

MUNDELEIN



HIGH SCHOOL

# ENHANCED REMOTE LEARNING PLAN

2020 - 21

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# Enhanced eLearning at MHS

## Rationale

MHS surveyed both families and students multiple times during the spring and summer months and conducted focus groups to gather input on their experiences with remote learning. The overall theme in the feedback we received was the importance of synchronous learning (live instruction) for our students. Students frequently needed more immediate feedback from their teachers and an opportunity to ask questions in real time. Additionally, parents/guardians indicated that they wanted more structure for students similar to a school day. As a result, we decided to make changes to our spring remote learning plan to provide enhanced learning opportunities for our students.

## Core Beliefs



### Collaboration/ Connection

Leveraging relationships to support teaching, learning, and student well-being.



### Growth

Student improvement based on individual starting points



### Equity

Giving all students what they need to reach their fullest potential



### Support

Providing students both academic and social emotional supports in an in-person or fully virtual environment

# Important Definitions

## Synchronous Learning

Students are engaged in live instruction with their teachers through Zoom. Students will be required to follow a daily schedule for four of their classes. A class of students will be learning together with their teacher at the same time. Students will be expected to participate in real-time learning with their teachers and classmates.

## Asynchronous Learning

Students will NOT be online with their teachers and class at the same time as they will be working independently at their own pace and time. Students will locate their assignments on Canvas, our district learning management system, and submit their work to their teachers for feedback and assessment.

**Students will participate in a blend of both synchronous and asynchronous eLearning for the required five-hour school day.**

# Remote Learning Schedule

## Monday, Tuesday, Thursday and Friday Schedule:

Times	Monday	Tuesday	Thursday	Friday
8:50-10:05 a.m.	Period 1	Period 2	Period 1	Period 2
10:15-11:30 a.m.	Period 3	Period 4	Period 3	Period 4
11:30-12:10 p.m.	LUNCH			
12:10-1:25 p.m.	Period 5	Period 6	Period 5	Period 6
1:35-2:50 p.m.	Period 7	Period 8	Period 7	Period 8
2:50-3:25 p.m.	TEACHER OFFICE HOURS			

## Red/Gray Days

- On Red and Gray days students will have four classes for 75 minutes each.
- All classes will begin synchronously so students should log onto Zoom at the start of each class period.
- Some students may be dismissed early from class with an independent assignment to allow teachers to work with individual students and small groups.
- Teachers will be logged onto Zoom the entire 75 minutes to support their students.

# Remote Learning Schedule

## Wednesday-Flex Learning Schedule:

Times	Periods
8:50-9:20 a.m.	Period 1
9:25-9:55 a.m.	Period 2
10:00-10:30 a.m.	Period 3
10:35-11:05 a.m.	Period 4
11:10-11:40 a.m.	Period 5
11:45-12:15 p.m.	Period 6
12:20-12:50 p.m.	Period 7
12:55-1:25 p.m.	Period 8

## Flex Learning Day

All students will be required to join your Zoom at the start of class. The lesson should begin **synchronously**.

Teachers will have an opportunity to work with small groups or individual students during the remainder of the class period. Teachers can also choose to keep all their students in a synchronous lesson.

# Student Work Load

- Students will engage in a blend of synchronous (live instruction) and asynchronous learning each day. Timely completion of work and make-up work are required. Deadlines and expectations for assignments/assessments will be clearly communicated by teachers through Canvas.
- Students will be responsible for four classes per day as outlined in the synchronous schedule. Students do not have to check assignments in Canvas for the classes that are NOT meeting on a particular day.
- Teachers may give students an asynchronous (independent) assignment that can serve as “homework” due at a later date. Assignments assigned outside of the 75 minute class should take no more than 30 minutes for the student to complete.

## Grading

- End of course letter grades will be assigned for each semester.
- Work assigned beyond the synchronous class period can be collected, graded, and included in Powerschool.
- All grading information will be included in the teacher’s syllabus and communicated to parents.

