



CONCEPT SCHOOLS

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Distance Learning
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OUR GOAL IS **NOT** TO DUPLICATE THE CLASSROOM

OUR GOAL IS TO PROVIDE **ENGAGING AND APPROPRIATE**
HOME LEARNING **ACTIVITIES** FOR OUR STUDENTS

INTRODUCTION

- ❑ As anticipated, Governor Walz announced that Minnesota schools will remain closed until at least May 4 (We believe this will be extended until the end of the year).
- ❑ All staff of HSATC have worked very hard to prepare exciting distance learning experiences for your students.
- ❑ There are so many other issues that we will discover along this journey. Your feedback will be extremely important to us to offer the best services.
- ❑ In the meantime, please stay safe, healthy and continue to practice gratitude. HSATC will always be there for you.

DISTANCE LEARNING STRUCTURE

- ❑ School admin team meets with group of teachers on a daily basis
- ❑ All staff are available to respond to questions or meet Online on school days
- ❑ Students/parents are expected to check email and messages daily
- ❑ Students attend daily live sessions according to the [schedule](#)
- ❑ Teachers post weekly plans or daily plans and assignments on their google classroom pages
- ❑ School staff for SPED/504/ELL should continue to follow state/federal/sponsor compliance requirements/flexibilities

GUIDING PRINCIPLES

Here are some guidelines that we use and stick to during this challenging time.

- Keep everything clear and simple
- Try to use what you have already been using
- Make sure our plan works for all families
- Find ways to connect teachers and students/parents virtually
- Teachers should require students to read independently each day and reflect on their reading
- Use clear written explanations
- Provide guided and independent practice
- Plan movement (brain breaks) for students/adults
- Ask students to complete reflective writing journals everyday
- Provide checklists

TOOLS/RESOURCES

- ❑ We utilize G-Suite for the following functions
 - ❑ Communication, Logs, Grading - School email, Hangouts, ConceptSIS
 - ❑ Scheduling - Google Calendar
 - ❑ Live Sessions - Gmeet/Google Hangouts
 - ❑ Planning, Assignments, Assessments - Google Classroom, ConceptSIS
 - ❑ Online Storage, Documents and Forms - Google Drive, Google Docs, Google Sheets, Google Slides, Google Keep, Google Forms

LOGISTICS

During this time, communication is essential. Here are the steps we took to have a better distance learning experience; we

- ❑ Ensure all parent/student contact information is up to date
- ❑ Update your policies about technology/Internet and social media usage
- ❑ Collect data on who has access to tech devices/Internet at home and who will be supporting the students
- ❑ Provide tech devices and Internet access if needed
- ❑ Provide meals to students who requested meals.

SCHOOL ADMINS EXPECTATIONS

- ❑ School admins continue to
 - ❑ be accountable for student learning for all students
 - ❑ be responsible for supporting the well-being and effectiveness of teachers
 - ❑ manage the schedule of instructional delivery
 - ❑ provide resources to support teachers and students
 - ❑ manage communication with teachers, students, and family members, and reach out to parents who are unresponsive
 - ❑ gather and review data on student performance

TEACHER EXPECTATIONS

- ❑ Teachers continue to
 - ❑ support students' SEL needs
 - ❑ be responsible for instructional delivery and accountable for student learning (unless ill, in which case a substitute teacher would cover).
 - ❑ be responsible for checking in with students and/or parents
- ❑ Support staff/social workers, counselors, and nurses
 - ❑ can mentor a group of students and be a point person
 - ❑ provide individual or small group support

IT/TECHNOLOGY STAFF EXPECTATIONS

- ❑ IT/technology staff support
 - ❑ staff with their tech and training needs
 - ❑ homeroom teachers who are assisting students in their tech needs
 - ❑ school admin in keeping tech device inventory and coordinating repairs

PARENT/GUARDIAN/CAREGIVER EXPECTATIONS

- ❑ School and caregiver provide regular access to a tech device and a reliable Internet connection
- ❑ Check in with teachers on a regular basis
- ❑ Support the work of teachers - this could involve explaining concepts, helping with assignments, play/games/at home activities, and monitoring study habits by following set schedules
- ❑ Monitor student's behaviors on Internet safety and school's policies
- ❑ As a role model, caregivers need to model the expected behavior and a positive attitude towards learning

STUDENT EXPECTATIONS

- ❑ Communicate with instructors on a daily basis
- ❑ Be open to try new things
- ❑ Improve your technology skills in order to work independently, without the presence of a teacher
- ❑ Work on building strong time management and organization skills to complete assignments within due dates, manage course materials and content effectively

DAILY LIVE SESSIONS

- ❑ All live sessions are conducted daily in the morning by classroom or homeroom teachers
- ❑ The schedule is posted on the website and the google classroom accounts of students
- ❑ Live sessions will be recorded for students who missed the live lesson so they can watch it.
- ❑ Students who do not attend live sessions and don't complete the days assignments will receive an unexcused absence

KG and 1st Grade

- ❑ Students meeting daily with their teachers
- ❑ KG in the morning, 1st grade afternoon
- ❑ Combined class for SEL at noon
- ❑ At the beginning of each lesson there is morning meeting
- ❑ Body/brain breaks during the live lessons

2nd and 3rd Grade

- ❑ 2nd grade at 10 am and 1 pm
- ❑ 3rd grade at 11 am and 2 pm
- ❑ Daily reading assignments from HMH and RAZ kids
- ❑ Reading fluency, flash cards, workbook and writing prompts daily
- ❑ Whiteboards sent home for math as well as their workbooks
- ❑ Using youtube videos for extra help to students
- ❑ Assessments from google forms and grading accordingly

4th and 5th Grade

- ❑ 4th grade 10 am 5th grade 11 am
- ❑ Extra help in the afternoon
- ❑ Lessons on Google slides with embedded videos etc.
- ❑ 2 literacy, 2 math, 1 science and 1 social studies assignments on Google forms
- ❑ Additional assignments from their workbooks
- ❑ They take a picture of completed workbook pages and submit to the teacher

Art and PE

- ❑ Meets three times with students in a week
- ❑ Instructional videos for students to complete an art project and submit in ArtSonia app
- ❑ Explain the assignment and check with students during live lessons
- ❑ Daily activities assigned to students such as jumping jacks, push ups, etc.
- ❑ Students keep logs of the activities and post in Google classroom page
- ❑ Additional health tips are given to students by PE teacher
- ❑ Virtual recess twice a week

SpEd

- ❑ Scheduled the service times for each students in Google classroom
- ❑ Working with students according to their IEP
- ❑ Organizing related services for students and following up with them
- ❑ Helping students with organizational skills as well.