

Bilingual and Multicultural Department
Parent Engagement and Family Support Remote
Learning Supplemental Handbook

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Section 1 Introduction

1.1 Welcome Letter

Dear Parents and Legal Guardians

We write to you to offer our support, encouragement and hope. As we embark on the “new normal” of remote learning, we are here for you and your family. We want to express our profound thanks to parents, students, staff and administration for pulling together in these unprecedented times. Our department is here to assist you and to answer questions you may have during this time.

The home school connection is at its strongest point. Let’s take advantage of the time to build our strongest relationship ever. This is a learning period for all of us, but you as a parent already know your student the best. You are your child’s first and far most important teacher. Thank you for this partnership.

The Bilingual and Multicultural Department makes education accessible to students through the Dual Language Program, Transitional Bilingual Education Program and Transitional Program of Instruction, providing an engaging and nurturing environment, which promotes success in English language acquisition and high expectations for students' academic achievement. Please use this handbook as an additional reference guide during remote learning.

Our district website will be the first point of information. We encourage all families to become familiar with the [WPS60 Remote Learning site](#) and school webpages <https://www.wps60.org/>. Our team is here to support you and your child during this time.

Parent Engagement and Family Support Team
Bilingual and Multicultural Department
Waukegan Community Unit School District #60
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1.2 Navigating the school system during Covid -19

Our district website is the best place for any information. Please visit our district webpage and we encourage you to become familiar with our remote learning site [WPS 60 Remote Learning Site](#)

For any concerns or for help, please feel free to contact them at remotlearning@wps60.org.

During this time of social distance, we will need to communicate in many ways, phone, email, text and video messaging. Our parent engagement and family support team is here to assist you during this time. Please feel free to reach out to us regarding how we can provide additional support beyond the classroom

Kristen Andrews	kandrews@wps60.org	Jefferson MS
German Miralda	gmiralda@wps60.org	Brookside Campus
Angela Ramirez	anramirez@wps60.org	District Wide
Dora de la Rosa-Cárdenas	dedelarosa-cardenas@wps60.org	Webster MS
Jorge Soto	jsoto@wps60.org	Washington Campus

You can still call your school building for help. Please leave a message if no one answers. Principals and secretaries are working hard to get to all parents and answer any questions that you may have.

Regular communication with your student's teacher will assure you are up to date as a parent with any school related news. Keeping your phone numbers and email address updated with the school will assure you receive information in a timely fashion.

Drive-up WiFi service at several of our school parking lots is now available. This new service will allow all students and staff to visit any of the schools to connect to the WiFi from your vehicles. Please visit our website to see pictures for where to park for better reception. For more information visit: [WPS 60 WI-FI drive up](#)

Only devices issued by the school will be able to connect to the district Wi-Fi.

SSID: WPS-Student
Password: waukegan
Requirements: Must use district provided device (i.e. Chromebook)

1.3 ISBE remote learning recommendations and guidelines

The following ISBE remote learning recommendations and guidelines were referenced in time allocations provided below. They are presented as suggested minimum and maximum times of engagement by each student in remote learning activities.

Grade Level	Minimum	Maximum	Recommended Length of Sustained Attention
PreK	20 minutes/day	60 minutes/day	3-5 minutes
K	30 minutes/ day	90 minutes/day	3-5 minutes
1-2	45 minutes/day	90 minutes/day	5-10 minutes
3-5	60 minutes/day	120 minutes/day	10-15 minutes
6-8	Class: 15 minutes/day Total: 90 minutes/day	Class: 30 minutes/day Total: 180 minutes/day	1 subject area or class
9-12	Class: 20 minutes/day Total: 120 minutes/day	Class: 45 minutes/day Total: 270 minutes/day	1 subject area or class

The state has provided these guidelines, the district is providing additional information and support, but your child's school and their teacher will be able to help you figure out how to make this work for your child in your home with your unique circumstances and challenges. Don't be afraid to reach out to your child's school for ideas on making home learning work at your house. We will provide some helpful tips under the third section of this handbook.

1.4 Attendance / Grading

This is a learning period for all primary and secondary schools across our nation. Attendance and grades will look different from district to district and from classroom to classroom. We encourage you to help your student develop the habit of logging in daily for the district's daily recommended amount of time. Different grade levels and all teachers have different ways of delivering instruction. Your student may need to log into Google Classroom to finish assignments. Many teachers may be using Achieve 3000, Newsela, Classdojo, Google Hangouts, ALEKS, GoNoodle, Edmentu, Khan Academy or YouTube.