## Assessment

- Assessment of student learning will continue in remote learning through various digital methods.
- First semester final exams have been cancelled. Teachers can provide a final unit exam or culminating project due at the end of the semester.
  - Teachers may also choose to administer a mastery assessment at the end of the course.
    - A cumulative mastery assessment can be offered to students as a reassessment to gather additional evidence on standards/objectives on which students need to show mastery.
    - The grade on the standard/instructional objectives can’t go down, only remain the same or increase.

# Student Expectations

- Students will be required to attend four virtual classes each day excluding their regularly scheduled lunch period. Students will find the Zoom link for each class on their Canvas home screen.
- Students are expected to complete and submit the remote assignments each week to their teachers by the communicated due dates. Due dates may be extended for students with extenuating circumstances or individualized education plans (IEP) and 504 plans.
- Students may be asked to attend virtual meetings with their teachers during teacher office hours at the end of the school day.
- Students will continue to have their regularly scheduled lunch period during their virtual school day. Freshmen students will have Freshman Advisory at Mundelein (FAM) during this time. In addition, students can use this time to do their classwork and/or check in with their teachers (by appointment) or get extra help at the virtual Math Lab or Literacy Center. In addition, all students will have a scheduled lunch from 11:30-12:10 on Monday, Tuesday, Thursday, and Friday. On Wednesdays students will follow their regularly scheduled lunch period.



# Zoom Protocols

Students will utilize Zoom in order to attend class every day. Students may also participate in Zoom meetings with the Math Lab or Literacy Center, with coaches, with counselors or social workers, or with club/activity groups. Teachers will post Zoom links on their Canvas course page for class meetings.

The following are recommendations to help students be successful in attending Zoom class meetings. Students should:

1. **Find a quiet spot.** Try to move to an area where no one else in their house is participating in their own Virtual Meeting. You will avoid static and background noise on your Chromebook. Earbuds/headphones can help to minimize other sounds around you. Consider going outside when possible. If you do not have a quiet spot, talk with your teacher about alternative options.
2. **Choose a setting with a neutral background.** Neutral backgrounds will prevent others from being distracted during the Zoom session. Stay in the same space for the duration of the lesson.
3. **Add your name.** Click on the three circles at the top right to type your name.
4. **Manage your microphone.** If you are not speaking, keep your microphone muted. Otherwise, there will be lots of static in your class meeting. Unmute your microphone when you are speaking in class.
5. **Wear appropriate clothing.** Wear clothing you would be comfortable wearing to school. Avoid clothing that includes inappropriate messages. Follow the MHS dress code and student behavior expectations. [2019-2020 Student/Parent Handbook](#)
6. **Log in from your Chromebook.** Logging in from the browser of your Chromebook or another computer will give you access to all the features of Zoom. Teachers may ask you to complete activities that are easier to complete on a Chromebook. You can also access Zoom on your phones if your Chromebook wifi connection is unstable. Please see your teacher if you are having issues using the technology assigned for class.

# Zoom Protocols

7. **Use the link provided by your teacher, coach, counselor, etc.** The MHS staff member will share with you how to find the link for your meeting time. Check your email and your Canvas class home page for the Zoom link.
8. **Have all your class materials ready in advance of your class.** Avoid getting up from your computer and “leaving class” to grab books, notes, pencils, etc.
9. **Choose your camera option:** You are encouraged to keep your cameras on during the duration of the synchronous lesson. You have the option of having your camera on or off during the synchronous lessons unless you have an assessment to take in your class. You are expected to be visible during an assessment unless you have worked with your teacher to make other arrangements. It is helpful when we can see your faces, but we realize at times you may not feel comfortable having your camera on. If you do choose to have your camera off, you are still expected to fully participate in the synchronous lesson.
10. **Use the Chat box** to ask questions, respond to the teacher, or communicate with other students. Be respectful and polite. Do not include any inappropriate messages that may be offensive and hurtful to others.
11. **Participate.** Hover over the Participants icon to bring up participation buttons. Use these buttons to respond to your teacher during discussions.
  - a. Check “Yes” or “No”
  - b. Ask your teacher to “Go Slower” or “Go Faster”
  - c. Hover your mouse over “More” to “Dislike”, “Like”, “Clap”, or “Need a Break”
  - d. Stay focused on what is happening in the lesson.
12. **Listen and Take Notes.** Have paper and pencil ready to write down important things your teacher says. You may want to write down assignments, due dates, take notes from lectures, and work through practice problems or brainstorming ideas.
13. **Be Appropriate.** All [Student/Parent Handbook](#) policies and rules apply to the virtual classroom.

