

FALL 2020 ☰



WPS60

WAUKEGAN COMMUNITY UNIT SCHOOL DISTRICT #60

REMOTE  
LEARNING  
PARENT HANDBOOK

EQUITY + ACCESS =  
**EXCELLENCE**

abbreviated version

# TABLE OF CONTENTS

<b>SCHOOL CONTACTS</b>	<b>3</b>
<b>REMOTE LEARNING INSTRUCTIONAL PROGRAMING OVERVIEW</b>	<b>5</b>
PREK OVERVIEW	5
ELEMENTARY (GRADES K-5) OVERVIEW	6
MIDDLE SCHOOL (GRADES 6-8) OVERVIEW	7
HIGH SCHOOL (GRADES 9-12) OVERVIEW	8
STUDENT ASSIGNMENTS	9
<b>PARENT PORTAL</b>	<b>9</b>
<b>STUDENT ATTENDANCE</b>	<b>10</b>
Attendance Procedure Document for Parents and Students	10
Office of Student Outreach	10
<b>TECHNOLOGY</b>	<b>10</b>
DISTRIBUTING TECHNOLOGY MATERIALS/ PACKETS	10
STUDENT TECHNICAL SUPPORT	11
<b>FOOD SERVICE</b>	<b>11</b>



## SCHOOL CONTACTS

### Early Childhood

#### [Robbie M. Lightfoot Early Learning Center](#)

Principal: Ms. Nicole Session  
Phone: 224-303-1400

### Elementary Schools

#### [Carman-Buckner Elementary School](#)

Principal: Mr. Robert Silva  
Phone: 224-303-1500

#### [John S. Clark Elementary School](#)

Principal: Mrs. Gladys Rodriguez  
Phone: 224-303-1570

#### [Clearview Elementary School](#)

Principal: Ms. Sandi Johnson  
Phone: 224-303-1600

#### [Andrew Cooke Magnet School](#)

Principal: Ms. Stephanie Jensen  
Phone: 224-303-1700

#### [Glen Flora Elementary School](#)

Principal: Mr. Joel Ruiz  
Phone: 224-303-1800

#### [Glenwood Elementary School](#)

Principal: Mrs. Cabrina Williams-Leneau  
Phone: 224-303-2010

#### [Greenwood Elementary School](#)

Principal: Ms. Joyce Meyer  
Phone: 224-303-2080

#### [Hyde Park Elementary School](#)

Principal: Mr. Brian Carr  
Phone: 224-303-1970

#### [Little Fort Elementary School](#)

Principal: Mrs. Amy Grossman  
Phone: 224-303-3700

#### [Lyon Magnet School](#)

Principal: Amanda Pryce  
Phone: 224-303-2300

#### [H. R. McCall Elementary School](#)

Principal: Ms. Carol May  
Phone: 224-303-1760

#### [North Elementary School](#)

Principal: Ms. Nicole Lemberger  
Phone: 224-303-2160

#### [Oakdale Elementary School](#)

Principal: Ms. Catalina Quinones-Nelson  
Phone: 224-303-1860

#### [Washington Elementary School](#)

Principal: Mr. Jason Siegellak  
Phone: 224-303-2220

#### [Whittier Elementary School](#)

Principal: Ms. Jennifer Rice de la Sanchez  
Phone: 224-303-1900



## **Middle Schools**

### **Robert Abbott Middle School**

Principal: Mr. Carl Hagman  
Phone: 224-303-2360

### **Jack Benny Middle School**

Principal: Mr. Issac Kirkwood  
Phone: 224-303-2460

### **Thomas Jefferson Middle School**

Principals: Mrs. Molly Schaefer  
                  Mr. Clarence Berry  
Phone: 224-303-2560

