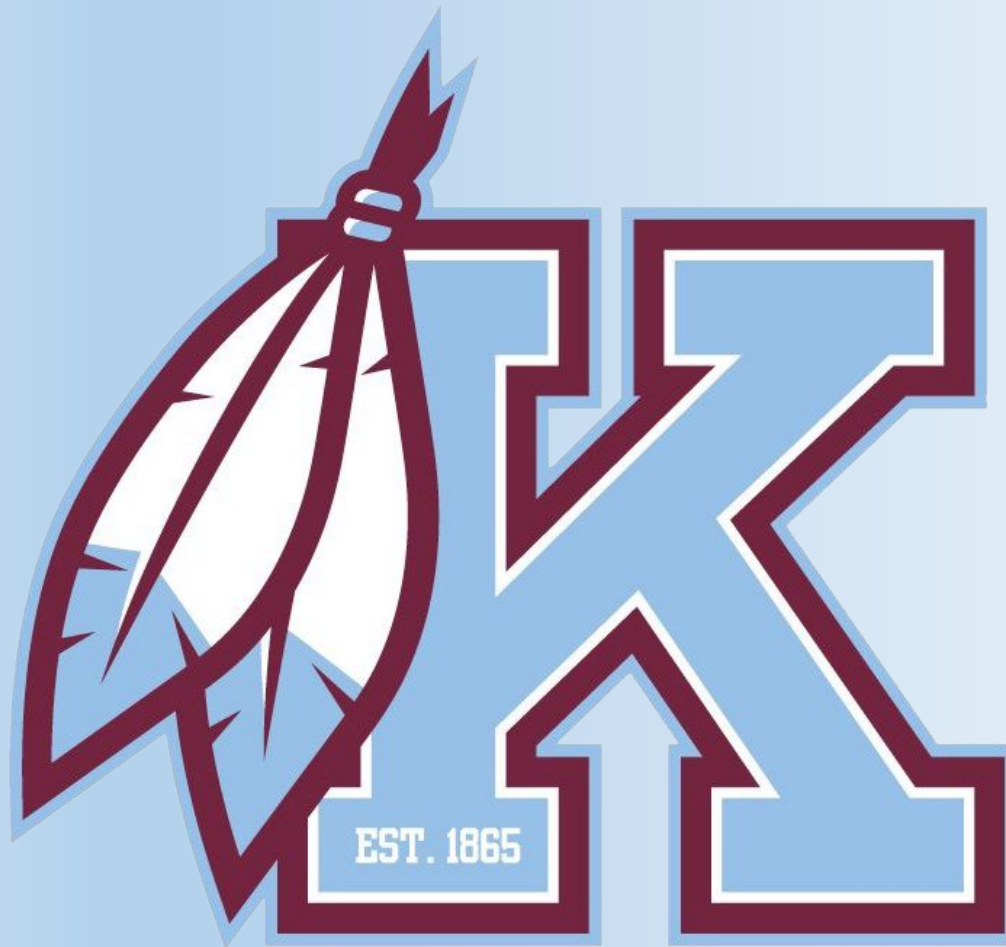


Kankakee School District #111



2020-2021 Second Quarter Building Plans



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MOVING THROUGH PHASES IN *Kankakee*

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PHASE 3 RECOVERY

Gatherings of 10 people or fewer allowed
Face coverings and social distancing are the norm.

SMALL GROUP INSTRUCTION

Students with ongoing or specific
academic/social emotional needs will
come into buildings in groups of 8
or less with one to two adults
depending on age and need.

Face-to-face instruction in the
buildings must be preplanned.
Teacher should plan with building
administrator in collaborations with
student/s and families.

Transportation will be provided
through School on Wheels.

Face coverings and social
distancing will be required.



Kankakee High School

Phase 3 Recovery Plan

Student Expectations

November 13th – December 14th

No School Thanksgiving Break (November 25th -November 27th)

What is Phase 3 -Recovery Plan- Fully Remote?

Students will be fully remote unless in person instruction is agreed upon and pre-planned with the classroom teacher.

