
11:15 - 11:45	Mr. Peppmuller's Grade 4 Homeroom - Science w/Clayton Ms. Clayton's Grade 5 Homeroom - Social Studies w/Peppmuller

11:45 - 12:15	Student Lunch
12:15 - 1:15	Complete Independent work on assignments Review Summary of daily lessons posted by Teachers View Recorded Lessons Check PIC's Website for Daily Summary of Assignments & Homework due Official Attendance taken and recorded on PowerSchool by 1:00pm
1:15 - 2:40	Office Hours w/teacher either in person or remote

Grade 5 Clayton & Grade 4 Peppmuller Homeroom Teacher Schedule

7:30 - 7:45	Teachers check student assignments submitted
7:45 - 8:15	Teachers record attendance in PowerSchool from Google Form
7:45 - 8:15	Provide Bell Work assignments as follows: Mr. Peppmuller - Math Assignment for Grades 4 & 5 Ms Clayton - ELA Assignment for Grades 4 & 5
8:15 - 8:45	Teacher Meetings & Collaboration
8:45 - 9:15	Mr. Peppmuller - Grade 4 Math w/Homeroom Ms. Clayton - Grade 5 ELA w/Homeroom
9:15 - 9:30	Break
9:30 - 10:00	Mr. Peppmuller - Grade 5 Math w/Clayton's Homeroom Ms. Clayton - Grade 4 ELA w/Peppmuller's Homeroom
10:00 - 10:30	Mr. Peppmuller - Plan Period Ms. Clayton - Grade 5 Science w/Homeroom
10:15 - 10:45	Student attendance recorded in PowerSchool from Google Form
10:30 - 11:00	Mr. Peppmuller - Grade 4 Social Studies w/Homeroom Ms. Clayton - Plan Period
11:00 - 11:30	Mr. Peppmuller - Grade 5 Social Studies w/Clayton's Homeroom Ms. Clayton - Grade 4 Science w/Peppmuller's Homeroom
11:30 - 12:30	Students will have lunch Teachers will update & post recorded instructional videos on PIC's Website Update Summary of daily lessons Update Website w/assignments due Official student attendance recorded by the office in PowerSchool by 1:00pm
12:30 - 1:15	Clayton & Peppmuller Lunch
1:15 - 2:40	Office Hours w/teacher either in-person or remote

Curriculum

- PIC teachers utilize MyView for ELA, GoMath for Math, Studies Weekly for Social Studies, and Building Blocks for Science. Students will receive assignments/activities in Music/Art & Physical Education. Students will access and turn in assignments using Google Classroom.

Social Emotional

- Our students' social emotional well-being is as important as their academic success and we encourage daily attendance and engagement with live and recorded lessons, google meetings, check-ins, and encourage you to take advantage of teacher office hours from 1:15pm to 2:40pm.

Grading

- The Grading Scale used for PIC students is as follows:

GRADE	PERCENTAGE
A+	100
A	92-99
A-	90-91
B+	88-89
B	82-87
B-	80-81
C+	78-79
C	72-77
C-	70-71
D+	68-69
D	62-67
D-	60-61
F	0-59

- Remote Learning students are assessed based on assignment completion, and attendance with participation in lessons via google meetings.

Student Expectations

- Complete and submit Attendance Form in Homeroom Teachers Google Classroom two times per day
- Attend daily lessons, Google meetings, and group lessons as available
- Watch recorded videos of lessons to successfully complete daily assignments as needed.
- Complete and submit assignments as requested by Remote Teachers.
- Utilize office hours and check-in for extra support.

Teacher Expectations

- Collect & Record attendance daily.
- Schedule/Provide small group instruction.
- Schedule/Provide check-in and/or appointments weekly in-person or remote.
- Utilize Teacher Office Hours to access guardians/parents and support students.
- Provide feedback to students within 24 - 48 hours of submitting an assignment.
- Respond to parent email, voicemail/message within 24 hours - Monday thru Friday.
- Provide feedback to parents with a mid-term progress report.
- Update grades on PowerSchool weekly.
- Collaborate with Math, ELA, Science & Social Studies teachers to align Remote Learning to the In-Person Learning Curriculum.

Parent Expectations

- Ensure the child is communicating and submitting accurate attendance using Google forms at the two designated times each day.
- Ensure the child has access to the Teacher Schedule included with this Remote Learning Plan.
- Ensure the child is attending lessons, check-in, small group meetings, viewing recorded lessons as appropriate.
- Ensure accurate phone and email information in PowerSchool.
- Check grades weekly in PowerSchool.
- Check the Mid-term Progress Report.
- Make every effort for the child to attend live whole group instruction. If unavailable during whole group instruction, ensure the child is able to view recorded instructional videos made available on PIC's website prior to completing assignments.
- Communicate your child's absence by 1pm daily to PIC's Main Office and email Remote Learning Homeroom Teacher regarding absence.
- Support your child as they engage in Remote Learning, completion and submission of assignments.
- Report technology difficulties to Remote Learning Homeroom Teachers.
- Report scheduling conflicts to Remote Learning Homeroom Teachers.
- Ensure that completed assignments are submitted by 7:30am each Monday from the previous week.