### **Miguel Juarez Middle School**

Principal: Mr. Nelson Campos  
Phone: 224-303-2660

### **Daniel Webster Middle School**

Principal: Ms. Yvonne Brown  
Phone: 224-303-2760  
Fax: 224-399-8540

## **Other Phone Numbers:**

District 60 Remote Learning Hotline:  
224-303-1199

## **High School Campuses**

### **WHS-Brookside Campus**

Principal: Mr. Tim Bryner  
Phone: 224-303-2911

### **WHS-Washington Campus**

Principal: Mr. Daniel Hill  
Phone: 224-303-3301

### **Alternative/Optional Education Center**

Principal: Ms. Flor Carter  
Phone: 224-303-2860



## REMOTE LEARNING INSTRUCTIONAL PROGRAMING OVERVIEW

### PREK OVERVIEW

- It is the goal of the E.P.I.C. Preschool program to strengthen the already existing partnership between teachers and families and assisting families as they embrace their role as their children's first teacher in a new and evolving way.
- To do this, families will be asked to, spend time with their children, play with their children, share their unique talents and interests, and engage in the suggested learning opportunities. The goal is that, over time, the family interactions touch on each learning domain of a child's development with the guidance of the teacher. The emphasis is on play-based family learning experiences, not on the mastery of a finite list of skills.
- The goal is to strengthen the home/school connections and incorporate relevant learning experiences each day to our at-risk population, utilizing the core curriculum, Teaching Strategies Gold, and other available resources.



- Teachers should also strive to provide a daily morning meeting either live (through the approved Google Hangouts or Google Classroom platforms) or pre-recorded for students to view.
- Developmentally appropriate assessments from birth through pre-kindergarten consist of authentic play-based assessment. Our remote learning environment will focus on regular communication with family members.



- ◆ This communication is not a time to assess skills but rather a time to discuss and gather authentic, play-based learning experience information and artifacts that are happening while the student is learning.
- ◆ Developmentally appropriate documentation for pre-kindergarten that demonstrate learning and development may include:
  - Photos of artifacts - Parent/caregiver submit a photo of student work through Teaching Strategies *ParentPal*® or other district-approved platform and the teacher provides standards-based feedback. Artifacts should be collected daily.
  - Parent phone calls - The teacher interacts with the child to assess identified skills/tasks.
  - Video of student skills - Parent/caregiver can take a video of their student completing tasks and share with the teacher utilizing Teaching Strategies *ParentPal*® or another district-approved platform, and entered into the Teaching Strategies *GOLDI*® system.

## ELEMENTARY (GRADES K-5) OVERVIEW

- Students will follow the same schedule as the regular school year:
  - ◆ Early Elementary 8:30-3:03pm
    - Carman-Buckner, Cooke, Glen Flora, Greenwood, Hyde Park, Lyon, North, Whittier
  - ◆ Late Elementary 9:15-3:48pm
    - Clark, Clearview, Glenwood, Little Fort, McCall, Oakdale, Washington
- Students will participate in several 25-minute live lessons with their teachers throughout the school day. These lessons will be linked into your child's Google classroom.
- Students will have live lessons daily in Reading, Math, Science, Social Studies, and Writing.
- Students will also have weekly lessons for Specials- Art, Music, Physical Education, and STEM.

- In between live lessons, students will work on activities and projects that help them practice the skills they learned in the live lesson.



- Teachers will notify students and parents of daily lessons and will provide links to their Google Classroom

- Students/Parents will report daily attendance via Infinite Campus portal to validate that they have participated in remote learning activities. The check-ins will be available in the student portal and parent portal on Infinite Campus.



- The best way to access support for remote learning is through teachers and principals. They can help get students and parents connected to Google Classroom. Please email your child's teacher(s) to receive support.



## MIDDLE SCHOOL (GRADES 6-8) OVERVIEW

- Students in grades 6-8 will have a modified bell schedule so that they can have instruction and support from their teachers daily.
- Students will participate in live learning sessions with their teachers.
- Class periods will be 30 minutes long with 5 minutes in between each class period.
  - ◆ GREEN = Live lesson online with the teacher
  - ◆ YELLOW = Activities and tasks to complete, no live lesson
- Classes will run from 8:30am-1:55pm for live lessons.
- Teachers are available at the end of every day (1:55-2:15pm) for students/parents.