Logging in daily will assure your student will be counted for attendance and he or she is able to produce work that can be graded. If you or a student need assistance accessing any of the above applications or website, please contact anyone on our team. Remote learning will be the new norm now until next school year. The school year is not over. Our district's promotion/retention process has been modified, for more information please see: [WPS 60 promotion policy update](#)

Section 2 Communication

2.1 Online Etiquette for Students

For the safety of your student it is important that parents continue to carefully monitor their children's use of technology. As a district we have a STUDENT TECHNOLOGY USAGE Board of Education Policy 6043, and guidelines for both parents and students are listed on page 74 of [the district's Parent Student Handbook](#).

Parents will want to go over the STUDENT EXPECTATIONS FOR PARTICIPATING IN A WPS60 1:1 ELECTRONIC DEVICE PROGRAM: DIGITAL CITIZENSHIP AND CARE OF DEVICE

As good digital citizens, WPS60 students are expected to:

- A. Report any activity that makes you feel uncomfortable, mad, or sad to a trusted adult or using the District's tip line. (224-303-1166)
- B. Keep personal information private. Students should not share personal information online (your name, address, age, school etc.) Do not post personal pictures online without adult permission.
- C. Be a good digital citizen by being kind to others online and using good manners. Use appropriate language in all communications.
- D. Report misuse to your teacher, dean or principal immediately. Do not forward inappropriate content (pictures, videos, text, links etc.) on to others.
- E. Never, ever meet with anyone you have talked to online. F. Keep your passwords private. Do not share passwords with anyone, even a best friend.
- G. Follow copyright laws. (Don't copy someone else's work and say it is yours. Always give proper credit to the person who did the work.)
- H. Do not remove or alter barcodes, inventory tags, service tags, or any other identifier is strictly prohibited. Potential fees may result due to removal of any inventory/service tags, in addition to any other consequence for misuse.

2.2 Technical Support /Internet Access

Technical Support-

The Information Technology Department has created a system to provide technical support to our students. You will need to use the following link to make a reservation to schedule technical support.

https://calendly.com/wps60_technical_support/wps60-students-technical-support?month=2020-04&date=2020-04-15

Technical support, with a reservation, will be available on the following dates and times at the Washington Campus High School Tech Depot located at 1011 Washington Street, Waukegan, IL 60085: (Please enter at door #2, located on Washington Street)

Monday	Wednesday	Thursday
8:00 A.M. - 12:00 P.M.	12:00 P.M. - 4:00 P.M.	8:00 A.M. - 12:00 P.M.

Important Notes:

1. No walk-ins will be permitted.
2. Technical support will be provided to only critical technical issues that prevent the student from participating in the Remote Instructional Days. For example: a broken screen, keyboard, camera, microphone, malfunctioning device and replacement charger. All standard repair fees will apply.
3. Recommended safety precautions will be in place to protect the health of students, parents and technicians during this process.

Internet Access-

If you do not have access to the internet please contact Comcast at <https://www.internetessentials.com/>. You can also contact your school principal during normal business hours at your school's office phone number for more assistance.

2.3 Emailing your student's teacher

Becoming familiar with your school's website will help you find the emails to communicate effectively. This link below gives an example on how to use our district website to find your teacher's email. Finding emails on the District Website

2.4 Translation Services and using google translate

Please feel free to write to your student's teacher or teachers in your native language. Our staff are prepared to translate your messages. If you would like, you can also try using Google Translate, which has become a valuable tool. Here is a link that will show you how to use google translate. [\(insert new video\)](#)

Google translate isn't always clear. So, if you feel more comfortable, you can copy and paste these messages and send them to anyone at your child's school and they will know to reach out to you using a professionally trained interpreter.

If you need language support with email or other written communication, type your name, then copy and paste this message to send to teachers, administrators, or other school staff.

Hello!

My name is _____. I prefer to communicate about my child's education in Spanish. Please use our school translator, or one of our district translators, to help with clear and accurate communication.

Thank you!

If you would like someone from your child's school to contact you by phone so you can speak to someone using your home language, type your name and then copy and paste this message.

Hello!

My name is _____. I prefer to communicate about my child's education in Spanish. Please call me with our school Language Liaison or one of our district interpreters, as soon as possible.

Thank you!