# Attendance

- Teachers will take attendance in PowerSchool for all class periods each day. Students are expected to attend all their virtual classes by clicking on the Zoom link for respective courses at the start of the period.
- In the case of absence, the parent or legal guardian must call the school on the day of the absence. Emails and notes are not acceptable methods for reporting absences. Make sure the student's name, ID#, date, reason for absence, and the name of the person making the call are given in the message.
  - English Attendance phone number: 847-949-2200 extension 1999.
  - Spanish Attendance phone number: 847-949-2200 extension 1998.

## **Valid Reasons for an Absence:**

1. Illness
2. Religious Holiday
3. Death in the Family
4. Valid Doctor/Dentist or Court Appointment
5. College visit
6. Family Emergency

## Supports/Academic Spaces

- Outside of the classroom, academic and social emotional supports for students will be available virtually on a regular basis.
  - All students will be able to receive support multiple times a week via Teacher Office Hours.
  - All students will have access to a Virtual Math Lab, Virtual Lit Center, and Virtual Student Services Drop-In Center.
  - Individual students may also be targeted for individualized or small group support from teachers and/or instructional assistants. This support could be provided during office hours, before school, after school, or during a student's lunch period.
- All freshmen will participate in freshman advisory (FAM) during their scheduled lunch periods. In FAM, students will learn how to get involved and get support at MHS.
- Targeted academic instruction for small groups of students will occur via courses such as Academic Support and Academic Seminar.
- Counselors, social workers, and school psychologists will set up virtual meetings with students on a regular basis.
- With questions about student supports, please contact Jessica Herrmann, Systems of Support Coordinator, at [jherrmann@d120.org](mailto:jherrmann@d120.org).

# Special Education

- Students will have Individual Remote Learning Plans during remote and hybrid instruction until return to full in person. This is in addition to the student's IEP.
- Students will have access to accommodations in the remote environment.
- Related therapy minutes will be provided via teletherapy with a plan to eventually move to in person.
- Special education evaluations may include in-person testing.
- IEP meetings will be held virtually unless a parent requests in person.
- Jamie DiCarlo, Assistant Superintendent of Students Services ([jdicarlo@d120.org](mailto:jdicarlo@d120.org)), or Kim Goldberg, Department Chair of Special Education ([kgoldberg@d120.org](mailto:kgoldberg@d120.org)), can be contacted with questions regarding accommodations.

## Technology

- Each student will be provided with a district chromebook and charge cord.
- If students need technology support, they should email the Technology Department at [Technology@d120.org](mailto:Technology@d120.org).
- Students who do not have access to Internet can call the MHS main office at 847-949-2200 or email Victor Garcia, Dean of Students, at [vgarcia@d120.org](mailto:vgarcia@d120.org).

## Media Center

- Students will check out books from the Media Center through Destiny. Students should go to this link: Media Center
- Books will be distributed at lunch sites and at MHS for students to pick up. Students will also return books to these locations. Locations
- Teachers will provide more information to students on the process used to check out books from the Media Center.

# Specialized Curriculum

## Tech Campus

- Teachers will provide synchronous learning opportunities four days per week (M, Tu, Th, F) during their normal scheduled session (e.g. morning session is 8:20 am to 10:20 am).
- All content and performance expectations for daily lessons will be posted online no later than 8:20 am, and students will have access to materials outside the synchronous instruction time.
- Daily attendance will be taken, but will have no impact on student grades.