Sample student schedule Day A

1	8:30-9:00	ELA
2	9:05-9:35	ELA
3	9:40-10:10	Science
4	10:15-10:45	PE
BREAK	10:45-11:00	BREAK
5	11:05-11:35	Lunch
6	11:40-12:10	Social Studies
7	12:15-12:45	Math
8	12:50-1:20	Math
9	1:25-1:55	Encore

Sample student schedule Day B

1	8:30-9:00	ELA
2	9:05-9:35	ELA
3	9:40-10:10	Science
4	10:15-10:45	PE
BREAK	10:45-11:00	BREAK
5	11:05-11:35	Lunch
6	11:40-12:10	Social Studies
7	12:15-12:45	Math
8	12:50-1:20	Math
9	1:25-1:55	Encore

- Teachers will notify students and parents on their classroom of daily lessons and will provide links to their Google Classroom
- In between live lessons, students will work on activities and projects that help them practice the skills they learned in the live lesson.



- Students will report daily attendance via Infinite Campus portal to validate that they have participated in remote learning activities. The check-ins will be available in the student portal on Infinite Campus.



- The best way to access support for remote learning is through teachers and principals. They can help get students and parents connected to Google Classroom. Please email your child's teacher(s) to receive support.

## HIGH SCHOOL (GRADES 9-12) OVERVIEW

- WHS students in grades 9-12 will have a modified bell schedule so that they can have instruction and support from their teachers daily.
- Students will participate in live learning sessions with their teachers.
- Class periods will be 30 minutes long with 5 minutes in between each class period.
- Students will have time built into the end of their schedule every day to work on course content/assignments and receive additional support from their teachers.
- Modified bell schedules are below- Teachers will let all of their students know when they are available before and/or after the class periods for additional help.

Period	Time	Period	Time
		Asynchronous Instruction/ Resource/ Enrichment Support	730-8am
1	8-830am	1	8-830
2	835-905	2	835-905
3	910-940	3	910-940
4	945-1015	4	945-1015
5	1020-1050	5	1020-1050
6	1055-1125	6	1055-1125
7	1130-12	7	1130-12
8	1205-1235	8	1205-1235
9	1240-110	9	1240-110
Asynchronous Instruction/ Resource/ Enrichment Support	120-255pm	Asynchronous Instruction/ Resource/ Enrichment Support	120-225pm

- In between live lessons, students will work on activities and projects that help them practice the skills they learned in the live lesson.
- Students will report daily attendance via Infinite Campus portal to validate that they have participated in remote learning activities. The check-ins will be available in the student portal on Infinite Campus.
- The best way to access support for remote learning is through teachers and principals. They can help get students and parents connected to Google Classroom. Please email your child's teacher(s) to receive support.





## STUDENT ASSIGNMENTS

Students will access their assignments through Google Classroom, email, or other platforms that teachers use with their students such as ReadyGEN, Dreambox, Reading A to Z, Carnegie, MATHia, Achieve 3000, etc. [Follow this link for information on how to use and access various platforms.](#)

Assignments for each class will be academically appropriate and aligned to our core curriculum to enhance or extend learning. Activities including teacher instruction and assignment completion should follow the recommended time allocation listed in the Remote Learning Instructional Programming Overview.

These activities and assignments could be independent lessons or longer-term projects, providing flexibility for student completion given the unique nature of this extended period of remote learning. Students will receive a daily reminder of daily tasks posted by classroom teachers.

- All lessons, assignments, and reminders will be posted daily by the beginning of the instructional day.
- Due dates for assignments should be provided when given to students; however, flexibility for extensions may be necessary without penalty.

## PARENT PORTAL

Infinite Campus Parent Portal allows the legal guardians of Waukegan Public Schools elementary, middle and high school students to view their students' in-progress grades, attendance, schedule, assessment scores, fees and so much more. Additionally, students in grades 6-12 have their own Portal accounts to view their academic record. Campus Portal can be accessed [here](#).