- Students will be provided lessons through a virtual learning experience
- Teachers will host live zoom sessions of their class at the time/days listed on the Building Plan.
- Teachers will track who attends their sessions.
- Students can come to the building to work if needed by filling out the [Homework Completion Sign Up form](#)
 - If you need to meet with your teacher, please reach out to them and arrange an appointment ahead of time.
- Students not attending class or scheduling to meet with the teacher will be marked absent in Skyward daily.
 - Parents will receive a phone call indicating that the student missed a class session and that the student is responsible for scheduling a time to make it up the work with his/her teacher.
- Teachers will set up Zoom meetings or in-person office hours for students to make appointments for support.
- Mondays & Wednesdays: English & Social Studies assignments will be given via Google Classroom.
- Tuesdays & Thursdays: Math & Science assignments will be given via Google Classroom.
- Fridays: Elective course assignments will be given via Google Classroom with a due date for the following Friday.
- Instructional assignments will provide the same level of rigor and engagement regardless of the selected option: in person or Zoom meetings
- Students needing additional support should contact their teacher directly to set up a virtual or in-person appointment.
- Teachers and school staff will be reaching out to students that are not participating and requesting the support of the parent to ensure the student is actively engaged.
- If your student attends Independence Academy [Click Here](#)

What are our Student Expectations?

- Check in Daily on the [Kankakee High School Checking On You Form- CLICK HERE.](#)
- Complete all assignments and participate in all Zoom meetings scheduled by your teacher(s)
- Participate in classroom activities
- Check your school email twice a day
- Contact your teacher when you need help
- Monitor Skyward and Slate for Missing Assignments and Work Completion
- Arrange to come into the building during work completion hours when you need help
- Follow safety protocols when in the building; masks at all times, six feet apart and wash hands frequently
- If your student attends Independence Academy [Click Here](#)

What is my schedule during remote learning?

Classes that were being held in the building currently, will meet on Zoom during their scheduled times, as indicated on the building plan. If you are confused about when your class meets, please check your Google Classrooms. Teachers have provided a clear schedule for your review. If you cannot find the time your class meets, please call or email your grade level office and we can help you.

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How do I Check-In Daily?

All students are required to check daily starting November 13th between 8:30 a.m. and 11:00 a.m. everyday. [Click here for instructions: How to Check in](#) Students that do not check in will be reported to the Grade Level Triangle Team, who will work with the district truancy team and resource officers to perform home visits. We want to ensure that each student is safe and has access to their education.

What if my Internet is not working?

Students who need Internet access should contact their grade level principal or come into the school during work completion times. [Contact Information for Grade Level Principal -Click Here](#)

Are you serving Meals?

Meals will be served in the cafeteria Tuesday and Thursday from 12-4. [Click Here for Meal Schedules in the District](#)

What is Level of Engagement? Student Engagement - Level of Engagement- LOE

Students should be completing all work assigned by their teacher and reaching out to their teacher when they need assistance in completing or understanding the assigned work. Each Friday students and parents can review their Level of Engagement (LOE) Grade in Skyward. This score is for all the work completed in the second quarter.

[CLICK HERE FOR VIDEO: How to find missing assignments and levels of engagement](#)

Are sports still going on?

All athletics including strength and conditioning is suspended until November 30th.

When is the School Open for Work Completion?

Students, if you are struggling with work completion at home, you should come into the building. The High School is open from 9:00AM-7:00 PM every day and on Saturdays from 10:00-2:00 for students who need to complete work. Students who need access to the building Monday - Friday for work completion should fill out the Homework Completion Sign Up Form linked below and enter through the front or east door. Students will be assigned a location to work upon entering. [Homework Completion Sign Up Form](#).

Is there transportation?

If you need transportation, contact your grade level office.

What about the Career Center?

Please click on the link provided for KACC Remote Learning Plan effective, November 13, 2020.

[KACC Remote Learning Plan](#) Once KACC Remote Learning Planning is no longer in effect, KACC will operate according to the following: KACC will be open as usual. Students will report 5 days per week in person. Buses to KACC will pick up and drop off from the high school. The bus will run as usual to the Career Center from the High School. Students can also drive or get a ride directly to KACC. You will need a permission form signed by your Assistant Principal and the Career Center in order to park at KACC.

How Do I Get Extra Help?

Students, please request help from your teachers when needed. Remember you MUST set up an appointment with your teacher to request assistance. Make sure you are checking your school email and communicating with your teacher regularly and often.

Where can I find the emails for staff and teachers?

