



# Prospect Heights School District 23

700 N. SCHOENBECK ROAD, PROSPECT HEIGHTS, ILLINOIS 60070

## Distance Learning Day FAQ for Employees

This document will be updated as necessary. All updates will be made in red.

In the event of a school closure, District 23 will institute a Distance Learning Day.

### **Notification**

Staff members will be notified as soon as possible by phone, text, and email when there is an emergency day.

### **Certified Staff Work Day (8:00 - 3:00)\***

8:00-9:00: Teacher Plan/Team Collaboration Time

9:00-12:00: Student/Family Support

12:00-1:00: Lunch

1:00-2:30: Student/Family Support

2:30-3:00: Teacher Plan/Team Collaboration Time

\*We understand that many staff will have complicated factors impacting your workday. Please communicate with your administrator/supervisor as needed for support.

### **Non-Certified and Support Staff Work Plans:**

There will be different expectations for classified employees depending on the nature and timing of their work. It is important that supervisors communicate the expectations on these days clearly to their employees. Supervisor expectations will be the most important piece in defining the workday for non-certified PHEA employees and SEIU:

1. SEIU Custodians and Maintenance Employees will be directed by Brian Rominski. Standard operating procedures will remain in place for this group of employees.
2. Instructional Assistants should monitor their email for Professional Development modules and requests for assistance.
3. District Office staff, administration, school nurses, building secretaries, and office assistants will report to work as usual as directed by their supervisor.



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## FAQs

### **Will I be paid?**

Yes. The Board has authorized payment for both permanent and part-time (not temporary) hourly employees.

All salaried employees will continue to be paid. Distance Learning Days look different depending on your role in the district. It is the expectation that your responsibilities will continue whether you are physically or virtually present. Please contact your immediate supervisor for clarification of expectations.

### **What are Distance Learning Days?**

Distance Learning Days are an opportunity for students to learn from home on days when school otherwise would have been canceled due to weather conditions or other emergency situations. On Distance Learning Days, students use their district-issued iPad, home computer, or mobile device to receive their assignments for the day and submit their attendance. In the event that a student does not have access to a device, a packet will be made available and attendance will be taken through the return of the packet. They will be required to check-in for attendance and then complete assignments as a continuation of what they are learning in their classes.

### **Do Distance Learning Days continue during breaks and scheduled days off?**

No, as with any scheduled time off, staff is not expected to work.

### **How do Distance Learning Days Work?**

Each student (or his/her parent) will log in between 8:00 a.m. and 11:00 a.m. each day to complete the Google Attendance Form in order to receive attendance credit for the day in addition to completing the learning activities assigned. ([Eisenhower Attendance](#), [Betsy Ross Attendance](#), [Sullivan Attendance](#), [MacArthur Attendance](#)). Students will access activities for the Distance Learning Days through the [Distance Learning Landing Page](#). Teachers will post content, respond to student/parent emails, review and comment on items submitted through Google Classroom, SeeSaw, Schoology or email.



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## **What about my students who need Specialized Instruction-Special Education, Reading Interventions & ESL?**

Students will follow their general education lesson plans, and special education teachers and related services staff will be available and communicate activities for additional support. Differentiated online learning opportunities will be provided when appropriate.

## **How Do I Prepare for a Distance Learning Day?**

It is recommended that you and your team collaborate on planning your lessons and creating content to post. Since this is not a typical school day, planning with your team and having the same lessons for the various subjects is recommended.

## **What about Grading & Assessing?**

Only work done during one or more of the 5 emergency days may be counted as a grade. Should the District have an "Act of God" day (any day beyond the 5 emergency days) work cannot count as a grade. Please consider individual student situations and be flexible in your grading during Distance Learning days. You may not be able to generate a true grade until students return to school. ***Please do not require your students to print out paper copies of work at home. Not all students have the capability.***

## **What should I do if I need Tech Support?**

Technical support will be available from school and district technology staff by filling out a tech ticket or via email at [tech@d23.org](mailto:tech@d23.org). When a tech ticket is created, it is assigned to technology staff who will be working throughout the day to address technology concerns.

## **What do I do if I need Administration Support?**

All administrators will be available during this time via email, phone or text message.

## **What if I am Sick?**

If you are sick and cannot conduct Distance Learning for your students, please notify your principal and secretary immediately. Please put your absence into Frontline on that day and communicate with your teammates.