HAWKS
HSA MCKINLEY PARK

Return to School
Enhanced e-Learning Plan
2020 - 2021

Effective During the 1st Quarter - September 8th to November 6th*

***To be reviewed every 2 week for a possible hybrid learning model**

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On August 7th Chicago Public Schools announced that all of its schools will be starting learning at home during the emergency school closures. As a result, Horizon Science Academy - McKinley Park is also introducing an e-Learning plan that will start on September 8th to November 6th which is the last day of the 1st quarter. **All students from grades K-12 will learn from home 5 days a week.** Every 2 weeks we will reassess the situation and determine if we should switch to a hybrid model. Our approach to learning ensures that instruction does not stop during the emergency closures. The goal of our e-Learning plan is for students to continue learning and receiving feedback from their teachers. Attendance will be taken daily and grades will also be updated accordingly throughout the e-Learning days.

Last school year, we experienced unprecedented times that moved all schools into a distance learning model. Now that we have grown more familiar with this process, we are prepared to increase our expectations while maintaining flexibility for our administrators, staff members, students, and families in terms of learning remotely. As such:

- New content will be introduced during our e-Learning days.
- Attendance at online class sessions in real time is mandatory.
- Students will be expected to participate in synchronous (live) sessions to check-in with their teacher and receive information pertaining to new content.
- Synchronous (live) and asynchronous (pre-recorded) video lessons will be utilized. Time will be dedicated each day to live check-ins as well as pre-recorded lessons during e-Learning days.
- Communication and content will be posted daily on Google classroom for grades 3rd - 12th and Seesaw learning for grades K - 2nd.
- Students will have 2-4 assignments to complete per week that will be turned in online and graded accordingly.
- In-person services may be provided to students with IEPs, 504 plans, English learners, or other students*

*Students with Individualized Education Plans (IEP), Section 504 Plans and English Learners will have appropriate accommodations and/or modifications applied to their e-Learning experience. More information will be provided by the specialized instruction teachers.

What is an e-Learning day?

An e-Learning day is utilized to allow students and teachers to stay home due to a school cancellation (state of emergency). However, learning will continue moving forward as students use and learn through teacher-prepared learning content. