Dear Berwyn North Family,

We hope you and your family are safe and healthy. Thank you for your support and feedback. Over 1,400 parents completed our Transition Plan Parent Survey. We understand that parents may have mixed emotions about sending their children back to school.

We also know that students may experience a variety of emotions about returning. We want to reassure you that we have been working tirelessly over the summer to safely prepare for reopening our schools. Berwyn North School District 98 (BN98) plays an essential role, along with our local health department, in protecting our community’s health and safety during this pandemic.

Please note that these safety directives and guidance are not locally created or specific to Berwyn North 98, but are mandated. This pandemic has impacted our entire world. Schools in Illinois and across the country are figuring out the best way to keep students and staff safe as we prepare to re-engage in teaching and learning.

All decisions regarding changes are informed by feedback from parents, staff, community, and the most recent data on COVID-19. In addition, we must adhere to the guidelines set by the Governor, the Illinois State Board of Education (ISBE) and the Illinois Department of Public Health (IDPH).
In the development of our school re-engagement plan, we have set the following goals:

- Implement and adhere to all relevant health and safety recommendations/requirements of the Illinois Department of Public Health and the Illinois State Board of Education.
- Provide a learning environment that is as normal as possible.
- Provide a quality remote learning option for families.
- Maximize instructional focus to ensure students are mastering critical learning skills, specifically in Mathematics and Literacy.
- Ensure a heavy focus on social emotional learning and the health and safety of everyone.
- Work and plan to seamlessly transition from remote to in-person learning and vice versa throughout the school year as necessary.
- Creatively problem solve to provide a balanced learning environment which includes exploratory learning to the extent possible and practical.
This chart outlines our plan for returning to in-person instruction:

1. **Full Remote Learning**
   We will begin the school year with full remote instruction and revisit our plan after 5 weeks.

2. **Hybrid**
   After 5 weeks of remote instruction, we will reevaluate our plan to determine if we can safely transition to a Hybrid model.

3. **In-person Instruction**
   Once a vaccination is widely available, we will return to full in-person instruction.
Children would learn from home the entire week until it is possible to return to school buildings. Students would receive online learning through a combination of assigned work and virtual face to face learning via an online learning platform. Any virtual face to face learning will take place via computer during school hours of 8:10 am - 3:05 pm, Tuesday through Friday. Students will be expected to attend and participate in virtual classrooms with their teacher during these times.

Currently, the number of COVID-19 cases in Illinois is on the rise after the reopening of businesses on July 1st. The question is not “if”, the question is “when” will someone in the district contract COVID-19? Our top priority is the safety and health of our school community and their families.

Many students may not have the ability to wear masks consistently for multiple hours.

Facial expressions are a large part of communication. Remote learning allows for teachers and students to communicate in a way that maximizes learning. Wearing masks inhibits communication.
Remote Learning Hours + Announcements

Pre-K students will have a minimum of 20 minutes to a maximum of 60 minutes of virtual learning with their teacher Monday - Friday. Between 8:30 am - 10:15 am for AM students. Between 10:45am - 12:30 pm for PM students.

K - 8th grade students will engage in virtual learning with teachers between the hours of 8:10 am and 3:05 pm. 
Remote Learning Schedule Samples Link

Student daily schedules will be provided by individual schools prior to school beginning. Every Monday is an independent learning day and staff will assign student work. Staff will provide virtual face to face lessons on the remaining four days of the week.

August 17 - 19 - Teacher Institute Days
August 17 - 21 - Chromebook distribution for registered students
August 24th - First Day of Remote Learning for ALL Students

Meals will be served daily; times will be announced at a later date.
## Learning + Teaching Expectations During Remote Learning

### Student Expectations

- Daily attendance will be taken.
- Students will be given assignments/assessments and grades will be provided.
- Students login to the district virtual platform to complete daily attendance by 9 a.m.
- Check your email daily for communication from teachers and staff.
- Take advantage of the learning opportunities provided by teachers.
- Check your virtual platform daily for learning activities from your teachers.
- Check your teachers’ online availability hours so you will know when it is easiest to connect with them.
- Email teachers with any questions you might have; please allow a response window of 24 hours.
- Complete and submit your assignments by the assigned due date.
- Produce and submit high-quality work to teachers.
- Be respectful to yourself, teachers, and peers while learning virtually.
- Check your grades through Infinite Campus, know your progress, and keep up with your assignments.
- All student handbook rules remain in effect during remote learning.
- Technology use policies remain in effect during remote learning.