Other services offered via Portal are: Online Fee Payments, Online Student Registration and Progress Reports and Report Cards.

**NEW** this year, our elementary school parents will be able to view their students' progress report and report card grades via this platform.

Parents can also see their child's progress on daily assignments in Google Classroom.

If you are a legal guardian and do not have access to Campus Parent Portal please [click here](#) for assistance.



## STUDENT ATTENDANCE

**Daily student attendance will be an expectation.** Daily attendance is essential for students to have the best experience with Remote Learning. For students in grades PreK-5, students or parents will self-verify attendance via Infinite Campus portal between the time of 8:30 am-12:30 pm. For students in Grades 6-12, students will self-verify attendance in all scheduled periods daily via student portal. Attendance/participation will be confirmed daily by the teachers in Infinite Campus for students in Grades PreK-12 and it is expected that students will be engaged in the entirety of the scheduled school day.

### [Attendance Procedure Document for Parents and Students](#)

### Office of Student Outreach

The Office of Student Outreach will conduct well-being checks for students who have not participated in 3 or more consecutive days of remote learning in order to determine if a student continues to reside in our district, lacks a device and access to the internet, or has physical and emotional health needs preventing them from participating during this time period. All well-being checks will be via call, email, and/or text.

## TECHNOLOGY

In an effort to further address the digital divide many of our families face, we are continuing to increase the technology available to students, including additional Chromebook devices, and internet hotspots. Learning packets will be provided to students new to the District until they receive their District-issued Chromebooks. Families in need of district-issued Chromebooks or internet hotspots, are asked to contact the Office of Student Outreach at [studentoutreach@wps60.org](mailto:studentoutreach@wps60.org).

[Click here to view tutorial videos on various district used platforms.](#)

### DISTRIBUTING TECHNOLOGY MATERIALS/ PACKETS

Times and dates of upcoming technology material distribution is listed below.

**August 25** 9am until 12noon and 1pm until 6pm

**August 27** 9am until 12noon and 1pm until 6pm

**August 29** 9am until 2:00pm

**August 31** 9am until 12 noon and 1pm until 6p

**September 1** 9am until 12 noon and 1pm until 6pm

**September 2** 9am until 12 noon and 1pm until 6pm

**September 3** 9am until 12 noon and 1pm until 6pm

#### Distribution Sites

Clearview ES

Jefferson MS

Welcome Center

Carman-Buckner ES



Lyon Magnet ES  
Cooke ES

### STUDENT TECHNICAL SUPPORT

The Information Technology Department has created a system to provide technical support to our K-12 student population.

It will require you to make a reservation to schedule technical support. Please use the following link to see the available times for a technician to provide you technical support.

[https://calendly.com/wps60\\_technical\\_support/wps60-students-technical-support](https://calendly.com/wps60_technical_support/wps60-students-technical-support)

**If you do not have access to the Internet to make a reservation, please call 224-303-3442.**

Technical support will be available on the following days and times at the Washington High School Campus Tech Depot with a reservation, located at 1011 Washington Street, Waukegan, IL 60085: **(Please enter at door # 2, located on Washington Street)**

Monday	Wednesday	Friday
8:00 A.M. - 12:00 P.M	12:00 P.M - 4:00 P.M	8:00 A.M. - 12:00 P.M

**Important Notes:**

1. No walk-ins will be permitted.
2. Technical support will be provided to only critical technical issues that prevent the student from participating in the Remote Instructional Days. For example, a broken screen, keyboard, camera, microphone, malfunctioning device, and replacement charger. All standard repair fees will apply.
3. Recommended safety precautions will be in place to protect the health of students, parents, and technicians during this process.

### FOOD SERVICE

Food service will continue during remote instruction. We will continue to distribute meals every Tuesday and Thursday at [117 locations across our community](#). When we transition to in-person instruction food distribution will occur during designated breakfast and lunch periods for students onsite and students who are learning remotely will be provided meal pickup options at designated locations throughout our community.

