



WASHINGTON

Community High School District 308

August 14, 2020

Dear Parents/Guardians,

We have just under a week before our first day of school. Please see the attached important information that will help prepare students for distance learning. While our faculty, staff, and administration has spent countless hours discussing and planning, we know that the true test of our plan is when students start learning online. We will be monitoring our processes and making any necessary adjustments along the way.

Enrollment

Our records show that your student is enrolled in the **DISTANCE LEARNING OPTION**. If this is incorrect, please contact principal Karen Stevens at (309) 444-3167 to correct your registration.

Anticipated Changes

We anticipate that the guidance we receive from the state, Illinois State Board of Education, and health departments could change our processes as we progress through the school year. We will work closely with these groups, and we will communicate any changes to keep you informed. It is possible, that the school could close with somewhat short notice, but this should not affect distance learning. Our school is prepared to provide education to full-time distance learners or to our full population if necessary. We will do our best to minimize the suddenness of any changes, but situations can unfold quickly.

Chromebook/Textbook Distribution (August 18/19)

It is important to keep distance learning students connected to the school and their teachers. All students must pick up a Chromebook so that everyone has a common platform and can complete school work in a safe and secure manner. We will distribute Chromebooks, textbooks, or any other supplies to students on August 18 and 19 from 8 a.m. - 3 p.m. each day. This will be a drive up process, so please remain in your vehicle and wear a face covering. Learn more in the attached document about our Chromebook User Agreement, and bring the signed document with you.

The attached information provides more details about distance learning and what students can expect as we begin the school year. We recognize that everyone is starting the school year with different comfort levels with interacting in-person, and we are here to support distance learners that are continuing their education while off campus. We are looking forward to seeing our distance learners at their pick-up day and hopefully every day in the future when we can all be together again.

Sincerely,

Kyle W. Freeman, Ph.D.

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



Distance Learning

Preparing for the first day of school on August 20 (A Day, periods 1-4)

Distance Learning Overview

Please reference the [Distance Learning Overview](#) previously communicated for additional details about student and teacher expectations.

How do I complete attendance?

Students can expect to receive their first daily attendance form on August 20 at 6:00 a.m. Students will receive this form daily in their email or they may find it in Skyward. The form should be completed by 11:59 p.m. each day so we have a record of attendance for students participating in distance learning.

Is the distance learning schedule different than in-person?

The schoolwide schedule is a 5 day Morning/Afternoon schedule with days alternating between A Days (periods 1-4) and B Days (homeroom, 5-7). While distance learners are not attending in-person, they will still follow the alternating days for the class periods presented. For example: Distance learners on an A Day are not bound to attendance in the morning or afternoon session, but instead may complete their work at any time during the day. On an A day, teachers will post instruction and at-home work for periods 1-4 in Google Classroom by 3:30 p.m. The next day (B Day) teachers would post instruction and work for periods homeroom, 5, 6, 7 in Google Classroom by 3:30 p.m. Deadlines will be clearly communicated by teachers.

How do I connect with teachers?

Teachers will be available at a minimum one time per week through a Google Meet. If you have additional questions or need further instruction, teacher may offer you either a Google Meet or can answer emailed questions during school hours or within a reasonable amount of time – typically within 24 hours.

How do I connect to my Google Classrooms?

Students can expect to receive an email from their teachers by Wednesday, August 19. This email should include the name of the Google Classroom and the password. This will be the primary way teacher will share instruction and at-home work with students.

What will I cover in each class and when will information be posted?

Each teacher will share information directly with students about the course, which may include expectations, curriculum, deadlines, assignments, etc. Teachers will post instruction and at-home work by 3:30 p.m. each day.

How do I get my Chromebook and textbooks?

Each student will be issued a Chromebook to use while attending school off campus. Students should review the [Chromebook Loan Agreement](#) and sign it before arriving at the pick-up day on August 18 and 19 from 8 a.m. - 3 p.m. The GoGuardian software has been installed on all Chromebooks to provide a safe and secure online presence for students. School issued Chromebooks must be used if a teacher directs students to take tests during distance learning. Textbooks and other supplies assembled by teachers will also be available for pick up on these days. We will conduct pick up as a drive up process in circle drive. Please remain in your vehicle, wear a face covering, and a staff member will gather your items.

Should I test my email/password?

After students pick up their Chromebook, we advise that they attempt to login using their email and password as soon as possible. If there are issues, students should contact the Technology Help Desk for assistance. The link for the Technology Help Desk is on the school website at www.wacohi.net > [2020-21 Return to School Information link](#).

Students who do not yet have an email and password will receive this information on the Chromebook pick up day.

Will meal services be available to distance learners?

While attending school as a distance learner, we recognize that some students may want the availability of prepared meals. We are offering “grab and go” meal options. It is important that students order meals ahead of time so we know how much food to prepare. Please see the [food services overview](#) for information about menus, meal ordering, prices, and the pick-up process. We look forward to serving our students this year.