### Teacher Expectations

- Teachers will be prepared to deliver remote learning through online instruction.
- Teachers are required to use Berwyn North’s identified virtual learning platform as the remote learning platform for their classes.
- Create engaging activities for students.
- Use District Curriculum that focuses on standards to drive instruction.
- Use District Supplemental resources to support district curriculum.
- Teachers will post an outline of the learning for the week for all classes in the district virtual learning platform by 9 a.m. each Monday.
- Teachers will host four live virtual lessons per week during school hours for each subject taught. This is designed as instructional time, not simply as a check-in.
- All teachers should hold virtual office hours at the end of each day for at least 45 minutes.
- Teachers are encouraged to schedule student meetings by appointment as needed.
- Teachers will collaborate weekly with their colleagues during grade level team meetings to ensure equitable student experience in learning, aligned pacing, and similar opportunities in assessment for students.
- Teachers will respond to parent and student emails within 24 hours during normal business hours.
- Teachers will provide a welcome email to families. Teachers will provide weekly feedback to students on assignments.
Teacher Assistant

- Participate in classroom sessions on the platform being used for learning and teaching.
- Participate in teacher’s weekly live teaching sessions.
- Assist students with organization, clarification of assignments and time management.
- Participate in scheduled school-based professional development regarding online learning.
- Support classroom teachers with preparing assignments, content, and activities.
- Assist with collecting materials that will be sent to students.
- Maintain regular communication with teachers and related service provider(s).
- Communicate and check-in with students as determined by classroom teacher and school leadership.
- Under the direction of the teacher or related service provider, support families and students in accessing and participating in remote learning and therapy experiences, including supporting families in implementing behavior supports and structures, as needed.

Service Personnel

- Contact parents to update them on students progress/services provided.
- Continue to provide required services as outlined in the IEP.
- Provide lessons/learning opportunities via the district electronic platform.
- Contact students to provide direct support in SEL, health, and academics.
- Contact parents/students for general well-being checks.

E.L. Services

Support for Multilingual Learners
Teachers will be providing daily opportunities to engage in activities in both English and/or the home language within the four language arts domains of reading, writing, speaking, and listening.

Dual Language/Bilingual Program
Teachers will be creating lessons that will follow the district’s biliteracy units in the designated language of instruction.

English as a Second Language
Homeroom Teacher and ESL Support Teacher will collaborate to differentiate and scaffold lessons to support their student needs. ESL Support teachers will be participating in their grade level meetings and will consistently collaborate with the general education grade level teachers to continue to provide support/services for ELs.

EL Teacher Assistants
Program assistants will be participating in grade-level meetings (with teachers whom they work with) to continue to support the students they serve. Those that speak Spanish will be able to work with multilingual students who are in need of Spanish instruction or accommodations and assist in translating when needed.
General Guidelines for Video Conferencing

In an effort to provide instruction in a safe environment, teachers will use video conferencing platforms in order to connect with students or to record meetings or deliver virtual lessons that can be viewed later online. These platforms allow students to hear explanations from teachers and see teacher models which aid in comprehending the content being taught. This document attempts to provide some general guidelines for the use of video conferencing.

Students are not required to video conference with their teachers. If you choose not to have your child participate in video conferencing, please contact the classroom teacher or a building level administrator.

Lessons may be viewed by individuals in our students' households, therefore, the district cannot ensure your student's confidentiality or privacy. By allowing your child's participation, you are acknowledging the privacy limitations.

Video conferences that display student faces will not be recorded. However, the teacher may record himself/herself teaching a lesson to students. Audio or video recording of teacher-led video lessons by students or parents is explicitly forbidden.

In order to ensure maximum learning, teachers will use video conferencing in the following ways:

- Whole-Class Instruction
- Small-Group Instruction
- Small-Group Discussion
- Modeling Group Work
- Morning Meeting
- Interactive Read Aloud
- Writing Share-out: give a writing assignment and have students share their writing with the rest of the class
- Group Review Session
- Administering assessments

Video Conference Expectations

Be respectful of others’ time by attending the conference on time (sign in at least 5 minutes before the conference begins).

Be very mindful of what the camera is showing in the background. Choose a safe and appropriate place and appropriate attire for conferencing. Appropriate attire is clothing that you would wear to school/work or in public. Follow the expectations that have been established by the teacher for a video conference.

Students should use their first name and last initial as a screen name. Students should say hello to the teacher when they enter the virtual class. Students should mute their microphones unless they want to speak. Do not share the video conference link with anyone outside the participants that were invited.
Weighting of Grades During Remote Learning

Unit Assessments/Major Assessments = 20% of the overall grade for each subject
Exit Tickets/Quizzes = 20% of the overall grade for each subject
Classwork = 55% of the overall grade for each subject
Homework/Fact Fluency = 5% of the overall grade for each subject

Teachers will enter a minimum of two grades per week per subject for each student.

Revised Grading Scale

- A: 100-90
- B: 89-80
- C: 79-70
- D: 69-60
- F: 59-50

Make-Up Work

All students will receive credit for satisfactory makeup work after an absence, including excused and unexcused absences.

A student will be given as many days as he/she was absent to make up tests and other missed assignments.

If a student does not complete the work assigned after the allotted number of days has passed, teachers do not have to accept the work.

Teachers are not required to provide assignments prior to an absence.

Students will not be required, on the day of returning to school; to take a quiz or test that was announced during the student’s absence.