



**RETURN TO SCHOOL
OUTLINE FOR STAFF
2020-2021 SCHOOL YEAR**

Chaney-Monge School

School District 88

400 Elsie Avenue
Crest Hill, Illinois 60403

www.chaneymonge.us

REPORTING TO WORK:

All staff will be expected to report to the building each remote learning day in Phase 3 and 4. Times are indicated in the schedule below. Each staff member will Only enter the building through Door #1 (between 7:00-7:35 am). Before entering the building each staff member must have their temperature check (we advise each staff member also check their own temperature at home each morning).

COMMON PLATFORM: All staff will use the Google Classroom platform for remote learning. Training and further guidelines for use will be provide the week of August 24.

EXPECATIONS

Staff:

- Take attendance daily through Google Classroom during start of school day
- Deliver remote learning daily through Google Classroom, including “live” direct instruction through Google Meets per schedule below
- Assignments, work, work collection and instruction through Google Classroom
- Use assessment and standards to drive instruction
- Response to students and parents as needed (within 24 hours during normal business hours)
- Grades will count and need to be entered into SDS
- Grades will be posted for progress reports and report cards per schedule in faculty manual
- Collaborate with grade level teams, SPED, EL and other staff members
- Welcome email to families (including office hours, attendance expectations, learning expectation, grading guidelines and other important classroom details).
- Devise a system to provide weekly feedback to students on academic progress.
- Collaborate with colleagues to ensure equitable student experience in learning, standard alignment, aligned pacing, and similar opportunities for assessment
- Daily staff exit from building by 4:00 PM for building cleaning

Students:

- Daily attendance will be taken.
- Assignment completion.
- Log into your Google classroom each morning on time.
- Log in to follow your daily schedule on Google Meets.
- Complete work assigned by your teachers.
- Do your best work.
- Learn and follow remote learning classroom rules.
- Email teachers with questions.
- Be respectful and follow all normal school rules during live instruction.
- All handbook rules remain in effect for remote learning.

- Take proper care of Chromebook or laptop issues (proper use: for school materials/work only).
- Review work that has been graded and returned.

Parents:

- Provide a safe, quiet learning space for your child
- Keep a copy of your child's login information
- Follow the daily school routine (schedule)
- Provide internet connection
- Provide breakfast/lunch (grab and go meals will be available each day for pickup between 9 am – 12 pm at door 11)
- Help students establish daily routines
- Establish a school friendly sleep schedule
- Reach out to teachers with questions (during the school day)

ADDITIONAL INFORMATION

Specials (art, choir, band, technology):

- Band classes (J.H.) will be available on a limited basis through remote learning for now
- Choir classes (J.H.) will be available on a limited basis through remote learning
- PE classes (J.H.) core class will be available through remote learning
- PE classes (elementary) available on a limited basis through remote learning
- No extra-curricular or sports through the 1st quarter (revisited each quarter)
- Technology classes will be available on a limited basis through remote learning
- Art classes will be available on a limited basis through remote learning

Elementary:

- Take attendance each morning through Google classroom and report in SDS
- Follow the assigned live direct instruction schedule
- Be available during office hours (online, email or phone calls)

J.H.:

- Take attendance each morning day through Google classroom and report in SDS (take attendance each class period in order to provide evidence of student engagement)
- Teach 6 periods of live direct instruction daily
- Be available during office hours (online, email or phone calls)

SPED: Students with special education needs will receive Individual Remote Learning Plans which will detail the services and supports provided as well as schedules.

EL: Accommodations and supports will be provided as needed.

Intervention: Supports will be provided as per schedule and collaboration with teachers

Dean:

- Coordinate with office staff and classroom teachers regarding attendance on Google Meets/
- Make phone calls as necessary for attendance issues
- Assist in distribution of materials
- Stay abreast of any online non work compliance or cheating issues and contact parents as necessary
- Assist with and coordinate with social worker for any arising SEL issues

Social Worker:

- Create a schedule to Google Meet with students during intervention times or as student schedules allow.

Speech:

- Plan for, schedule and conduct speech and language services, Conduct IEP meetings
- Assess students
- Participate in IEPs as necessary and special education meetings as necessary

Support Staff- Sped staff:

- Coordinate with Special education teacher to help deliver Google Meets instruction
- Prepare materials for special education staff

Lunchroom/Enrichment: Reporting time 8:00 am

Student Assessment

- Create appropriate assessments and use online district curriculum resources to assess students.
- Post assessments in Google Classroom
- Review and track student data on a timely basis
- Collaborate with grade level partner to discuss data and support student needs
- Consult with EL, Intervention and Sped staff to discuss student needs

Student Grading

- Grade work daily
- Open and maintain gradebooks in SDS
- Post grades per grading period and report card schedule
- Provide feedback to students
- Communicate student grade concerns to parents

Lunch

- Please eat in your classrooms or in a socially distancing arrangement of your choice

