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Welcome to the Pekin Public Schools 108 Remote Learning School. Pekin 108 Public Schools is a visionary, innovative elementary public school district committed to preparing responsible, productive, life-long learners by fostering active partnerships among our learning community.

The relationship between a student, their teachers and their classmates is an essential foundation for learning to occur. Another important pillar to the success of our students is a strong partnership between teachers and families.

Remote learning is a new experience to everyone — students, families, staff, and administrators. Collaboration between these groups is vital in providing a robust learning experience for students.

Communication will be essential and we invite you to contact us with your questions. We are developing a Remote Learning School website. The website will provide links to resources for students and parents. We will be creating a FAQ for the Remote Learning School families on this webpage.

This handbook is designed for students and parents. It will provide you with general information about key personnel, remote scheduling and overall expectations for everyone involved.

These are unprecedented and challenging times, but together we will all get through them. Thank you for being a part of the new Remote Learning School.

Sincerely,

Leonard Ealey  
Assistant Superintendent of Schools



1730 Highwood Ave.  
Pekin, Illinois 61554  
Office: (309) 477-4715  
Email: lynn.brown@pekin108.org

Hello Remote Learning Families!

As the principal of the Pekin 108 Remote Learning School, it is my pleasure to welcome you to the 2020-2021 school year! This year begins my 20th year in education and I am excited to be a part of our new school.

I want to thank you for your patience as we create our Remote School and begin our school year. In order for our students to be successful in school, support is needed from both the home and school. We know a strong partnership with you will make a great difference in your child’s education and we look forward to this relationship. We have high expectations for the students of Pekin 108 Remote Learning School and we know that the students can achieve these expectations. As partners, we share the responsibility for student success and want you to know that we will do our very best in carrying out our responsibilities.

A few ways you can guide and support your child’s learning is by ensuring that he/she:

- Attends school daily and on time, ready for the day’s learning experiences.
- Reads at home daily to develop a love for reading and to improve literacy skills.
- Shares school experiences with you so that you are aware of his/her school life.
- Informs you if additional support is needed (academic, social, emotional, etc.).
- Knows that you expect him/her to succeed in school and to be a life-long learner.

If you need assistance with logging on, please contact our school office at 477-4709. Mrs. Thomas, our school secretary, will be available to assist you. Our website (<https://www.pekin.net/Page/1980>) has a link to the Meet Your Teacher videos/slideshows and other parent resources. Our remote staff is excited to meet all of our students and start a great school year!

Please frequently check email for messages from your child’s teacher. The emails will give you updates on your child’s progress and information on learning opportunities in the Remote Learning School. If you have any questions, please feel free to contact your child’s teacher or send me an email!

I look forward to a great year with you and your family!

Sincerely,

Lynn Brown  
Principal  
Scott Altman Primary School  
Pekin 108 Remote Learning School



## Handbook for the Pekin Public Schools #108 Remote Learning School

### Key Terms & Definitions

- **Remote Learning** - While at home or in a safe environment, students use a D108-issued device to receive virtual instruction from a teacher.
- **Synchronous Learning** - Students use a D108-issued device to attend virtual meetings at scheduled times as a class to receive live instruction from the teacher.
- **Asynchronous Learning** - Self-paced learning where students complete assignments/activities on their own time, as directed by teachers. Students are able to interact virtually with the teacher as needed. On occasion, your student's teacher will want to meet with your child to discuss their learning. This will be prearranged. Teachers are available during the afternoon to assist students as needed.
- **In-person Learning** - Students and teachers report to the school building for a traditional, face-to-face learning environment.
- **Home Schooling** - Not provided by public schools. Students are not enrolled in District 108 schools and families are responsible for providing all curriculum and instruction to students.