2.5 Making your needs known, nonacademic needs addressed

We are aware that many families will experience this pandemic differently. Rest assured we are here to support you. As a department we will like to remind everyone of the words expressed by our superintendent Theresa Plascencia:

“There are many things you can do to support your child:

- Take time to talk with your child or teen about the COVID-19 outbreak. Answer questions and [share facts](#) about COVID-19 in a way that your child or teen can understand.
- Reassure your child or teen that they are safe, and comfort them when it's needed.
- Share with them how you deal with your own stress so that they can learn how to cope with you.
- Limit your family's exposure to news coverage of the event, including social media. Children may misinterpret what they hear and can be frightened about something they do not understand.
- Try to keep up with regular routines. With schools closed, create a schedule for learning activities and relaxing or fun activities.
- Be a positive role model. Take breaks, get plenty of sleep, exercise, and eat well. Connect with your friends and family members.

These are just a few of the various strategies you can use. For more information on different child stress management techniques visit: [helping children cope](#).”¹

Please reach out to any of our Parent Engagement and Family Support Team if you are in need of information or referrals. We are able to help you connect with school or community resources to help you deal with anything that might be getting in the way of your students' learning.

Our lives feel very different right now. We are all dealing with huge amounts of change and extra stress. One thing we can do is help keep our kids safe during this time to keep a daily routine of health and safe habits.

This and more information on how to help your child during this time can be found at: <https://espanol.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>

¹ Your Families Mental Well-being is Important

Section 3 Helping your student

3.1 Student Health and Wellness

Your children's health is a top priority for our district. You can always reach out to your school nurse with any questions or if you need support. Sometimes it might be hard to know what is really happening when we hear different things from different sources. Our community has many resources for accurate health information during this time.



[The Lake County Health Dept.](#) basic guidelines are to practice

The 3 C's - Clean, Cover, Contain

Clean

- Wash your hands often with soap and water for at least 20 seconds.
- Avoid touching your eyes, nose, and mouth.
- Clean and disinfect frequently touched surfaces and objects.



Cover

- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
 - If no tissue is available, cough or sneeze into your upper sleeve, not your hands.



Contain

- Stay home when you are sick, except to get medical care.
- Avoid close contact with people who are sick.

[United Way of Lake County](#) is here to help our community. If you are in need of more help please, call or text 211 to speak with a community resource specialist in your area who will help you find services and resources

211 is always open, always confidential, and always free. Speak to a live person when you call in English or Spanish. The 211 team will also interpret to more than 150 other languages.

To receive a text please send your zip code to 898211 or online at <https://211lakecounty.org/>

3.2 Learning in two languages

The following is a list of resources that can help you keep your student developing his bilingual abilities. Please continue to check back for new resources.²

- Colorin Colorado is a bilingual website providing information, activities, and advice about helping English language learners <https://www.colorincolorado.org>
- Home Learning Guide for School Closings from Great Schools [Home Learning Guide for School Closings](#)
- *Parent Toolkit is a one-stop shop resource that was produced and developed with parents in mind.* www.parenttoolkit.com
- Online reading library with audio in multiple languages. [Unite for Literacy](#)
- [How to Foster Language at Home](#) from Latino Literacy Program
- [Learning at Home: Tips for Spanish-Speaking Parents](#) from Latino Literacy Program
- [My Child is an ELL: A Parent's Guide](#) from WIDA

REMINDER: Check back often as we will update this biweekly with added resources.

² These websites are for educational purposes only. The listing of these websites does not constitute an endorsement by the district or is WPS 60 responsible for updating the **content** of these listed websites. You will be subject to the destination site's privacy policy when you follow the link. WPS does not endorse or recommend products or services for which you may view a pop-up advertisement on your computer screen while visiting those sites.

3.3 Family Preparedness Plan Tips

We recommend that all families be ready and prepared with emergency contact phone numbers, important documents and a list of family and or friends that would need to be contacted in an emergency. Templates of family preparedness plans can be found at [Make a plan](#).

Sit down with your family and decide what you will do in an emergency, where you will go, and how you will get in contact with each other. Keep a copy of this plan in your emergency supply kit or another safe place where you can access it in the event of a disaster.

Important contact to have on hand:

School Name: _____

Principal Name: _____

Principal Email: _____

Teacher's Name: _____

Teachers Email: _____

Family Member/Household Contact Info

Name	Telephone Number	Date of Birth
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Family Doctor: _____

Children's Doctor: _____

Hospital: _____

Next door neighbor/ family emergency contact

Name: _____

Phone: _____

Relation: _____

If we are ever separated, we will meet at: _____.

Checklist of Documents

Birth Certificates

Marriage Certificates

Social Security Cards

Passports

Driver's License/ State ID/ Photo ID

Insurance Cards/ Medical Card