[Click Here to find staff contact information](#)

Who is on My Grade Level Triangle Team of Administrators, Counselors and Social Workers?

[Click Here for Your Triangle Team and Their Contact Info](#)

-Dr. Burns (Freshman AP), Mr. Sikma (Sophomore AP), Ms. Hartmann (Junior AP), Ms. Petty (Senior AP), Ms. Williams (Independence AP)

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Phase 3 Remote Learning Fall 2020

Schedule:

Starting Tuesday, November 17th, students will follow a REMOTE ZOOM schedule between the hours of 8:00am- 11:30am.


Students will complete class periods 1 - 4 on Tuesday/Thursday
Students will complete class periods 5 - 8 on Wednesday/Friday.

Zooms are MANDATORY. Students who are not present in their zoom meetings will be marked absent. Students need to join on time because instruction will start on time and instruction will be live. The zoom links can be found in the grade level google classroom under classwork



Kankakee Junior High School!

New Fully Remote Class Schedule



<u>Time</u>	<u>Tuesday</u> <u>A-Z</u>	<u>Wednesday</u> <u>A-Z</u>	<u>Thursday</u> <u>A-Z</u>	<u>Friday</u> <u>A-Z</u>
8:00 - 8:40	Period 1	Period 5	Period 1	Period 5
8:50 - 9:30	Period 2	Period 6	Period 2	Period 6
9:40 - 10:20	Period 3	Period 7	Period 3	Period 7
10:30 - 11:10	Period 4	Period 8	Period 4	Period 8

All students must attend class remotely Tuesday through Friday!

Parents, students and teachers are able to arrange small group in person support and instruction that does not exceed 8 to 10 people as necessary. Fine Arts, (Band, Drama, Chorus) counselors and social workers can also arrange for small groups or individual sessions during this time.

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Phase 3 Remote Learning Fall 2020

Students may request assistance using the [Student Assistance Request Form](#) to schedule a time to see their grade level administrator, their grade level counselor, and or the school social worker during remote learning.

Assignments

Administration will be monitoring the quality of assignments to ensure we are providing students with grade level rigorous materials.

Teacher/Student/Caregiver Responsibilities

Teachers:

- Deliver daily instruction via zoom
- Post assignments in google classroom
- Grade assignments and rates students on engagement levels

Student:

- Check In Daily
- Complete assignments
- Attend class via zoom for each period listed on your student schedule and ask questions

Caregivers:

- Review student work
- Encourage good sleep habits
- Help students establish routines
- Check in with teachers as needed

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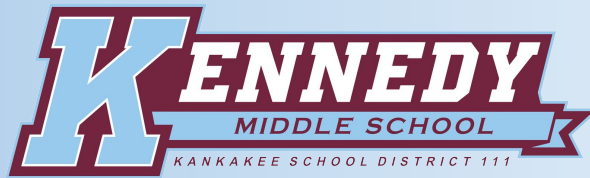
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Phase 3 Plan

Safety First! Kennedy's administration and staff vow to continue providing engaging lessons and support, while keeping the safety of all, a priority.

All students will receive instruction, virtually, by their teachers.

- Teachers will provide instruction and support through Google Classroom on their Chromebooks.
- Teachers have/will provide schedules for "School @ Home"; Morning Meetings, Instructional blocks, Specials (PE, Music, Art), and ESL.
- Zoom links will be provided for virtual instruction and support.
- Students needing additional support are encouraged to contact their teacher or Kennedy's office at 815-802-4000.

Small Group Instruction:

- Students with ongoing or specific academic/social emotional needs will come into buildings in groups of 8 or less with one to two adults depending on age and need.
- In-person instruction in the buildings must be preplanned. Teachers should plan with building administrators in collaboration with students and their families.
- Provider services will be scheduled, through our MTSS Coordinator.

Food Distribution will continue at Kennedy and other sites. More information will follow.

Setting Up for Success - Tips to Help Remote Learning Work for Everyone!

- Create a specific learning space so that your child knows where they are "Going to School" for learning and support.
- Follow the schedule provided by your child's teacher(s).
- Share the expectations of daily attendance of all sessions, work completion, and submitting "Best of Your Ability" work.
- Use the scheduled breaks for "Tech-free" time; get outside after school.
- Provide encouragement to your children, each other, and to yourself!

