



Focus on Remote Learning

Student and Parent Guidebook

Fall 2020

This guidebook was developed to be a resource for families as we navigate through our remote learning journey. This document outlines the processes and procedures for the first quarter. The information in this document will be updated regularly as we receive additional information from the Illinois State Board of Education. Thank you, in advance, for supporting our students each and every day.


Purpose of Guidebook

- To provide students and families with information, support and guidance needed to navigate remote learning.
- To provide an opportunity for families, students and teachers to remain connected and engaged with academic content in a remote setting.
- To provide families and students with meaningful communication and feedback consistently to support and encourage learning.
- To effectively communicate academic progress to students and families.

Instructional Learning Models



Attendance

<p style="text-align: center;">Students</p> 	<p style="text-align: center;">Students will be in attendance, virtually, for five (5) hours. All students will attend from:</p> <p style="text-align: center;">9:00am-3:00pm</p>
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1. Teachers will take attendance in the morning for grades K-2.
2. Teachers will take attendance every class period for grades 3-12.
3. Students that log in after attendance is taken will be marked tardy by the teacher.
4. Students that do not attend school during the specified time will be marked absent.
5. Assistant Principals of School Culture will call email and parents/guardians of absent students.
6. Teachers will update attendance as needed (tardies, students leaving early).
7. If a student is going to be late or is unable to connect to the internet, the student or parent will need to contact the school.

Guiding Principles

- ***Focus on a Safe and Healthy Learning Environment***
 - Prioritizing safety guidelines from the Illinois State Board of Education.
- ***Focus on Equity***
 - Ensuring access and equity for all students
- ***Focus on Social Emotional Learning***
 - Students will receive integrated social emotional lessons.
- ***Focus on Quality Instruction***
 - Students will have an opportunity to receive small group instruction.
 - Students will have an opportunity to receive synchronous and asynchronous instruction.

Teacher Introduction & Orientation to Classes

Self Care

Going to school can be fun and easy. However, going to school can also be stressful and hard. Whether you go to school in person or online, it is important to know how to take care of yourself, both physically and emotionally. That's where Self Care comes in! Every week, we will work on our self care together. There are counselors and other adults available if you need more help.

What do I do for self-care?

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-  Get plenty of sleep
-  Enjoy sunshine
-  Cook
-  Write or draw (think out loud)
-  Talk to myself
-  Cuddle cats
-  Walk or bike (esp. in a park)
-  Tidy
-  Read
-  Read about people whose lives are more complicated
-  Garden
-  Get a hug
-  Talk to select people

Daily Expectations

Establish Routines and Expectations for Remote Learning

It is important to develop good habits from the beginning. Families should help students get up, get dressed, and ready to learn at a reasonable time. Keep regular bedtime routines, including normal rules for digital devices.

Use high- and low-tech devices around the house to establish and maintain schedules and routines. Egg timers, microwave timers, alarm clocks, and cell phone timers are examples of supplies that can be used as auditory, visual, or tactile (vibration) alerts to keep students on task.

Each family member should interact with children in their strongest language(s), even if that language is not English and even if that means their children may be hearing multiple languages each day. This is true for all families, whether or not the child is identified as an English Learner.

Grades K-2

- Families should create a flexible routine and talk about how it's working.
- Families should assist students in understanding, but also allow students to work through the class independently.
- Families should check that all student work is completed.
- Families should assist students in checking messages and communicating with the school.
- Keep in mind that it's about the child, not the work.
- Families should help child(ren) find their own motivation.
- Families should create a consistent daily routine and share it with children. Children learn best and are more adaptable to change when they know what to expect and have consistency in their daily life.
- Families should spend time with your child/children each day talking and/or drawing about how they are feeling; this is especially important in light of COVID-19 and current events.
- Families should spend time with your child/children each day playing games (invented or purchased), telling stories, and/or reading books in any language.

