

# *Instructional Guidance*



## Teacher Expectations

- Teachers are not expected to be on campus during Remote except in “approved” cases. Teachers choosing to work on campus must contact their department head and principal in advance to seek approval to ensure compliance with District 88 COVID safety measures. (The Union and the Administration will continue to discuss Remote Plus and Blended/Hybrid expectations for teachers working on campus. Once these decisions are agreed upon, District 88’s Stage 3 will be an addendum.)
- Teachers will use Google Classroom to create virtual learning spaces for students to provide connection, communication, and instructional materials.
- Teachers’ instruction will be aligned to District 88 Curricular goals and will be facilitated with recommended and provided virtual instruction tools including but not limited to Zoom, Google Meet, and Screencastify to provide students with direct instruction, Teacher created tutorials and instructional videos, student-centered learning activities, formative and summative assessments.
- Teachers will provide content and/or skills-based instruction, academic application, support, enrichment, and/or assessment using virtual tools and instructional practices through direct instruction from classroom Teachers.
- Teachers will assign grades using the Teacher’s syllabus and will be in accordance with District 88 grading practices as outlined in the District 88 Handbook.

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- Teachers will take attendance based upon student presence in virtual and/or face-to-face classrooms and submit attendance to Powerschool by 11am and 3:00 pm daily.
- During Remote, Teachers will instruct remotely each period via ZOOM or GOOGLE MEET unless in-person instruction has been approved (special populations only during Remote and Remote Plus learning). On Wednesdays, Teachers will have synchronous expectations with their students during the assigned period. During Remote Plus, students who have been approved for in-person support during resource, may access the school in person following all social distancing guidelines and student expectations. Remote Plus resource expectations will be discussed prior to implementation. Resource remains remote.
- During Hybrid, Teachers will instruct in-person Monday, Tuesday, Thursday, and Friday while also connecting with students who are remote. On Wednesday, all students and staff would be remote, and instruction will take place via ZOOM or GOOGLE MEET each period. Resource remains remote.
- Teachers will provide appropriate learning materials through individual communication with families in the case students are unable to use electronic materials due to specific learning needs.
- Teachers may implement a short break during the block period.
- In addition to the above, Counselors, Social Workers, Psychologists, Nurses, Speech Pathologists, Library/Media Director, and Instructional/Technology Coaches will follow all expectations of their job descriptions and the expectations of the stages defined above.

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- Recorded lessons shall not be used for Teacher evaluations or discipline.
- Teachers shall wear masks and follow all district and medical expectations as outlined by the IDPH when on campus and in district roles.
- Any technology issues with Staff laptops/tablets and Student Chromebooks will be taken care of by the school's technology department. Please call or email our technology department to resolve any technical concerns and access issues.
- Addison Trail Tech Help Desk: 630-628-3343, [supportAT@dupage88.net](mailto:supportAT@dupage88.net)
- Willowbrook Technology Help Desk: 630-530-3414, [supportWB@dupage88.net](mailto:supportWB@dupage88.net)
- Additionally, to ensure all students have access to the internet, free mobile wifi-hotspots will be provided to students who either do not have internet service at home or do not have wifi adequate to attend remote classes and complete their schoolwork. Should a student need access to a wifi hotspot, please contact the school's Technology department.