

**Legacy Academy of Excellence Charter School**  
**An International Baccalaureate MYP World School-**  
**“In Pursuit of Excellence”**  
**Remote/Distance Learning Protocol**

**Executive Director’s Message**

Dear Legacy Academy of Excellence Families and Staff,

There is no denying that these are new and uncharted waters that we must all navigate. Our success requires that we all work together and be prepared to adjust to changes that sometimes occur without notice or time to process. If we commit to being flexible, patient and understanding there is no doubt that we will get through this victoriously.

During these challenging and sometimes perplexing times, please know that Legacy stands prepared to assist and support our families and staff to the best of our ability; using all of the resources that we have available to us. To that end, Legacy Academy of Excellence Charter School has developed a **Remote/Distance Learning Protocol**. This is a comprehensive plan designed to ensure that all Legacy students continue to get the quality instruction and support that they so richly deserve; to ensure that all of their academic and social and emotional needs are met with adherence to Legacy’s high standards and with the same degree of excellence that we pursue with face-to-face instruction.

Please review the Protocol thoroughly and feel free to contact Legacy with any questions or concerns. Our goal is to meet the needs of our students and to fully support our parents, guardians and staff.

Let’s make a pact to be there for each other; to be cooperative, supportive, patient and include a large dose of optimism and enthusiasm. Trying times like these should bring out the best in us. It’s an opportunity for us to be positive, creative, and productive. Let’s join hands together for our children; our most precious possession and make our **Remote/Distance Learning Protocol** a wonderful and exciting experience.

**Stay safe, stay healthy, stay busy, stay optimistic, and stay home.**

Sincerely,

Barbara Forte, Ph.D.

Executive Director

Legacy Academy of Excellence Charter School

## Greetings Students, Parents, Guardians and Community

Legacy's Executive Director, Board of Directors, Administrator, Faculty and Staff are committed to the social/emotional development, academic success and promotion of life-long learning for all of our students. We truly miss our in-person interaction with our Students. Though we are separated by distance, we remain together, by providing a continuum of academics services. We will foster and maintain our connection via our Remote Learning protocols.

## Remote Learning Goals

- Maintain and Foster Academic, Social and Emotional Growth, Utilizing a "Hold Harmless Approach"
- Provide Access to Learning and Practice of Skills
- Focus on Depth of Standard -Based Instruction as opposed to Breath of Standard Based Instruction

## Gubernatorial Disaster Proclamations

Governor JB Pritzker's Executive Order 2020:

- Requires All Individuals (except Essential Personnel), currently living within the State of Illinois to stay at home or at their place of residence
- Mandates statewide suspension of in-person instruction through April 30, 2020
- Tentatively Schools will re-open on Friday, May 1, 2020
- Creates Remote Learning Days and Remote Planning Days
- Suspends all State mandated Assessments for Spring 2020

## Nutritional Support

- Meals are offered to all Students age 18 and below
- Available Monday-Friday at Legacy
- Hours of Pick-up 9-11am or by appointment

## Remote Learning

Teachers:

- Participate in safe- distance and remote cross-curricular collaborative planning sessions
- Prepare learning/study packets for all Student
- Post Bi-weekly lesson plans
- Limit new content and Reinforce previously taught, Standard-based skills
- Communicate clear expectations
- Post contact information
- Engage Students/Families via digital devices (e-resources),
- Set specific times/methods for communicating with Students and Parents
- Provide multiple pathways to assess Student learning
- Give Students a suggested structure and routine

- Create authentic assessments
- Provide consistent, ongoing, incremental and formative Feedback

#### Students:

- Complete assignments and assessments in a timely fashion
- Reach out with questions and concerns
- Add feedback/discuss topics/issues
- Commit to engage in this reimagined educational environment
- Establish set time and routine for daily study

#### Parents/Guardians:

- Pick-up learning packets and designated equipment
- Establish designated time, place and routine for daily learning
- Adhere to Legacy's timeline for Student learning engagement
- Contact school with any concerns
- Encourage Students with positive feedback
- Maintain a Daily Log of the time your Child spends in Engaged Learning

#### Administrator:

- Provide contact information
- Maintain open communication with Students and Families
- Provide essential study supplies and support
- Give weekly updates via message system
- Ensure academic, emotional and social support for Special Needs, ELL and all Students facing challenges

#### Grading/Assessment

- The Illinois State Board of Education has advised and we will operate on a "Hold Harmless" Grading Policy during this Remote Learning Period (RLP).
  - Students work during this period will Not have a negative impact on their grades
  - All Students will have the opportunity to: Redo, Make-up, or Try Again to complete their assignments, Show Progress, or Attempt to Complete Work assigned Prior to the Remote Learning Period
  - The Cumulative Score(s) or Grade Students had earned, as of March 13, 2020 is the Benchmark and Grades or Scores can only be maintained or improved from that date
  - The Focus is on keeping Students emotionally and physically safe, fed and engaged in Learning

## Recommended Time for Engaged Learning- Suggested Time limits

- ✓ Kindergarten: 30-90 minutes a Day
- ✓ Grades 1- 2: 45-90 minutes a Day
- ✓ Grades: 3-5: 60-120 minutes a Day
- ✓ Middle & High School Per Subject:
  - Grades 6-8: 15-30 minutes a day per class
  - Grades 9-12: 20-45 minutes a day per class

## Attendance/Engagement

- Daily formal Attendance will not be taken during RLP, however we request that Parents/Guardians/Students e-mail their Classroom/Advisory Teacher daily and maintain a Daily Log of the time their Child spends in dedicated Engaged Learning Activities
- Report your weekly tallies to the School

## Technical Support/Equipment

- 11<sup>th</sup> and 12<sup>th</sup> Grade High School Students have been issued Lap Top computers-(Contact the school with any problems or concerns)
- Parents/Guardians will be notified when additional computers will be available for All other students along with instructions for pick-up and usage
- Comcast has implemented Xfinity Wi-Fi Free for Everyone
  - ✓ Xfinity WiFi hotspots across the country will be available to anyone who needs the m for free- including non-Xfinity internet subscribers
  - ✓ For a map of Xfinity WiFi hotspots, Visit [www.xfinity.com/wifi](http://www.xfinity.com/wifi)
  - ✓ Once at a hotspot, select the “xfinitywifi” network name in the list of available hotspots and then launch a browser