

J. Sterling Morton High School District 201 2020-2021 School Year Expectations

Parent Expectations

The district asks parents to support their children in the following ways:

- Ensure student can log into Microsoft Teams, Skyward, and other platforms used in the classroom
- Complete a weekly check of Skyward and Microsoft Teams with students to ensure they are on track and completing assignments
- Regularly monitor student grades by logging into Skyward
- Identify a space for student to complete remote learning work
- Help student establish and follow regular daily routines
- Remind student how to effectively communicate with their teachers
- Remind students to check their school email regularly
- Encourage students to work independently; don't feel the need to correct all errors. Encourage the learning process to take place
- Reach out to teachers with any questions regarding Microsoft Teams or other software your child is using, and your student's progress
- Be aware of days your student chooses to report to the school building for a place to work on assignments, access extra help or office hours, picking up meals, etc.
- Contact your student's counselor for academic, social, and emotional needs.

Teacher Expectations

- Collaborate weekly with building PLTs to ensure an equitable student experiences in learning, alignment of pacing, content, and assessment.
- Use Microsoft Teams as the learning management platform for their classes.
- Host a live (synchronous) lesson via Teams during each class period/week. The session will not be a simple check-in or pre-recorded video lesson (asynchronous).
- Create engaging lessons for students that are aligned to District Curriculum including scope and sequence to drive instruction and focus on the standards of learning on Microsoft Teams.
- Create or provide video resources to support learning. Video resources can be teacher-created or created by a reputable resource. Teacher-created videos can be videos created by content area or grade level teams. Teachers will preview video resources prior to posting and respect copyrights.
- Hold student support time during the scheduled time during the day. Teachers will be available for students' questions for guided instruction, reteaching, or support.
- Teachers should schedule meetings by appointment.
- Respond to student emails within 24 hours and parent emails in 48 hours during school days.

Teacher Communication Expectations

- Provide a welcome message to students and families (Skyward messenger)
 - School email address
 - How to access Microsoft Teams
 - How to access the primary resources used in the class
 - Attendance expectations
- Provide the course syllabus
 - Expectations of learning
 - How to engage in student support times with the teacher
 - Grading guidelines including specific grading rules and calculations
- Provide weekly feedback to students on assignments and in Skyward Grade Book (when suitable).
- Maintain records of parent communication using Skyward notes
- Collaborate with the special education case manager and/or related service provider on a regular basis, as applicable

Special Education Teacher Expectations

- Develop a Student Remote Learning Plan for each student with the IEP team
- Attend IEP meetings
- Meet all required timelines for initial evaluations, re-evaluations and annual reviews

Return to School Plan for the 2020-2021 School Year

At Morton, Every Student Succeeds



Expectations

- Focus on key IEP goals and services and how students can access the curriculum in a virtual environment
- Progress monitor student goals per the Student Remote Learning plan
- Collaborate and teach with their general education counterparts via a shared Microsoft Teams for inclusion instruction
- Provide individual or small group instruction via pre-recorded or live sessions on Microsoft Teams for pull-out services
- Provide IEP accommodations and modifications to assignments, activities, and assessments to the extent possible within a Remote Learning setting.

Counselor Expectations

- Work with building administration to connect with families to ensure student engagement during remote learning
- Coordinate and deliver Naviance established curriculum for all grade levels through virtual meetings
- Hold individual and group counseling meetings
- Support students with college applications and scholarships
- Monitor College and Career Readiness
- Schedule and graduation requirement checks
- Participate in student support/problem solving team meetings
- Support student crisis or student check ins through teacher, student, parent, staff recommendation or through the SEL Support form

Teacher Assistant Expectations

- Participate in live sessions with teachers and support small groups of students (via Microsoft Teams)
- Support students in the completion of activities and assignments during independent work time
- Support classroom teachers in the adaptation of assignments for students
- Support teacher in keeping the classroom environment safe and clean

Certified Support Personnel Expectations

- Determine, together with the IEP team, how to support the student's IEP goals during Remote Learning
- Work with the IEP team to determine how to support accommodations and modifications, as listed in the student IEPs, during remote learning
- Collaborate with the special education or general education teachers in sharing a common Teams page for posting pre-recorded sessions
- Pre-record sessions or activities, as appropriate, for students with IEPs and post on Teams
- Schedule and provide live sessions for students (either individually or group) via Teams or onsite (as appropriate) within prescribed safety guidelines
- Maintain related service logs for documentation of service minutes
- Respond to parent and student emails within 24 hours during school days
- Complete assessments online and/or onsite (in-person) within prescribed safety guidelines depending on the evaluation components that are being administered
- Work directly with students in the provision of social emotional learning and mental health
- Support families through the provision of mental health resources and referral for crisis support

Administrator Expectations

School administrators will have varied responsibilities according to their position descriptions. Generally, administrators should also:

- Check email daily and return emails within one school day
- Communicate with staff and parents weekly
- Support teachers who may need extra help with online delivery and planning
- Provide logistical and other support to teachers on an ongoing basis
- Monitor the quality and consistency of remote learning activities
- Monitor the reporting of student health or safety concerns, threats, or inappropriate behaviors, including risk of harm
- Monitor student attendance
- Monitor at-risk students' health/mental health, educational progress, or other needs, especially if served or identified under: DCFS, Foster, McKinney-Vento, Truancy, and Homebound/Hospitalized

Student Support and Services

Supports and services will be provided for our students and staff. A process to identify students and staff who may be experiencing stress or trauma related to COVID-19 will be developed. We will continue to focus on students' emotional health which may be impacted by COVID-19. Processes will be developed to add supports to our students as needed. Consistent check-ins will be conducted with our students to identify those in need of support.