ELEMENTARY SCHEDULE-GRADES K-5

Students 8:30 -11:00 / 12:15 - 2:00 Teachers 7:35 - 3:00 EXIT BUILDING by 4:00

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	NOTES
7:00-7:35	Staff Arrival	Staff Arrival	Staff Arrival	Staff Arrival	Staff Arrival	
7:35-8:30	Individual Plan	Individual Plan	Individual Plan	Individual Plan	Individual Plan	
9:00-10:00	8:30-9:00 Whole Class Meeting/Attendance/SEL/Team Building ELA Instruction Google Meets	ELA Instruction Google Meets	ELA Instruction Google Meets	ELA Instruction Google Meets	ELA Instruction Google Meets	
10:00-11:00	Small group/Individual Literacy Support and Literacy Office Hours					
11:15-Noon	Lunch	Lunch	Lunch	Lunch	Lunch	
12:15 – 1:15	Math Instruction Google Meets	Math Instruction Google Meets	Math Instruction Google Meets	Math Instruction Google Meets	Math Instruction Google Meets	
1:30-2:00	Science	Science or Special 3E Art 3P PE/Health	Social Science Special 5G Art 5S PE/Health	Social Science	Team Building or Special KM Art 1J Art	

		2V Tech 2K Music	4M Tech 4D Music		1P Tech KW Music	
2:00- 2:30	Small Group/ Individual Math Support and Math Office Hours					
2:30 - 3:00	Plan/Office Hours	Plan/Office Hours	Plan/Office Hours	Plan/Office Hours	Plan/Office Hours	

J.H. SCHEDULE-GRADES 6-8

Students 8:15 -11:45 / 12:30 - 2:30 Teachers 8:00 - 3:00 EXIT BUILDING by 4:00

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:00-7:35	Staff Arrival	Staff Arrival	Staff Arrival	Staff Arrival	Staff Arrival
7:35-8:12	Individual Plan	Individual Plan	Individual Plan	Individual Plan	Individual Plan
	See Master Schedule Below	See Master Schedule Below	See Master Schedule Below	See Master Schedule Below	See Master Schedule Below
2:12-3:00	/Intervention	Intervention	/Intervention	/Intervention	Intervention
2:12-3:00	Plan/Office Hours	Plan/Office Hours	Plan/Office Hours	Plan/Office Hours	Plan/Office Hours

	1	2	3	4	5	6	7	8
Time	8:12-8:54	8:57-9:39	9:42-10:24	10:27-11:09	11:12-11:32	11:57-12:17	12:42-1:24	1:27-2:09
Subject								
Language	PLAN	8C	8B	7GT	7U	LUNCH	6M	6S
Reading	PLAN	8B	8C	7U	7GT	LUNCH	6S	6M
Science	7U	7GT	PLAN	6S	6M	LUNCH	8B	8C
Math	7GT	7U	PLAN	6M	6S	LUNCH	8C	8B
Social Studies	6S	PLAN	6M	8C	8B	LUNCH	7U	7GT
JH P E	6M	PLAN	6S	8B	8C	LUNCH	7GT	7U

Specials Schedule: Art, Music, Elem PE, Tech Combination Schedule

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:00-7:35	Staff Arrival	Staff Arrival	Staff Arrival	Staff Arrival	Staff Arrival
7:35-8:12	Plan	Plan	Plan	Plan	Plan
8:12-8:54	Art 8B Health 8C Tech- Maintenance Music	Art 8B Health 8C Tech- Maintenance Music	Art 8B Health 8C Tech- Maintenance Music	Art 8B Health 8C Tech- Maintenance Music	Art 8B Health 8C Tech- Maintenance Music
8:57-9:39	Art-Plan EL PE Tech 6S Music 6M	Art-Plan EL PE Tech 6S Music 6M	Art-Plan EL PE Tech 6S Music 6M	Art-Plan EL PE Tech 6S Music 6M	Art-Plan EL PE Tech 6S Music 6M
9:42-10:24	Art 7GT Health 7U Tech Maintenance Music 4 th Band 10:00	Art 7GT Health 7U Tech Maintenance Music 4 th Band 10:00	Art 7GT Health 7U Tech Maintenance Music 4 th Band 10:00	Art 7GT Health 7U Tech Maintenance Music 4 th Band 10:00	Art 7GT Health 7U Tech Maintenance Music 4 th Band 10:00
10:27- 11:09					
11:12- 11:54					
11:57- 12:39	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH

12:42-1:24					
1:27-2:09		3E Art 3P PE/Health 2V Tech 2K Music	5G Art 5S PE/Health 4M Tech 4D Music		KM Art 1J Art 1P Tech KW Music
2:12-3:00	Plan//Office Hours Band	Plan//Office Hours Band	Plan//Office Hours Band	Plan//Office Hours Band	Plan//Office Hours Band