Grades 3-12

- Attendance Matters. Show up and participate!
- Families should learn their student's schedule and follow it daily.
- Families should practice discretion around your child(ren) as their camera should always be on during the instructional time.
- Students will have breaks to stretch and move.

- Remember to charge the devices and check camera/microphone.
- Families should plan family activities after student learning time.

Location

Your family's regular learning space for occasional homework might not work for extended periods. Set up a physical location that's dedicated to school-focused activities. Make sure it is quiet, free from distractions, and has a good internet connection. Make sure an adult monitors online learning. Keep doors open and practice good digital safety.

Workspace

Provide an environment conducive to learning:

- Create a distraction-free zone limiting movement and noise in the learning area.
- Wear appropriate school clothes for the video.
- A visible location to keep the device's screen within view.
- A comfortable place that allows for flexibility, like sitting in their favorite spot on the couch or standing at the kitchen table.

Materials

Make sure your child has the materials necessary to complete all assignments. Student's materials should be stored in the student's designated workspace.

Schedule

For remote learning, we will NOT be following student schedules posted in Concept SIS. Families may log into Concept SIS to identify student sections (A, B, or C), however, we will follow the schedule below for remote learning,

Students must log into a google meet at the start time of each class. Follow the appropriate grade and section for your student. Google meet links are located in Seesaw (K-12) and Google Classroom (3-12).

2020-2021							
Grade Levels: K-2							
Periods	Times	Days of the Week: Monday through Friday***					
		KA	KB	1A	1B	2A	2B
Announcements							
1	9:00am-9:30am	Reading	Reading	Math	Math	Science	Science
Break							
2	9:35am-10:05am	Reading	Reading	Math	Math	Social Studies	Social Studies
Break							
3	10:10am-10:40am	Science	Science	Reading	Reading	Math	Special
Period 4: Lunch (10:40am-11:15am)							
5	11:15am-11:45am	Social Studies	Social Studies	Reading	Special	Special	Special
Break							
6	11:45am-12:15pm	Special	Special	Special	Reading	Math	Math
Break							
7	12:20pm-12:50pm	Special	Math	Science	Science	Special	Reading
Break							
8	12:55pm-1:25pm	Math	Math	Special	Special	Reading	Reading
Break							
9	1:30pm-2:00pm	Math	Special	Social Studies	Social Studies	Reading	Special
Student Support 2:00-3:00-pm							

2020-2021										
Grade Levels: 3-5										
Periods	Times	Days of the Week: Monday through Friday***								
		3A/3ENR	3B	3C	4A/4ENR	4B	4C	5A/5ENR	5B	5C
Announcements										
Period 1	9:00-9:30am	Math	ELA	Science	ELA	Math	Special	Science	Special	ELA
Break										
Period 2	9:35-10:05am	Math	ELA	Special	ELA	Math	Special	Social Studies	Special	ELA
Break										
Period 3	10:10-10:40am	Science	Special	Math	Special	Science	Math	Math	ELA	Special
Break										
Period 4	10:45-11:15am	Special	Social Studies	Math	Social Studies	Special	Math	Math	ELA	Special
Period 5: Lunch (11:15am-11:45am)										
Period 6	11:45-12:15pm	ELA	Math	Special	Math	ELA	Science	Special	Science	Math
Break										
Period 7	12:20-12:50pm	ELA	Math	Social Studies	Math	ELA	Social Studies	Special	Social Studies	Math
Break										
Period 8	12:55-1:25pm	Special	Science	ELA	Science	Special	ELA	ELA	Math	Social Studies
Break										
Period 9	1:30-2:00pm	Social Studies	Special	ELA	Special	Social Studies	ELA	ELA	Math	Science
Student Support 2:00-3:00pm										