Looking Forward:

- November 13 - All students begin working remotely unless specific assistance is needed and support scheduled.
- November 25-27 - Thanksgiving Break
- December 14 - We are hopeful for a return to our blended model.
- December 21-24 - Winter Break



Phase 3 Plan

Remote Experience

- ❑ Students can access their weekly lessons via Google Classroom.
- ❑ ALL students will access their work exactly as they have since August 19. Students know how to do this independently!
- ❑ Students needing additional support are encouraged to contact their teacher.
- ❑ Teachers and paraprofessionals will be available to help students. Please reach out if you need help!
- ❑ All teachers will offer additional zoom meetings. Please look for those details from your child's teacher. Please look out for communication through your Skyward email and traditional mail for zoom schedules.
- ❑ If students need additional materials parents may pick up materials Monday through Friday from 10:00 a.m. until 2:00 p.m.
- ❑ If parents are unable to pick up additional materials, we will utilize School on Wheels to deliver to student homes.

Important Dates

- ❑ November 13 - All students working remotely unless specific assistance is needed.
- ❑ November 25 – 27 – Thanksgiving Break
- ❑ December 14 – We are hopeful for a return to Phase 4 and students returning to a blended model.
- ❑ December 21 – January 4 – Winter Break

Small Group Instruction

- ❑ Students with ongoing or specific academic/social emotional needs will come into buildings in groups of 8 or less with one to two adults in a section depending on need.
- ❑ Face-to-face instruction in the buildings must be preplanned. Teachers should plan with building administrators in collaboration with student/s and families.

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Safety Protocols

- ❑ Masks are required for all students and staff entering the school building and on school transportation.
- ❑ Students will have their temperatures taken upon entering the building.
- ❑ Sanitation stations will be utilized at each door as students enter the building.
- ❑ Social distancing (6ft apart) will be followed throughout the building.

Setting up for Success – Tips to help remote learning work for everyone!

- ❑ Create a specific learning space so your students know when there they are working and learning.
- ❑ Set a routine – Create a schedule
- ❑ Discuss expectations
- ❑ Encourage Self-Regulation & Ownership
- ❑ Give them breaks and lots of Encouragement and Praise!!

Important Notes

- ❑ The building will be open from 10:00 a.m – 2:00 p.m. every day (Monday - Friday) to assist you. Contact us at 815-802-4100.
- ❑ You may contact school administration via email as well. Ms. Fountain - Principal at shemeka-fountain@ksd111.org or Ms. Crossley - Assistant Principal at joia-crossley@ksd111.org.
- ❑ Our staff will communicate with you and your child through various modes; Google Classroom, Class DOJO, Remind, Bloomz, emails, texts, phone calls and home visits as needed. It is essential to stay in contact with your child's teacher through these modes. We want to keep everyone informed and students learning!

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PHASE 3 PLAN

What students experience when they are working remotely:

- Students can access their weekly lessons via Class DOJO or Google Classroom.
- ALL students will access their work exactly as they have since August 19. They know how to do this independently! Please let them struggle and work things out on their own!
- Students needing additional support are encouraged to contact their teacher.
- Teachers and paraprofessionals will be available to help. Please reach out if you need help!
- All teachers offer zoom meetings. Please look for those details from your child's teacher. Participation is strongly recommended. This is a way for students and teachers to connect as well as get/give help where needed.
- Grab and Go meals will be available Tuesday's & Thursday's – 10:00am – 2:00pm

Looking Forward:

- November 13 - All students working remotely unless specific assistance is needed.
- November 25 – 27 – Thanksgiving Break
- December 14 – We are hopeful for a return to Phase 4 and students returning to a blended model.
- December 21 – January 4 – Christmas Vacation

Small Group Instruction:

- Students with ongoing or specific academic/social emotional needs will come into buildings individually or very small groups.
- Face-to-face instruction in the buildings must be preplanned. Teachers should plan with building administrators in collaboration with student/s and families.

Setting up for Success – tips to help remote learning work for everyone!

- Create a specific learning space so your students know when there they are working and learning.
- Set a routine – Create a schedule
- Discuss expectations
- Encourage Self-Regulation & Ownership
- Give them breaks and lots of Encouragement and Praise!!
- Call us before frustration sets in – we are here to help!