### Remote Learning School Office and Support Staff

- ★ Lynn Brown: Principal- [lynn.brown@pekin108.org](mailto:lynn.brown@pekin108.org)
- ★ Jonathan Kingdon: Assistant Principal - [jonathan.kingdon@pekin108.org](mailto:jonathan.kingdon@pekin108.org)
- ★ Annie Smith: Assistant Principal - [annie.smith@pekin198.org](mailto:annie.smith@pekin198.org)
- ★ Jennifer Thomas: Secretary - [jennifer.thomas@pekin108.org](mailto:jennifer.thomas@pekin108.org)
- ★ Jess Smith: Special Education Coordinator - [jessica.smith@pekin108.org](mailto:jessica.smith@pekin108.org)
- ★ Jody Sauder: ELL Coordinator - [jody.sauder@pekin108.org](mailto:jody.sauder@pekin108.org)
- ★ Julie Draher: Lunch Coordinator - [julie.draher@pekin108.org](mailto:julie.draher@pekin108.org)

★ Remote Learning School Teaching Staff

Teacher	Email Address	Grade Level
Stacy Carter	stacy.carter@pekin108.org	Kindergarten
Amy Lydic	amy.lydic@pekin108.org	Kindergarten
Jennifer Swartz	jen.swartz@pekin108.org	Kindergarten
Krista Bailey	krista.bailey@pekin108.org	1
Megan Ferguson	megan.ferguson@pekin108.org	1
Sarah Lawson	sarah.lawson@pekin108.org	1
Kris Rogers	kris.rogers@pekin108.org	1
Sara Brown	sara.brown@pekin108.org	2
Julie Funk	julie.funk@pekin108.org	2
Andrea Watson	andrea.watson@pekin108.org	2
Christy Gardner	christy.gardner@pekin108.org	3
Janessa Kingdon	janessa.kingdon@pekin108.org	3
Rachel Timbrook	rachel.timbrook@pekin108.org	3
Shelly Bitner	shelly.bitner@pekin108.org	4
Tracy Sarsfield	tracy.sarsfield@pekin108.org	4
Marci Whitford	marci.whitford@pekin108.org	4
Laura Bieller	laura.bieller@pekin108.org	5
Betsy Cease	betsy.cease@pekin108.org	5
Marrita Thompson	marrita.thompson@pekin108.org	5
Janet Look	janet.look@pekin108.org	5
Miranda Green	miranda.green@pekin108.org	6
Cynthia Crandell	cynthia.crandell@pekin108.org	6
Tanya Swearingen	tanya.swearingen@pekin108.org	6
Cara Green	cara.green@pekin108.org	7th/8th Grade Math & Science
Traci Peters	traci.peters@pekin108.org	7th/8th Grade Language Arts & Social Studies
Joel Hatterman	joel.hatterman@pekin108.org	7th/8th Grade Science

Amanda Mosher	amanda.mosher@pekin108.org	7th/8th Grade Language Arts
Emma Owdom	emma.owdom@pekin108.org	7th/8th Grade Math
Alissa Schwermin	alissa.schwermin@pekin108.org	7th/8th Grade Social Studies
Julie Maras	julie.maras@pekin108.org	School Counselor
Janet Kapper	janet.kapper@pekin108.org	Special Education
Tracy Acra	tracy.acra@pekin108.org	Special Education
Sheree Bauer	sheree.bauer@pekin108.org	Special Education
Stacy Schlappi	stacy.schlappi@pekin108.org	Special Education
Andrea Render	andrea.render@pekin108.org	Special Education
Jackie Gray	jackie@pekin108.org	Special Education
Jenny Heath	jennifer.heath@pekin108.org	Facilitator of Primary Literacy PCL District Coach
Stacey Melloy	stacey.melloy@pekin108.org	Facilitator of Advanced Literacy PCL District Coach
Joanna Carroll	joanna.carroll@pekin108.org	District Facilitator of Media Services

### Remote Learning School

**Attendance will be taken daily.** All students must check-in with their teacher and engage in work daily. If a student will be absent (unable to check-in or engage), please contact Jen Thomas (secretary for the remote learning school) at 309-477-4709 and follow regular attendance policies. You can also contact your child’s teacher directly via email.

If families need to pick up chromebooks, please call the technology department at 309-477-4746 to make an appointment to pick up devices.

### Remote Learning Daily Schedule beginning August 24th

Schools	Daily Schedule
Primary Schools (Grades K-3)	8:40 a.m. - 2:40 p.m.
Intermediate Schools (Grades 4-6)	8:10 a.m. - 2:10 p.m.

<b>Junior High Schools (Grades 7-8)</b>	<b>8:00 a.m. - 2:00 p.m.</b>
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Your child’s teacher will provide a more detailed, daily schedule.