Grade Levels: 6-8										
Periods	Times	Days of the Week: Monday Through Friday***								
		6A	6B	6C	7A	7B	7C	8A	8B	8C
Announcements										
Period 1	9:00-9:30am	Science	Social Studies	Math	ELA	Math	Special	Social Studies	Special	Math
Break										
Period 2	9:35-10:05am	Special	Special	Math	ELA	Math	Social Studies	Special	Science	Math
Break										
Period 3	10:10-10:40am	ELA	Math	Special	Special	Special	Math	Math	ELA	Special
Break										
Period 4	10:45-11:15am	ELA	Math	Special	Science	Social Studies	Math	Math	ELA	Social Studies
Period 5: Lunch (11:15am-11:45am)										
Period 6	11:45-12:15pm	Math	ELA	Science	Social Studies	Special	ELA	ELA	Math	Special
Break										
Period 7	12:20-12:50pm	Math	ELA	Social Studies	Special	Science	ELA	ELA	Math	Science
Break										
Period 8	12:55-1:25pm	Social Studies	Science	ELA	Math	ELA	Special	Special	Social Studies	ELA
Break										
Period 9	1:30-2:00pm	Special	Special	ELA	Math	ELA	Science	Science	Special	ELA
Student Support 2:00-3:00pm										

Middle School Students (6-8) who are part of the enrichment or self-contained setting will receive an individualized schedule via email.

Specials Classes (K-8) Music, P.E., Art, and S.E.L

Specials courses will NOT have live google meet class meetings. All specials teachers will post one recorded teaching and one assignment per week in Seesaw (K-2) or Google Classroom (3-8). Students will use the special periods throughout the week to independently watch these videos and complete these assignments independently. All assignments for all specials classes are due on Fridays at 3:00pm.

- Grades K-5 have Music, P.E., and Art
- Grades 6-8 have Music, P.E., Art, and S.E.L

Specials teachers will be available for support via email and may hold small group sessions on Fridays.

High School

Monday-Friday***	
Periods	Times
1st	9:00-9:30
BREAK	
2nd	9:35-10:05
BREAK	
3rd	10:10-10:40
BREAK	
4th	10:45-11:15
BREAK	
5th	11:20-11:50
LUNCH 11:50-12:20	
7th	12:20-12:50
BREAK	
8th	12:55-1:25
BREAK	
9th	1:30-2:00
Student Support	2:00-3:00

Seesaw Learning Platform for Students in Grades K-2

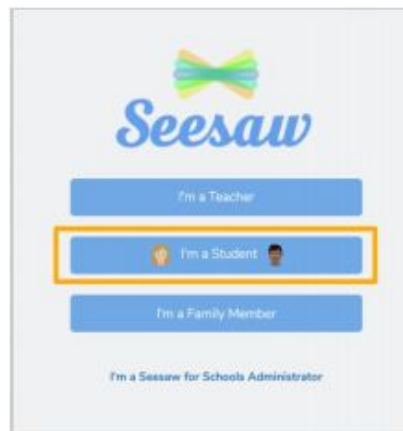
[What is Seesaw? Video](#)

Sign In from Home

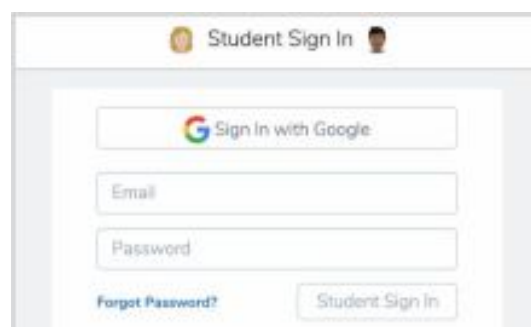
Step 1: Download the Seesaw **CLASS** app or visit app.seesaw.me on your chromebook.



Step 2: Click 'I'm a Student'.

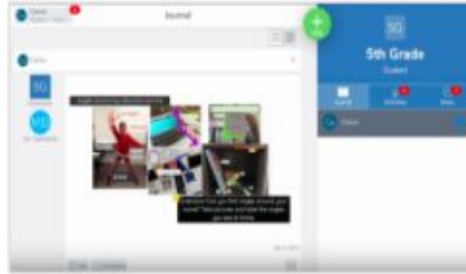


Step 3: Enter your student email address and password - provided by the classroom teacher.