We are here...

The building will be open 10-2 every day to assist you. Contact us at 815-802-4801

We want to help!!!

Communication

Our staff will communicate with you and your child through various modes; Google Classroom, Class DOJO, Remind, emails, texts, phone calls and home visits as needed. It is essential to stay in contact with your child's teacher through these modes. We want to keep everyone informed and students learning!

Our Pledge to You:

*Your student will receive engaging grade-level appropriate instruction and assessments with support from teachers and non-instructional staff.

*Teams of teachers will develop weekly lessons that will be easily accessible.

*Individual teachers will modify lessons for differentiation and support.

* We will acknowledge your concerns and make your child's health and education our top priority. We will make adjustments, as needed, to get it right!

*We will demonstrate the grace, flexibility, resilience, and creativity we hope to build in our students!

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Coming Together is the beginning. Keeping Together is progress. Working Together is Success! ~ Henry Ford



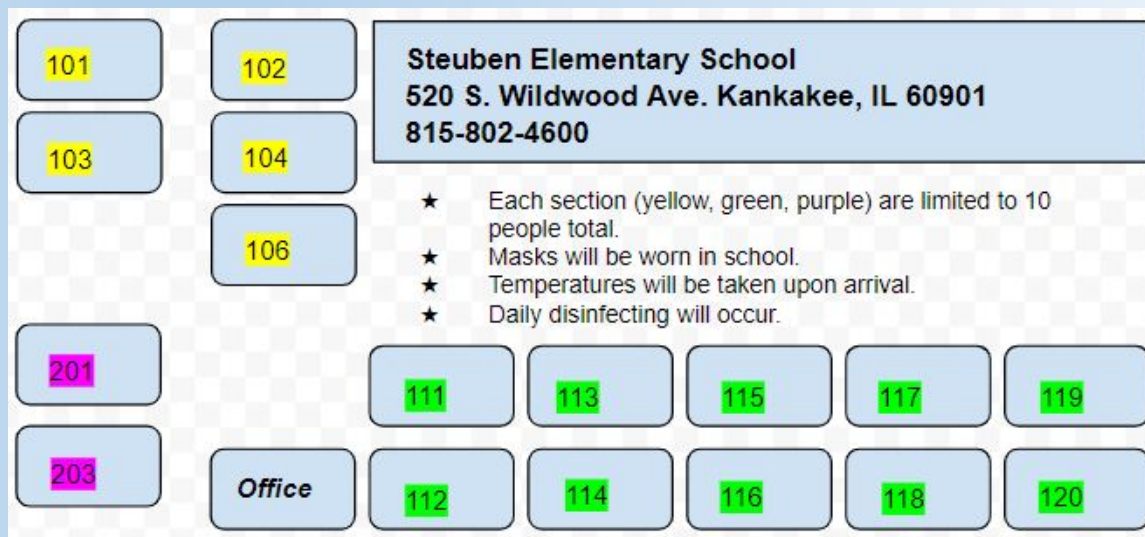
2nd Quarter Plan

Beginning Friday, November 13th

- Students that are e-learners will receive their instruction virtually.
- In-building instructional school days will be three hours long and will be reserved for groups of students that have a specific need and will be determined by teacher and parent.
- Students will have breakfast upon arrival and lunch prior to leaving

	Monday	Tuesday	Wednesday	Thursday	Friday
AM 10am - 1pm	Flex	In Person Instruction	In Person Instruction	In Person Instruction	In Person Instruction
Before/After Hours Listed	Flex	E-Learning	E-Learning	E-Learning	E-Learning

STEUBEN SCHOOL MAP ZONES



- The building will have the minimum number of people as possible each day .
- Each zone will be limited to the minimum number of students based on need (10 per wing).
- Temperatures will be taken upon school entrance.
- Daily disinfecting will occur when students leave.

The home-school connection will be vital to the success of our students. We know this is a very unsettling time and we will continue to make the wellbeing and safety of students, staff, and families our number one priority.

If you have any questions please contact Steuben School at **815-802-4600**.

