



IROQUOIS WEST COMMUNITY UNIT SCHOOL DISTRICT # 10

Iroquois West Upper Elementary School- Christina Duncan, Principal

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<http://www.iwest.k12.il.us/ues/>

9/14/2020

Dear Parents/Guardian of Remote Learners,

First, I would like to say thank you for being flexible with the every changing guidelines and procedures in which are taking place. I want to remind everyone of the current expectations as well as address expectations in regards to assessments. The current UES Fall Transition Plan states the following expectations when students are remote learners:

Caregivers

- Engage with educators and administrators to communicate family needs.
- Communicate regularly with educators and administrators regarding student progress and any questions you may have.
- Establish a daily routine and provide an appropriate space to support student learning free from distractions. Provide an environment that is conducive to school work and free from distractions.
- Review the assignments and/or lessons each day and assist students as needed.

Students

- Communicate with the teacher and complete all assignments daily
- Have regular attendance during times designated in the school day
- Maintain classroom behavior expectations and etiquette during remote learning
- Student Handbook applies to all in-person and remote learnings
- Have the computer muted unless told otherwise
- Have the video on and properly engaged in the meeting
- Sign in with a proper name

I am sharing these expectations again because it is important while students are learning remotely they follow all expectations. These expectations are set in place so remote learning is comparable to learning at school. I also want to remind you how important it is for your student to be doing work daily and sending pictures of completed work to teachers. The work they do daily helps prepare them for the upcoming assessments/tests. If a student is not completing the daily work, they will not be prepared to assessment/test. Remote learning students are going to be graded and assessed the same as students who are in person.

When students are taking assessments/tests it is important they treat it just like a test at school, done independently without help. The data we gather from assessments/tests is evidence of student progress and growth. We also use the assessment/test data to drive our instruction and meet the needs of all our learners at UES. Students will take all assessments in a google meet/zoom while a staff member is watching. Students should be taking assessments in a quiet spot free from all distractions. Parents/Guardians I encourage you to leave the designated space until the assessment/test is completed. Thank you so much for your help and again thank you for working closely with your student. The staff at UES appreciate everything you are doing. If you need anything please feel free to contact me by email: cduncan@iwest.k12.il.us or by phone: 217-387-2291.

Sincerely,

Christina Duncan

Christina Duncan

IWUES Principal