Tour of the CLASS App

Your Journal: When students sign in to the Class app, they see their journal.



Create a Post: Click on the green Add button to post to the journal using fun tools like Photo, Drawing, Video and more.



Complete Activities: To see assigned activities, click on the Activities tab under the class name. Find an activity to complete, then click Add Response.

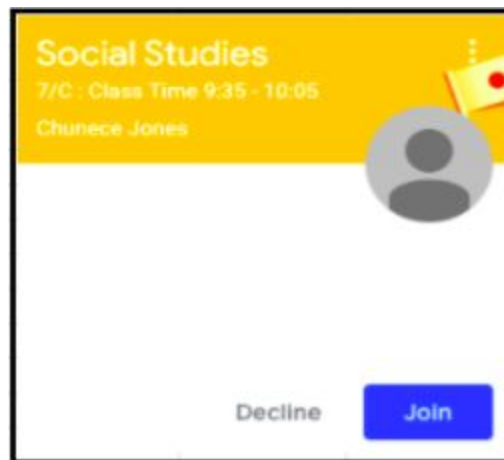


View Announcements, Messages and Notifications: A red notification bubble appears when there is something to see.

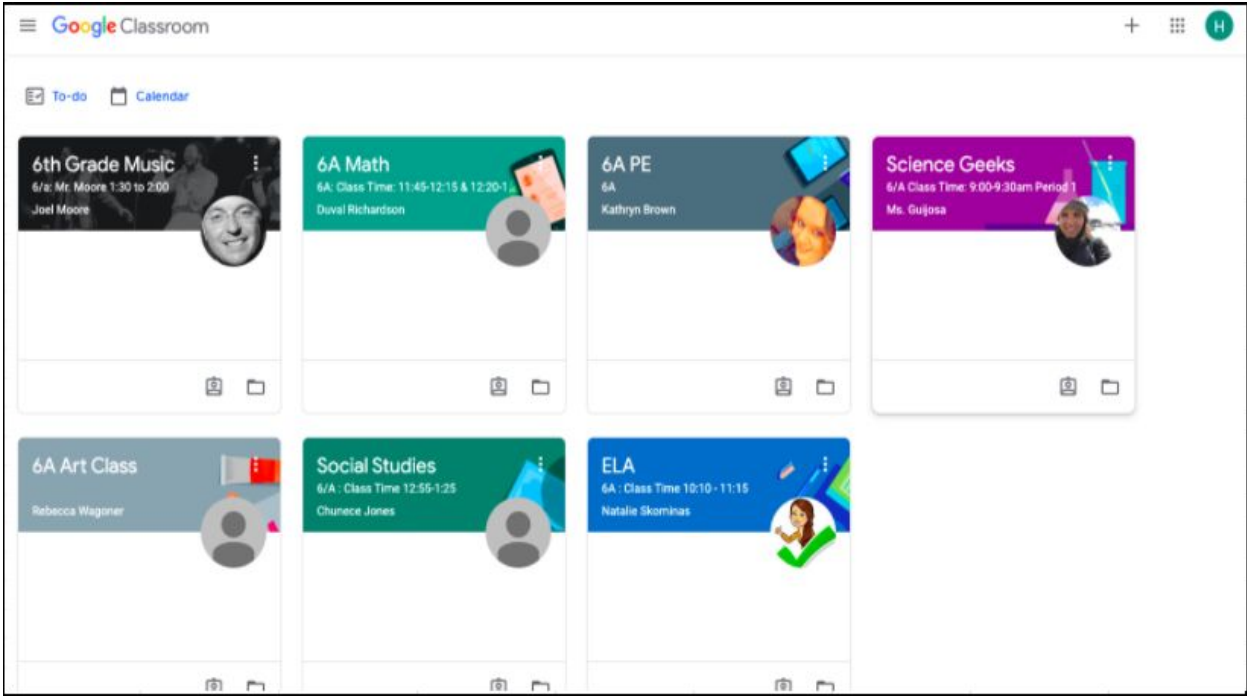


Google Classroom (3-12)