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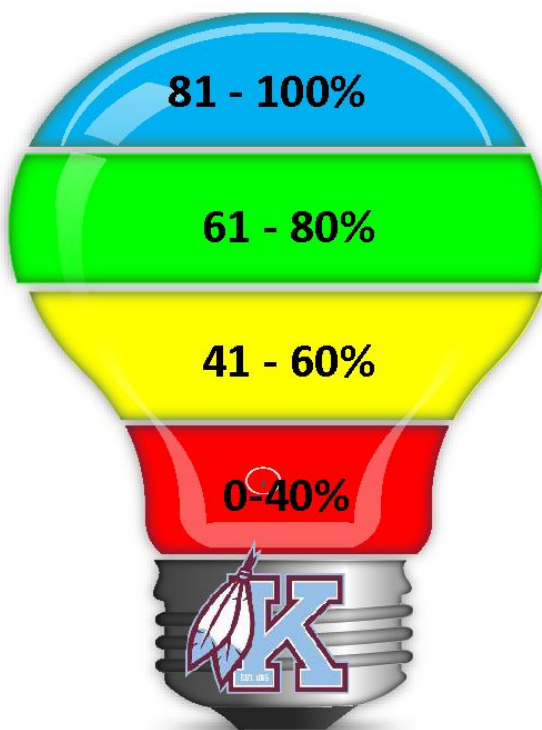
Phase 3 Remote Learning Plan November 13th – December 14th

Attendance

All students are required to check in starting November 13th between 8:30 a.m. and 11:00 a.m. everyday with their teachers or call the school 815-932-0621. Students that do not check in will be reported to the school truancy team who will work with the district truancy team and resource officers.

No School Thanksgiving Break
Wednesday November 25th - Friday November 27th

INTERNET – If your child requires internet and you do not have it please contact the school or your child's teacher.



STUDENT ENGAGEMENT LEVELS

- It's important that we have communication between students and their teachers during this time.
- If we do not see your child checking in they will be reported to the attendance committee, who will contact you to make a plan to get your child engaged.
- Please make contact with your child's teacher if you are unable to connect with the teacher call the school and we will get back to you.

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2020-2021 Quarter Two, Phase 3 Plan

What will students experience when they enter our building during Phase 3?

- Masks are required for all students entering the building and on the buses.
- Symptoms will be assessed on a daily basis, including temperature checks, before entering the building (must be under 100.4).
- All staff will be required to wear a mask, as well as conduct a daily symptom check.
- Sanitizing stations at entries/exits. Sanitation of all spaces between groups.
- Social distancing (6 feet apart) will be practiced at all times.
- First meal will be served in the classroom; second meal will be grab and go.

Remote Learning with Work Completion or Support Opportunities

- Students have been assigned a classroom teacher who will provide daily or weekly lessons via Google Classroom or See Saw.
- Remote virtual instruction and support will be provided frequently. Your child's teacher will provide times and links to their virtual sessions (ZOOM) on Google Classroom.
- Your child **may be asked** to participate in work completion sessions, assessments or progress monitoring, and/or interventions **in the building as needed**.
- If your child needs further support, please make arrangements with your teacher for an in-person appointment.

Digital Resources

- Please set aside *at least one hour each day* to have your students work on their digital resources: 30 minutes in Math, 30 minutes in Reading, in addition to checking-in, and completing their other assignments in Google Classroom or See Saw.
- Digital resources may include: Lexia, Learning A-Z (Raz-Kids), Reflex Math, Zearn, and Freckle, depending on teacher.

Instructional Constants

- All students will receive, and be expected to perform, grade-level, standards-based assignments.
- Music and PE units will be provided to students in digital format. Lessons will be available in their Google Classroom or See Saw assignment list.

Please feel free to call the school with any questions or concerns.

On-Line Work

Work assignments are posted on Google Classroom. Students should work OUTSIDE of their scheduled time with their teacher on their digital resources: Lexia, Freckle, Raz-Kids, etc. Contact us at 815-802-4501 with questions or concerns.

Communication

Our staff will communicate with you and your child through various modes; Google Classroom, Class DOJO, emails, texts, phone calls and home visits as needed. Please help us by making every attempt to connect with your child's teacher through these modes. We want to keep you connected!

Mark Twain's Mantra

I am somebody.
I was somebody
when I came.
I'll be a better
somebody
when I leave.
I am powerful,
and I am strong.
I deserve the
education
that I get here.
I have things to do,
people to impress,
and places to go.

