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**SUPERINTENDENT OF SCHOOLS**

**Northbrook School District 28**  
**Remote Learning Day Plan**

(approved: 3/12/20 updated: 4/1/20)

**Background**

In accordance with Governor Pritzker's Executive Order 2020-15 and the Illinois State Board of education's (ISBE) Emergency Rules for Remote Learning Days (23 Ill. Admin. Code 5.10), Northbrook District 28 has developed a Remote Learning Day Plan to address the learning needs of our students.

**Access**

- Each student has access to a school-issued device. In District 28, iPads/laptops/chargers will be sent home with students. These devices are filtered both at school and home.
- More than 99% of our households have internet access. Any students that do not have internet access will have hotspots purchased so that they are able to access the internet. If a child is unable to submit work online due to technical issues, a staff member will work with the family to make arrangements for an opportunity for the work to be completed.

**Students with Special Needs/Accommodations**

Students with special needs will have assignments modified based on their unique needs. This includes the following: students eligible for special education; students receiving English Learner services; students experiencing homelessness; and vulnerable student populations.

**Attendance**

Assignments must be completed and submitted for valid attendance each day. The first assignment for the day will be related to attendance. Parents of students who are unable to participate in the e-learning can call or submit an absence to their respective schools.

**Instruction**

Lessons and learning activities aligned to the Illinois Learning Standards will be created by teachers to address math, literacy, social studies/science, PE, world language, and fine arts. The District will apply the recommendations and guidelines outlined in the ISBE's *Remote Learning*

*Recommendations (3/27/20)* for minimum and maximum times of engagement by each student in remote learning activities.

Comprehensive plans have been made regarding content, articulation, and sharing of lessons and will be reviewed and revised, as needed, during Remote Learning Planning Days. Teachers will consider a student's control related to time, pace, and means of learning in regard to the student's participation.

### **Training & Communication**

- The district will send direct communication to parents explaining our e-learning plan, and it will be posted on our website.
- Resources and support for staff will be provided on the topic of e-learning participation. Principals will be reviewing the expectations with staff at an upcoming inservice day. Those who are absent on the day of the meeting will need to meet with their building administrator independently to review the information.

### **Teachers**

All teachers have been assigned a laptop and iPad for use at school and at home. Teachers and specialists will be available for support throughout the learning day. Parents and students can email their teacher/specialist, do a virtual chat with their teacher in Google or post a question in Google classroom. Also, teachers can retrieve school voicemails remotely and use Remind app to text with parents.

### **Program Evaluation & Feedback**

- The District 28 Superintendent's Advisory Forum, which includes administrators, teachers, and Board members, will review any concerns voiced by staff.
- Following the implementation of our e-Learning Program, District 28 will collect feedback from faculty, parents, and students to determine the impact of the program and to address issues for improvement.

### **Transition from Remote Learning to On-site Learning**

The timeline for transitioning from Remote Learning back to on-site learning will be based on the Governor's decision to end mandatory school closures in Illinois and then, subsequently, upon the State Superintendent's declaration that Remote Learning Days are no longer deemed necessary.

The District Superintendent will then identify when schools will reopen after taking into account the following:

- safety and security of staff and students;
- physical preparation of the schools by buildings and grounds staff;
- coordination of bus transportation;
- preparation of the District's and schools' main offices by administration; and
- preparation of learning spaces by teachers and support staff.