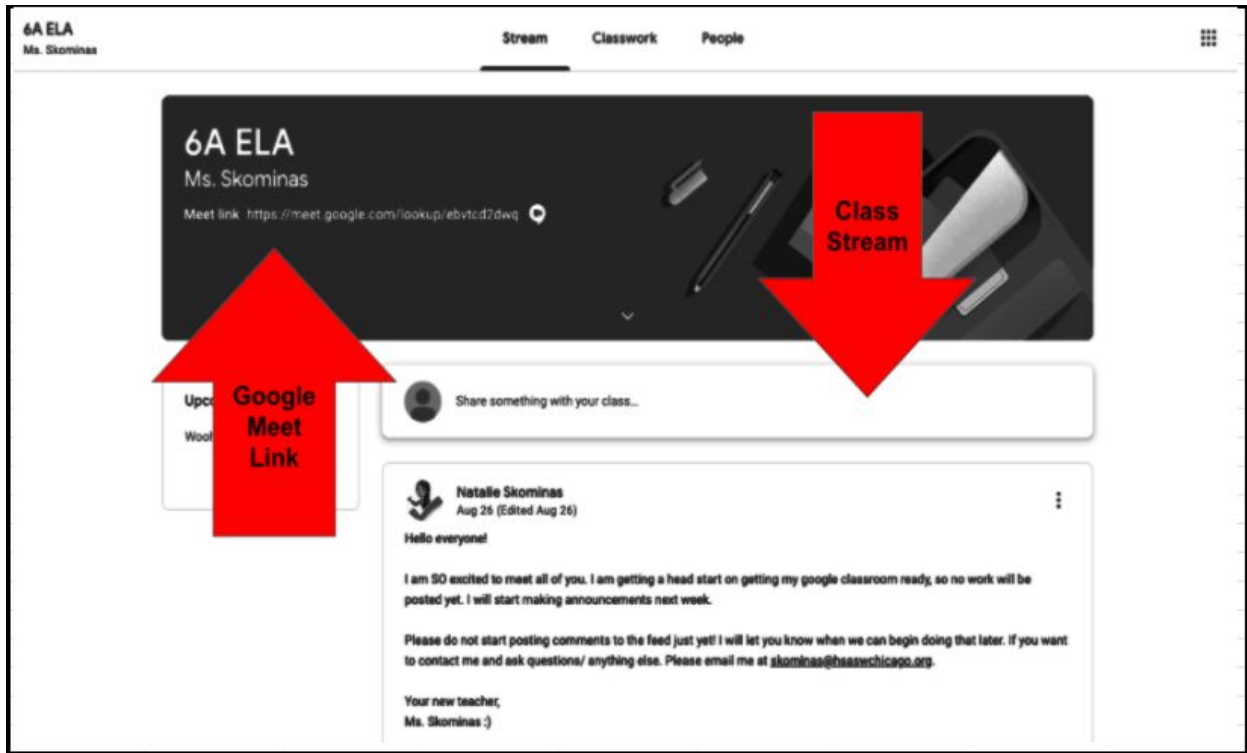
- Students will log into: <http://classroom.google.com/>
- Students must use their HSA school email account to log in
- Student email addresses are made up of (first name/last name/ last 2 digits of high school graduation year with periods in between the first and last name)
 - Example: john.smith25@hsaswchicago.org
 - Example: layla.black33@hsaswchicago.org
- Email passwords are the students HSA ID number. This can be found in Concept SIS.
- Make sure to click “join” to enroll in your classes!