■ Rita Pierson

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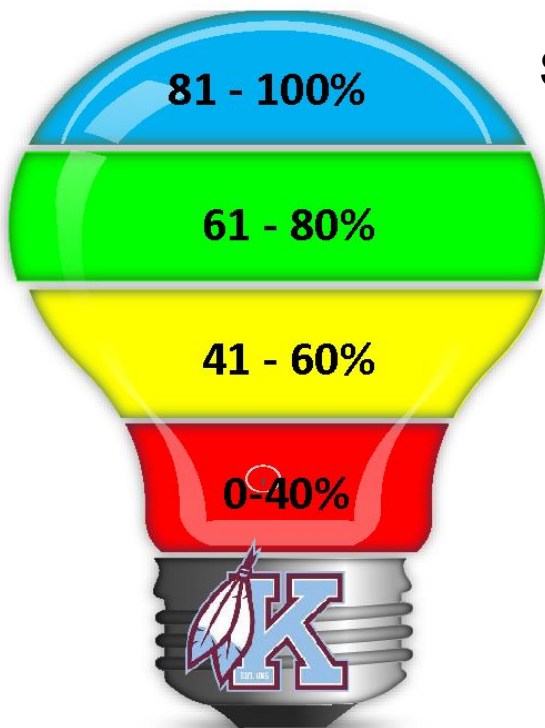
Phase 3 Remote Learning Plan

November 13th – December 14th

Attendance

All students are required to check in with their teachers starting November 13th between 8:30 a.m. and 11:00 a.m. every day. Students that do not check in after 2 days will be reported to the school home visit team, who will work with the district truancy team and resource officers. Any face to face instruction must be preplanned with the building admin and teachers in collaboration with students and families.

INTERNET – If your child requires internet and you do not have it please contact the school or your child's



STUDENT ENGAGEMENT LEVELS

- It's important that we have communication between students and their teachers during this time.
- If we do not see your child checking in they will be reported to the attendance committee, who will contact you to make a plan to get your child engaged.
- Please make contact with your child's teacher if you are unable to connect with the teacher call the school and we will get back to you.

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November Phase 3 PreSchool Plan (KSD Campuses - Proegler/Mark Twain/Steuben):

Modified Phase 3 Plan (November 13th - December 14th):

- Teachers and Co-Teachers will identify any students, as well as special education students who need to be offered in-person learning opportunities based on academic/social emotional learning needs. Based on these needs and/or parent requests, teachers will pre-plan and arrange for in-person learning opportunities at each campus.
- Our 5 building wings will still be utilized and each classroom will operate as its own “section” and will not exceed 8 students/2staff at any given time. Teachers will create and share their schedule for in-person students with building administration.
- Social distancing, as well as additional PPE Measures such as shields, gowns, gloves and plastic dividers will be used in each classroom especially when social distancing measures cannot always be taken due to the age and needs of our students.
- In-person students will enter/exit through their assigned door and stay in their assigned building wing.
- Teachers will complete a building log with the number of students in the classroom/date/time in/time out.
- Teachers will continue to complete our Engagement Rating Google Document for each child on their classroom roster.
- During this time, all students will receive remote learning opportunities.
- Students who attend our two classrooms that house students whose families are essential workers will still receive **child care** provided by our paraprofessionals. These students will now receive their instruction remotely from their classroom teacher. Child care for these two classrooms will be provided Tuesday - Friday from 8:00 am to 3:00 pm. Due to the size of these classes, we will break each classroom into an A class and a B class so that we do not exceed the 8 student/2 adult limit of 10 per section. Additional staffing will be needed to support this change. Daily transportation will be provided for students in these classrooms.
- Every Monday will continue as a Flex (Colloquium) Day - Students working with teachers and teachers working with each other.
 - AM - Tier 3 services will be offered to students in the form of in person learning and Tier 2 services will be provided via Zoom with Family Support Staff/Mental Health/Instructional Coaches
 - PM - There will be Building Designated Time or Professional Development for Teachers and Staff (Remotely).
- Sanitation Needs and Cleaning
 - Sanitation will occur in classrooms from 11:00am -12:00pm daily in all student classrooms that have separate AM and PM Sessions.
 - Sanitation will occur in classrooms again at the end of the instructional day.
 - Sanitation will occur in restrooms and on playground areas.

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