



WASHINGTON

Community High School District 308

July 24, 2020

Dear parent/guardian,

The information we are providing this week gives an overview of the distance learning option and your student's placement in the morning or afternoon session. We understand that parents are being asked to make difficult choices regarding their student's education; therefore, we are providing the distance learning option as an alternative to in-person learning for families that may want to take extra precautions during this global pandemic.

As we work to develop an educational plan to meet the diverse needs of our learners, it is important to understand how many students may request the distance learning option. Please take time to review the enclosed information before choosing in-person or distance learning for this fall. Keep in mind that as we receive new guidance, details could change.

Distance Learning Option – Form Due Friday, July 31

Those choosing distance learning should complete the Pre-Registration for Distance Learning form by Friday, July 31. Please complete a form for each WCHS student in your household that is pre-registering for distance learning. You may complete the form online using this link (<https://bit.ly/3fVweYX>), print the attached form, or complete the paper copy mailed to your home today.

Important considerations for distance learning

- Selecting distance learning will be for a full semester, and can be evaluated again for second semester.
- Distance learners may not be able to enroll in some lab-based classes requiring specific equipment.
- Required attendance reporting.
- Grading for in-person and distance learning will be traditional letter grades (A-F).
- Assignment/assessment grades are recorded and final.
- Students will be expected to meet deadlines for assigned work.

In-Person Learning Option

Those choosing in-person learning do not need to take any action at this time.

Survey results

We appreciate your response to the survey we sent last week. About 870 students were represented in the responses, and we found that about 89% of those preferred in-person learning. Your answers about transportation, meal services, and internet access will also help us with planning.

Session assignment

The session assignment for your student is **Morning /Afternoon Session**.

In an effort to balance the student population between the sessions and class sizes, we will not be accepting changes to the session assignment.

Thank you for carefully considering the choice between in-person and distance learning. We know this is a challenging time for parents and guardians. If you have any questions or concerns, please contact me by phone or email.

Sincerely,

Kyle W. Freeman, Ph.D.

Superintendent of Schools
Washington CHSD #308
(309) 444-3167



Distance Learning Overview

2020

The information in this document provides an overview of distance learning and what students and parents can expect when choosing this option. We understand that for some the return to school decision is challenging and possibly overwhelming. Our focus with distance learning was to provide an option that could meet the diverse needs of our learners and provide families a choice when returning to school this fall.

Distance Learning Goals

- Provide an alternative to in-person learning for families that may want to take extra precautions during this global pandemic.
- Provide rigorous content for distance learners.
- Instruct based on critical skills (knowledge and skills a student must master to be successful at the next level of instruction).
- Encourage students to gain responsibility as learners and advocate for help when needed.
- Provide flexibility when possible to meet personal or family needs.
- Accommodate semester distance learners and short term distance learning related to extended illness or school closure.

Student Expectations During Distance Learning

Schedule

Distance Learning: Students can expect to receive instruction or activities for each course on the day it is offered during the in-person instruction schedule.

School Closure Distance Learning: If the school is closed and all students are moved to a distance learning schedule, the school will follow a five day schedule (alternating days of periods 1-4 and homeroom-period 7). Each day will consist of five hours of combined instruction and student work. Virtual office hours will be available in the afternoon each day.

Note: Distance learners may not be able to enroll in some lab-based classes requiring specific equipment.

Attendance and Minimum Time Requirement

Students will be required to log attendance daily, and should plan for five hours of learning per day that includes a combination of instruction time and independent work such as homework, research, preparing for class time, etc. Note: Distance learning may be used temporarily by students who have an illness or are required to quarantine at home for a period of time.

Grading

The traditional grading scale of letter grades (A-F) will be used for assignments, assessments or other activities. The first grade taken for any work will be the final grade. Work will not be repeated to attain a higher grade unless the teacher uses this approach in their course to demonstrate continuous improvement.

Daily classroom requirements

Students will be expected to do the following to actively engage in learning:

- Access Google Classroom daily to check for instructional materials, assignments, assessments or new discussion board topics. Students may set up options to receive an email when teachers post information on Google Classroom.
- Prepare for class work by watching lessons, reading assigned materials, completing practice activities, etc.

Deadlines

Students will be expected to complete all assessed work in a timely manner and to the best of their ability by meeting all deadlines.

Seeking assistance

Due to the nature of distance learning, it is very important that students advocate for themselves by contacting teachers if they require additional assistance or clarification. Teachers will be available to answer student questions during school hours only. Students who submit questions after hours can expect to receive an answer the next day or within a reasonable amount of time.

Teacher Expectations During Distance Learning

Schedule

In-Person Learning: Teachers will be conducting in-person instruction following the 5 Day Morning/Afternoon Schedule (alternating days of periods 1-4 and homeroom-period 7). Morning sessions 8-11 a.m. and afternoon session 12-3 p.m.

Distance Learning: Teachers will provide instruction for each course on the day it is offered during the in-person learning schedule.

School Closure Distance Learning: If the school is closed and all students are moved to a distance learning schedule, the school will follow a five day schedule (alternating days of periods 1-4 and homeroom-period 7). Each day will consist of five hours of combined instruction and student work. Virtual office hours will be available in the afternoon each day. Teachers will provide instruction through recordings or other means for each course per the alternating five day schedule.

Availability

Teachers will be available to answer student questions during school hours only. Students who submit questions after hours can expect to receive an answer the next day or within a reasonable amount of time.

Grading

The traditional grading scale of letter grades (A-F) will be used for assignments, assessments or other activities.

Course Expectations

Teachers will provide high quality instruction that includes:

- Clear instruction for new content and skills.
- Provide practice activities prior to assessment.
- Quality assessment and clear guidelines.
- Progress students through the critical skills for each course.
- Give assignments and provide assessments as needed with a traditional grading scale of letter grades (A-F).
- Teachers will record assessment in Skyward. Feedback will be returned in a timely manner.

Instruction Delivery Methods

Instruction and activities will be posted on Google Classroom.

Teachers will use a varied approach to deliver instruction that includes:

- Lesson recordings.
- Interactive discussion boards, blogs, chats, etc.
- Video clips, online publications, articles, shared documents, etc.
- Online activities such as Kahoot, IXL, Desmos, etc.
- Other instructional techniques may be used if approved by administration.
- IEP/504: All teachers have access to accommodations.

Google Classroom

All teachers will use Google Classroom to communicate all assignments. Students may set up options to receive an email when teachers post information on Google Classroom.

Chromebook

This year we will be issuing a Chromebook to each student. During this unique time, it is important to provide as much flexibility as possible for using consistent technology at home and at school. A Chromebook User Agreement will be shared with parents/guardians and students before Chromebooks are issued. This agreement will contain information about taking care of the Chromebook, acceptable use, repair/replacement, etc. When our school is allowed to return to a normal schedule, we will evaluate collecting the Chromebooks and returning them to carts for use at school only.