**Supplies:**

**Kindergarten - 3rd Grade:**

- 4 notebooks
- Pencils, pens, erasers, pencil sharpener
- Earbuds or headphones (optional)
- Personal-sized dry-erase board (optional)
- Dry-erase marker(s)(optional)
- Crayons(optional)
- Glue(optional)
- Scissors(optional)

**4th Grade - 6th Grade:**

- 4 notebooks
- Pencils, pens, erasers, pencil sharpener
- Earbuds or headphones (optional)

**7th Grade - 8th Grade:**

- 4 notebooks
- Pencils, pens, erasers, pencil sharpener
- Earbuds or headphones (optional)

**Remote Learning Curriculum**

Pekin District 108 will be using the Pekin District 108 Units of Study as the curriculum for the Remote Learning School. The units are written based on the Illinois State Standards for each grade level. These units are the curriculum all District 108 teachers use, whether remote or blended.

**Expectations for Remote Learning**

- **Assignments will be graded.**  
Students will receive information the first week of school on how the teacher will collect assignments. This may be through the online platforms, Google Classroom, Email, and/or by phone.

- **Support from a caring adult is needed.**  
Young students in K-6th grade or those receiving specialized services will require supervision and guidance from a caring adult beyond the classroom teacher. Pekin 108 will offer technology training and support for families during the first remote learning school week. Students in junior high (grades 7 & 8) should be able to work independently, but encouragement and accountability from parents/guardians is important.
- **Students need a reliable work space.**  
If possible, students will need a safe, quiet environment to study. Headphones will also help a student concentrate on school work. Reliable internet connection is needed for students to participate in synchronous learning through a computer. Families who need assistance with internet service should contact the Technology Department ([angie.arnold@pekin108.org](mailto:angie.arnold@pekin108.org)).
- **Communication is key.**  
Teachers will be available during the school day to connect with families and students. One-on-one meetings or phone calls are encouraged to build relationships. View the Communication section in this document for examples of D108 communication tools.

### Examples of Daily Remote Learning Schedules

#### Primary Students (Grades Kindergarten-3rd)

TIME	ACTIVITY
8:40 - 11:40	Attendance and welcome, synchronous, virtual instruction/activities from teachers
11:40-1:10	Lunch, break and teacher planning time
1:10-2:40	Asynchronous, enrichment activities, individual work time, and small group sessions. Time for families to connect with teachers

Students in Kindergarten — 3rd grade will require general supervision from a caring adult throughout the school day. During the synchronous instruction, students will receive virtual instruction from their classroom teacher. Attendance will be taken daily.

During the asynchronous time, students will complete work independently as directed by the classroom teacher. Students/families may also be asked to meet with the teacher to receive individualized instruction or support. Teachers will be available during this time to connect.

Intermediate Students (Grades 4-6)

TIME	ACTIVITY
8:10 - 11:10	Attendance and welcome, virtual instruction/activities from teachers
11:10-12:40	Lunch, break and teacher planning time
12:40-2:10	Asynchronous, enrichment activities, individual work time, virtual instruction and/or small group sessions. Time for families to connect with teachers

Students in grades 4 - 6 will require general supervision from a caring adult throughout the school day. During the synchronous instruction, students will receive virtual instruction from their classroom teacher. Attendance will be taken daily in the morning when students tune in to the virtual classroom.

During the asynchronous time, students will complete work independently as directed by the classroom teacher. Students/families may also be asked to meet with the teacher to receive individualized instruction or support. Teachers will be available during this time to connect.

Junior High Students (Grades 7-8)

TIME	ACTIVITY
8:00 - 11:00	Attendance and welcome, synchronous and asynchronous, virtual instruction/activities from teachers
11:00 - 12:30	Lunch and teacher planning time
12:30 - 2:00	Attendance, synchronous and asynchronous, virtual instruction/activities from teachers



Junior High students should be able to work independently, but encouragement and accountability from parents/guardians is important.

During synchronous instruction, students will receive virtual instruction from teachers for their scheduled courses. Attendance will be taken daily. During the asynchronous time, students will complete work and enrichment exercises independently. Teachers will also be available during this time to connect with students and/or families.

For more information, contact your student's teacher, Remote Learning School Principal, Lynn Brown ([lynn.brown@pekin108.org](mailto:lynn.brown@pekin108.org)) or Assistant Superintendent of Schools, Leonard Ealey ([leonard.ealey@pekin108.org](mailto:leonard.ealey@pekin108.org)).