## Lab Classes (science, art, engineering, food and nutrition)

- Students will participate in virtual science labs.
- Lab kits for hands-on activities will be provided for students enrolled in engineering classes
- Art supplies will be provided for students enrolled in any art class
- Students will also be provided with some supplies for family and consumer science classes such as Food and Nutrition and Clothing.
- Materials can be picked up at MHS, mailed, or delivered for students without transportation.

## Choir

- Exploring virtual performance and competition options
- Engagement opportunities with other students in local high school choral ensembles
- Engagement with professional choreographers and clinicians
- Collaborating together on music projects using the online Digital Audio Workspace: SoundTrap

# Specialized Curriculum

## Band

- Developing Individual Student Instrument Technique
- Collaborating together on music projects using the online Digital Audio Workspace: SoundTrap
- Creating Music Performance opportunities (virtual and/or in-person)
- Build relationships with peers from ALL grade levels to unify into one cohesive ensemble.

## Internships

### **MacLean-Fogg**

Students in the Maclean-Fogg program will have a slightly different schedule. Rather than attend their normal 7th and 8th period classes online at MHS, MacLean-Fogg students will attend an online CLC Dual-Credit course on Mondays, Wednesdays and Fridays from 1:45 pm to 3 pm. On Tuesdays and Thursdays, MacLean-Fogg students will report to the MacLean-Fogg site on Allanson Rd. in Mundelein for on-the-job training from 1:45 pm to 3 pm. Additionally, MacLean-Fogg students will check-in with their MHS supervising teacher on Wednesdays during the 7th period class time slot.

### **Manufacturing**

Students in the Manufacturing program will also have a different schedule. Rather than attend their normal 7th and 8th period classes online at MHS, Manufacturing students will attend in-person CLC Dual-Credit hands-on lab courses 5 days per week (Monday through Friday) from 2 pm to 4 pm. During the first semester. Due to health precautions, this program will be limited to six students this year. Successful completion of the first semester courses will qualify students to become part-time, paid interns at one of our partner companies during the second semester. Manufacturing students will check-in with their MHS supervising teacher on Wednesdays during the 7th period class time slot.

### **Student Internship**

Students in our regular student internship program will attend the MHS online course at the assigned times. After Labor Day, students will begin to be placed in internship opportunities and/or assigned a business mentor to meet with weekly. These opportunities and mentorship interactions will be scheduled individually to meet the needs of the business partner and the student's schedule. Students will continue to attend synchronous classes during the normal class time on days they are not actively participating in an internship or mentoring activity.

# Specialized Curriculum

## World Language

- Students will have opportunities to practice Spanish or French during the synchronous lessons. Additionally, students may be asked to record themselves speaking in Spanish or French and submit it to the teacher for feedback.
- Students will focus on specific elements of language proficiency through a variety of tasks tailored for synchronous and asynchronous lessons.

## Driver's Education

- Students will be scheduled for behind the wheel from 7:45 am to 9:45 am on the days of their scheduled class. Transportation will be provided for students who do not have transportation to and from school.
- Course work will be conducted synchronously during the school day.

## Physical Education

- Students will participate in synchronous activities which may include fitness activities, team building activities, and social/emotional learning activities.
- Students may synchronously watch demonstrations and or videos on weight lifting techniques, yoga, core exercises and breathing techniques for up to 20 minutes before completing the activity.
- Students in strength classes will complete 20-40 minute synchronous and asynchronous workouts using body weight or odd objects (household items) for weight.
- Students may participate in asynchronous activities throughout the class period in walking or jogging for distance (counting steps).

# Activities and Athletics

- Students will have the opportunity to participate in IHSA offered sports over the course of four seasons. (Fall, Winter, Spring and Summer). The link for the sports being offered in each season is listed below.  
[https://www.d120.org/assets/1/6/20-21\\_sport\\_season\\_table\\_\(covid\).pdf](https://www.d120.org/assets/1/6/20-21_sport_season_table_(covid).pdf)
- MHS will run as many clubs and activities as possible this year. Most will be offered remote only, while a few will meet on school grounds after school hours. For the most updated and detailed information on clubs and activities, visit: <https://www.d120.org/activities/>.