Cove School Remote Learning Plan

Cove plans to use a Remote Learning Program in the case of an emergency school closing or closing during a crisis such as a pandemic.

1. **Students Entitled to Remote Learning**
    a. Districts must provide remote instruction to any student who is under quarantine or excluded from school consistent with guidance or requirements from a local health department or the Illinois Department of Public Health. This includes students who are not in-person due to the district entering into an adaptive pause after consultation with the local health department.
    b. For all other requests for remote learning, decisions will be made in partnership with the resident school district at an IEP meeting.

2. **Remote Learning Schedule**
    a. All students are expected to be online, participating in remote synchronous instruction, for the duration of their typical school day schedule.
    b. Teachers will post all necessary instructional materials, assignments, and resources in their Google Classroom by 8:30 AM the morning of the Remote Learning day. Instructional materials will advance the curriculum and provide the following minutes for learning.

	EL/JH	HS
Morning Meeting / Homeroom / Study Strategies (HS)	20 minutes	30 minutes
Reading	60 minutes	50 minutes
Writing	60 minutes	50 minutes
Math	60 minutes	50 minutes
Science / Health (EL/JH)	30 minutes	50 minutes
Social Studies	30 minutes	50 minutes
PE / Health / Dance / Fitness	30 minutes	50 minutes
Specials / Electives (HS)	30 minutes	50 minutes

c. Teachers/Clinicians will be available to students during the normal school day times (8:30 AM - 3:30 PM) via Google Classroom and email.
d. Teachers will take attendance at 8:45 AM and 5 minutes after the start of every class period in PowerSchool on the morning of the Remote Learning day.

3. **Ensure access from home or other appropriate remote facility for all students participating, including computers, the Internet, and other forms of electronic communication that must be utilized in the proposed program.**
   a. Every Cove student is provided with a Chromebook or appropriate device with access to Google Apps for Education, Blended Learning Apps (iXL, SeeSaw, etc…) and assistive technology. Every student has access to these apps with single-sign on through Clever, which can easily be accessed at http://clever.com/in/coveschool
   b. Cove provides WiFi hotspots to students who do not have any Internet access at home. These are available to students through our Technology Coordinator.

2.5 Ensure that non-electronic materials are made available for students participating in the program who do not have access to the required technology or to participating teachers or students who are prevented from accessing the required technology.

c. In these specific circumstances, the student would be provided with paper materials before the Remote Learning day. Since all students have Chromebooks or other devices and we have provided many ways for families to have Internet access, this is not likely to be an issue.

4. **Ensure appropriate learning opportunities for students with special needs**
   a. Special Education students are familiar with and utilize their Chromebooks or appropriate devices throughout their academic courses. Special Education students receive their accommodations built-in to the course work delivered through Google Classroom. That is, the special education student completes the given assignments with access to their accommodations and special education case manager for guidance/assistance.
   b. The Cove School is providing FAPE to all students by providing remote instruction through Google Classroom assignments and video sessions.
   c. The Cove School is following guidance and providing teletherapy and tele-intervention services.

d. The Cove School will provide families with additional optional activities that can be practiced more frequently at home to target specific skills.
e. The Cove School will collaborate with school districts, when applicable, and families to make all reasonable efforts to comply with IEP meeting requirements.
f. The Cove School will consider convening evaluations and reevaluations that do not require face-to-face assessments or observations, whenever possible.
g. The Cove School will use alternate online platforms to assess skills and collect work samples for analysis and will make all reasonable attempts to evaluate IEP goals and objectives. Providers will maintain notes that can be used to determine progress on annual goals and objectives.
h. The Cove School will take particular care in documenting special education and related services provided, methods and minutes of instruction, content, and accommodations provided. This data will be taken by logging daily participation and clinical service logs.
i. Paraprofessionals, including individual aides and classroom aides, will participate in the provision of services in a remote learning environment.
j. Alternative activities will be utilized, such as, but not limited to, career exploration, online research, transition-related materials, virtual direct instruction, resources, task boxes, and websites toward the attainment of Transition related skills.
k. Age-appropriate assessments related to employment, education or training, and independent living shall be conducted prior to development of appropriate, measurable, postsecondary IEP goals. Alternate methods for conducting these assessments remotely will be used.
l. The Cove School will continue to provide documentation of student attendance to resident school districts by the 15th of each month for the preceding month and immediately after five consecutive days of absences. The Cove School will also continue to provide documentation of student progress, including in relation to goals, reintegration, and transition.
m. The Cove School will provide an individualized Remote Learning Plan to parents and resident school districts, specifying services provided and how they are to be delivered.

5. Monitor and verify each student's electronic participation

a. Cove will use several school-level reporting tools to monitor Remote Learning day participation. In addition to the attendance records described in Section One of this document, Cove will use GoGuardian, a device monitoring system, to monitor the activity of Chromebooks connected to WiFi. We will use the administrative reporting

features in G Suite for Education to monitor Gmail, Google Drive, and Google Calendar usage, along with the number of files shared internally and externally.

6. **Address the extent to which student participation is within the student's control as to the time, pace, and means of learning.**
    a. All students will follow their typical class schedule and participate in synchronous remote learning instruction provided for each class.

7. **Provide effective notice to students and their parents or guardians of the use of particular days for Remote Learning**
    a. Remote Learning Day communication will follow the standard communication protocols that Cove uses for emergency day notifications. These include automated phone calls, ParentSquare notification, the Cove School Website, social media (Facebook, Instagram and Twitter), Cove Minute email newsletter, traditional media (Newspapers and Chicago TV news), and Emergency Closing Center.
    b. The Cove School Case Managers will collaborate with related service providers and classroom teachers to provide two-way communication with families.

8. **Provide staff and students with adequate training for Remote Learning day participation**
    a. Cove Staff have been using G Suite for Education for over 5 years and have been provided extensive training throughout this time period. Cove staff regularly use Google Classroom to post and manage assignments. All students have access to their schedule through Google Calendar invitations with Zoom links.
    b. Cove offers a robust professional development program during the school year and many of these offerings focus on how to use technology effectively in the classroom. Cove also has a full-time instructional technology facilitator who can provide one-on-one assistance for any teacher. The facilitator will be available as a resource for teachers during a Remote Learning Day. If staff members have technical issues on the Remote Learning Day, or at any time, they can contact the Technology Coordinator and/or the Technology Facilitator for assistance
    c. Cove will provide training for specific Remote Learning topics, including: Remote Learning Attendance & Grading, Recording Screen Shares and other topics to be decided as needed.
    d. All students are provided training on how to use their Chromebook, G Suite for Education and Assistive Technology apps.

9. **Ensure that all teachers and staff who may be involved in the provisions of Remote Learning have access to any and all hardware and software that may be required for the program**
    a. Every teacher is provided with a Cove Macbook with access to Google Apps for Education, Blended Learning Apps (iXL, SeeSaw, etc…), Clever and Assistive Technology apps.
    b. Every staff member has a G Suite for Education account with access to core productivity tools.

10. **Ensure an opportunity for any collective bargaining negotiations with representatives of the school district's employees that would be legally required, and including all classifications of school district employees who are represented by collective bargaining agreements and who would be affected in the event of a Remote Learning day.**
    a. Cove school employees are not represented by a union.

11. **Review and revise the program as implemented to address difficulties confronted**
    a. The Cove Remote Learning Program will be reviewed annually by the Cove Technology Committee.

12. **Ensure that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, and students prior to utilizing an Remote Learning day.**
    a. Families and students will be notified via the Cove Minute email newsletter, social media (Facebook, Instagram and Twitter), the Cove School Website.