### **Special Education**

If your student receives specialized instruction through an IEP or 504 plan, you will be contacted by your student's case manager. All Special Education staff will receive training and guidance on the development and implementation of the Individualized Remote Learning plan.

IEPs remain in place and should direct students' learning.

- An IEP conference or amendment is required to develop the individualized remote learning plan.
- Parents/guardians must be provided with opportunities to give input into their students individualized remote learning plan.
- Assistive technology (AT) required by the student's IEP must be provided and documented in the plan.
- Once plans for instruction have been created, communicated and established, delivery of instruction should be clear and consistent.
- All providers must work collaboratively so that the instruction provided matches the plan.
- As individual plans for learning are enacted, challenges and hardships identified will require the team to return to the planning phase and make changes as necessary through the IEP conference or amendment process.

Your student will be using a platform called Exact Path. Exact Path combines adaptive diagnostic assessments with individualized learning pathways to promote growth for K-8 grade students in

math, reading, and language arts. Whether conducting a station-rotation model in a 3rd grade classroom for individualized support or steering struggling 7th graders through closing significant gaps in order to graduate, Exact Path tailors learning to each student's academic goals.

For more information, contact Special Education Coordinator, Jess Smith ([jessica.smith@pekin108.org](mailto:jessica.smith@pekin108.org)), Remote Learning School Principal, Lynn Brown ([lynn.brown@pekin108.org](mailto:lynn.brown@pekin108.org)) or Assistant Superintendent of Schools, Leonard Ealey ([leonard.ealey@pekin108.org](mailto:leonard.ealey@pekin108.org)).

### **Multilingual Services**

Classes/supports for multilingual learners may be redesigned to accommodate learning needs of the students and staff. We will remain responsible for ensuring that multilingual learners receive appropriate linguistic instruction and that we address the individual needs of multilingual learners.

For elementary students who regularly receive English Language Development instruction, a portion of their daily instruction will include ELD time. Elementary bilingual students will be assigned to a bilingual classroom teacher. Students who are eligible for both multilingual and special education services are entitled to and will receive both, as determined by their multilingual and special education specialists/team.

For more information, contact ELL Coordinator Jody Sauder ([jody.sauder@pekin108.net](mailto:jody.sauder@pekin108.net)), Remote Learning School Principal, Lynn Brown ([lynn.brown@pekin108.org](mailto:lynn.brown@pekin108.org)) or Assistant Superintendent of Schools, Leonard Ealey ([leonard.ealey@pekin108.org](mailto:leonard.ealey@pekin108.org)).

### **Food Service**

Pekin 108 and Aramark will continue to have meals available for Remote Learning students. Breakfast and lunch will be available with a modified, "grab and go" sack. We ask that all remote families complete the lunch survey. Arrangements will be made and communicated to families who opt in for the remote learning lunch program. The lunch program is targeted to begin on or before August 31.

For more information, contact Julie Draher ([lunch@pekin108.org](mailto:lunch@pekin108.org)), Remote School Lunch Coordinator

### **Communication**

Pekin 108 uses multiple platforms to communicate with families and students. These tools are crucial for maintaining relationships and sharing information. Please check that your contact information is up-to-date in Skyward in order to receive these communications.

The main communication tools used in Pekin 108 are:

- Skyward Message Center
- Remind Communication App
- Google Classroom
- Email
- Pekin 108 Social Media (Facebook, Instagram, Twitter)
- Phone Calls
- SchoolMessenger recorded calls
- Pekin 108 App (Search Pekin 108 Pekin 108 in app store)

For general questions, email [remote.learning@pekin108.org](mailto:remote.learning@pekin108.org) or call 309-477-4709

Helpful Links:

- [Parent and Student Google Classroom Help Videos](#)
- [Parent and Student GSuite Tutorials](#)
- [Chromebook Care](#)

### **Digital Citizenship Standards for Students**

- Students recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical.
- Students cultivate and manage their digital identity and reputation and are aware of the permanence of their actions in the digital world.
- Students engage in positive, safe, legal and ethical behavior when using technology, including social interactions online or when using networked devices.

- Students demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property.
- Students manage their personal data to maintain digital privacy and security and are aware of data-collection technology used to track their navigation online.

To learn more about the International Society for Technology in Education (ISTE) Standards for Students please visit ISTE's website <https://www.iste.org/standards/for-students>