Below is a view of a student dashboard. All student classes will be displayed here. Students will click on the appropriate classroom at the appropriate time. (see schedule)



Below is a screenshot of one google classroom, 6A English. Pictured is the “stream” where all class announcements will be made. The google meet link is for the live class sessions. Students will click here at the time scheduled for this class (see schedule). The same link will be used everyday.



Assignments will be posted under the classwork tab. See the screenshot below. Students will click on the assignment to complete and submit it. Assignments can be in the forms of Microsoft Word Documents, Google Forms (Surveys), Google Slides, or discussion posts.

6th Grade ELA Summer School

Team Classwork People Grades

Assignments are posted here

Google Calendar Class Drive folder


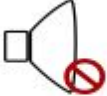



All topics

Week 3: 07/20 - 07/24

Assignment	Status
Monday 07/20 Presentation	Posted Jul 20
Monday 07/20 Plot Practice Document	Posted Jul 20
Monday 07/20 Exit Ticket	Due Jul 20
Monday 07/20 Homework	Due Jul 21
Tuesday 07/21 Plot Practice 2	Posted Jul 21
What is one interesting thing you learned a...	Due Jul 21
Tuesday 07/21 Homework	Due Jul 22
Tuesday 07/21 Homework Park 2	Posted Jul 21
Wednesday 07/22 In class assignment/ ...	Due Jul 23, 10:00 AM
Wednesday 07/22 LAST ASSIGNMENT FOR S...	Due Jul 23, 9:00 AM

Participation

Families, please help students be successful by following the daily expectations:

Online instruction with Teacher	
	<ul style="list-style-type: none"> ● Keep the video camera on while logged into the virtual classroom. ● The teacher must be able to see or hear the student during instruction. ● The chat box must be on-topic once the lesson starts.
	<ul style="list-style-type: none"> ● Keep the microphone muted unless called on to speak.
	<ul style="list-style-type: none"> ● Ask the teacher for permission to step away from the online instruction.
	<ul style="list-style-type: none"> ● Pay attention during direct instruction. For example, students should not be playing with pets during teacher instruction.
	<ul style="list-style-type: none"> ● Eat meals before scheduled working or instruction time.

- Check all assignments and grades in Seesaw for Kindergarten, 1st, and 2nd grades.
- Check all assignments and grades in the Google Classroom for 3rd-8th grades.
- Check student's grades in Concept SIS.
- Inform the teacher of your preferred method of communication (email, text, or phone call).
- Communicate any questions or concerns with the teacher during the teacher's office hours. (8:00-9:00 am and 3:00-4:00pm Monday - Thursday)
- Families should set academic and social and emotional goals prior to engaging in learning. For example, ask them, "What do you plan to work on this week? What will you do if you get stuck? How can I support you?"

Weekly Expectations

Communication between families and schools is more important than ever during this time of decreased physical contact within the school building. It is in the best interest of each and every student that those involved in their education, health, well-being, and social emotional growth are in constant communication so that students can reach their optimal development.

Quarter Expectations

- Review student's progress reports and communicate any concerns with the teacher.
- Attend virtual parent-teacher conferences
- Update all contact information with the school secretary, if there are changes in address, phone numbers, or email addresses to insure the best communication possible.
- Review the expected learning outcomes for the first quarter or your student's grade level.

Preparing for Learning

Before Learning

- Get organized!
 - Check the student calendar each week.
 - K-12 students will attend school virtually.
 - Find a quiet space in your home to participate in Remote Learning.
 - Have all materials and supplies ready for class each day.
- Classroom Check-In
 - Attendance will be taken each period/
 - Students must log into the live google session to be counted as present.
 - Check Seesaw or Google Classroom Daily for attendance, announcements, assignments, practice activities, and your lesson plans for the week.

During Learning

- Students must be on time.
- Students must select a quiet place.
- Students must be muted while others are talking
- Students must participate in whole group and small group discussions.
- Students must be respectful.
- Students should have the camera on at all times and stay in view.
- Students should stay on the live session until directed to log off by a teacher.

