

High School District 214 believes in delivering rigorous and relevant coursework to equip students with the opportunities they need – from early college credits and industry credentials to critical thinking skills and work-based learning experiences. This is the case regardless of the world around us. The pandemic does not change our determination to ensure every student leaves our doors college, career and life ready. The guidance below provides important information essential to student success this fall.

Attendance, grading and expectations: All Board policies and practices as outlined in the student handbook are in effect. Attendance is expected in all scheduled course engagements either in-person when allowed or remotely via video conferencing software or other synchronous technology. All academic policies regarding grading and expectations will be followed.

Attending remotely: Every course will offer synchronous learning opportunities. New technology, including high-resolution video cameras and speakers, has been installed in every room to enable those who are learning at home to observe and participate in classes in real time. The following options allow staff to work with all of their students synchronously:

- **Zoom:** Zoom is a video conferencing app that allows you to set up video and audio conferencing, live chats, screen sharing and other collaborative capabilities.
- **Apps and Google extensions:** Classkick, Nearpod, Desmos, Pear Deck, Poll Everywhere and Padlet are examples of technology that enable teachers to interact with students in real time.
- **Google Drive:** This service allows students and teachers to work on documents collaboratively as well as provide feedback on each other's work.
- **Schoology:** This learning management system updates in real time so students and teachers can engage in a virtual dialogue.

REMOTE LEARNING ESSENTIALS

- Students will have opportunities to connect with peers in a virtual class setting (see schedule).
- Students will engage in new content and review material missed in the spring. Expectations for students in dual-credit courses will continue to focus on course outcomes and may require an in-person lab component to earn credit.
- Students are required to participate in synchronous learning during the scheduled class periods (see video conferencing expectations).
- Students should inform their teachers if they do not have access to the internet.
- Students should review any communication from their teacher via Schoology daily.
- Students should communicate with their teachers regularly and ask for help when needed.

VIDEO CONFERENCING EXPECTATIONS

During this time when schools are closed, there are many benefits to using video conferencing to stay connected with classmates and engage in instructional activities. However, there are some essential requirements for students to keep in mind. Please check your district email and infinite campus portal for links to scheduled video conferencing before the first day of school.

- **Take advantage of synchronous learning.** Classes may be LiveCast in real time to your home via video conferencing software with high-resolution cameras and high-quality sound. At different times during the year, there may be some students attending in person while others join through video conferencing software.
- **Use WiFi.** Using cellular data when video conferencing can quickly consume large amounts of data. Unless you have an unlimited data plan, find a WiFi connection.*
- **Leave the camera ON.** Cameras must be on for attendance, participation and any group work. Ensure you are dressed appropriately and be aware of anything visible in the background. Virtual backgrounds appropriate for a school environment may be used. Each class will develop video conferencing norms to facilitate instruction.
- **Class may not be recorded.** During livestreamed classroom instruction, due to student privacy concerns, participants or families may not make audio and/or video recordings, take screen shots or share images online without explicit permission. However, there are times when not everyone in your class can join during the scheduled time, and the teacher may need to record portions of the session for students to access at a later time.
- **Mute yourself when not speaking.** Remember that during both check-ins and instructional time, you are in the presence of teachers and classmates. Background noise may be distracting to the class.
- **Be flexible and understanding.** Your classmates may have pets or younger children at home. Recognize that everyone is doing the best they can under these circumstances.
- **Be kind and observant.** We can't know all the challenges each of us is facing, and we all handle stress differently. Stay connected with friends, and let an adult know if you or a peer is in need.
- **All the rules apply.** When you're in class, you're in school. Behavior during remote instruction on discussion boards or video conferencing should reflect the same expectations as in the classroom, and the same disciplinary consequences may still occur, including being removed from video conferencing by the teacher.

HOW CAN I ACCESS THE INTERNET?

For students who do not have access to the internet at home, Comcast is offering new customers 60 days of complimentary Internet Essentials service.

Click here for free Internet Information from Comcast.

Comcast will send all new customers a free self-install kit that includes a cable modem with a WiFi router. There will be no term contract or credit check and no shipping fee.

To sign up, applicants can visit www.internetessentials.com. The accessible website includes the option to video chat with customer service agents in American Sign Language. There are also two dedicated phone numbers: 1-855-846-8376 for English and 1-855-765-6995 for Spanish.

TECHNOLOGY SUPPORT

Technology support staff are available to assist students and parents with technical support on Remote Instructional Days. Students and parents should email their building help desk for assistance:

BUFFALO GROVE HIGH SCHOOL	bghshelpdesk@d214.org
ELK GROVE HIGH SCHOOL	eghshelpdesk@d214.org
JOHN HERSEY HIGH SCHOOL	jhhshelpdesk@d214.org
PROSPECT HIGH SCHOOL	phshelpdesk@d214.org
ROLLING MEADOWS HIGH SCHOOL	rmshelpdesk@d214.org
SPECIALIZED SCHOOLS	fvechelpdesk@d214.org
WHEELING HIGH SCHOOL	whshelpdesk@d214.org

NOTE: Comcast has opened up its Xfinity hot spots throughout the District’s boundaries. If that is not available in your area, the District 214 Technology Department will work with families to provide connectivity.

A/B CLASS SCHEDULES - ALTERNATING DAYS

BGHS, EGHS, JHHS, PHS, WHS	Class Periods		RMHS	Class Periods	
	A Day	B Day		Gold Day	Purple Day
Class Times			Class Times		
8:45 a.m. – 9:55 a.m.	Zero Hour	Zero Hour	8:45 a.m. – 9:55 a.m.	Zero Hour	Zero Hour
10:00 a.m. – 11:10 a.m.	6	5	10:00 a.m. – 11:10 a.m.	1	6
11:15 a.m. – 12:55 p.m.	2*	1*	11:15 a.m. – 12:55 p.m.	2*	5*
1:00 p.m. – 2:10 p.m.	3	7	1:00 p.m. – 2:10 p.m.	3	7
2:15 p.m. – 3:25 p.m.	4	8	2:15 p.m. – 3:25 p.m.	4	8

* Includes a 30-minute Independent Student Work break.

NOTE: September 23, October 14 and October 27 are designated by the Illinois State Board of Education in the fall semester for mandatory state testing and may limit synchronous learning opportunities on these dates.