Google Meet Ground Rules



After Learning

- Students must try to work on all assignments independently.
- Students should submit all assignments on the assigned due date.
- If students need additional assistance, contact your teacher.

Grading

Students will receive grades based on the traditional grading procedures. Grades will be entered into the Concept SIS gradebook on a weekly basis. Progress reports and student report cards will be provided following the school calendar.

Grading and assessments are meant to provide feedback and communication to students and caregivers with the focus on learning, growth, and progress. Meaningful grading and assessment provide students the opportunity to redo, make up, or try again to complete, show progress, or attempt to complete work assigned.

Opportunity for Grade Improvement:

- Classwork assignments are formative assessments and students will have the opportunity to retake (based on feedback) and replace classwork grades.
- Students will follow the teacher's policy and procedure for retaking end of the unit assessments.
- Students will have the opportunity to participate in a small group reteach lessons or complete online assignments before retaking an end of the unit assessment.

Family and Student Expectations:

- Check Concept SIS for weekly grades.
- Write and respond to emails from teachers.
- Ask the teacher for opportunities to demonstrate mastery (re-do, make up or try again to show progress).
- Review daily ongoing assessments to evaluate student progress and learning.
- Review and discuss with students the feedback provided by the teacher.

Quick Tips: Check your B.A.G.

When considering your role as a student, you should always ask yourself, “What’s in my BAG?” This stands for Behavior, Attendance and Grades. On a regular basis, teachers use a guide to help set a tone of structure and rigorous learning. There will be clear expectations for remote learning. Each letter indicates an expectation for you to follow.

Behavior:

- Students must have camera on and your Chromebooks muted unless asked to speak/participate in the lesson.
- Follow the guidelines during remote learning by:
 - Maintaining the expected voice level.
 - Asking for help by raising your hand, typing in the chat, or using the reactions on Google Meets.
 - The chat will only be utilized for asking questions or teacher directed discussions.
 - Staying on task with activity and participating in breakout sessions by engaging in learning with your classmates.
 - Engaging in the lesson with proper Google Meet etiquette.
 - Choosing a quiet space to engage in virtual and independent sessions.
 - Participating in the activity as directed by the teacher.
- Students should be engaged and not get up during Google Meet lesson and walk around unless you need to use the restroom.
- Students should reflect on and practice the SEL skills taught throughout the day.
- It is important for families to communicate with teachers privately when and if any issues arise.
- Students should properly excuse themselves to take a quick bathroom break.

Attendance:

- Students should report to live lessons 3 to 5 minutes before the start of class.
- Students are expected to stay on the live lesson for its entirety unless the families communicate with your teacher beforehand.
- Families should communicate with teachers for planned absences, in order to receive directions on what students can do to make up missed class time.

Grades:

- Families should check your Seesaw or Google Classroom daily for learning activities from your teachers.
- Families should send messages on Seesaw or Google Classroom to teachers with any questions you might have.
- Students should submit assignments on Seesaw or Google Classroom.
- Students will have opportunities to practice the skills taught in class during the Google Meets lesson and will be expected to show what was learned on assessments.
- Students will receive feedback from teachers on how you they doing as you learn new skills.
- Students should complete and submit your assignments by the assigned due date.
- Students should produce and submit high-quality work to teachers.
- Families should check grades through ConceptSIS, know student progress, and keep up with all assignments for all courses.

Student Services:

Students who receive support through an Individualized Education Plan (IEP) will continue to receive services virtually and be supported by a special education teacher. Parents will be contacted by the Director of Special Education to develop a remote learning plan for their student. Please contact Heather Erickson (erickson@hsaswchicago.org) with any questions or concerns regarding special education.

Students who receive English Language Support Services will continue to receive support from an EL teacher in academic classes. Please contact Paola Bonilla (bonilla@hsaswchicago.org) with any questions or concerns regarding EL & Bilingual services.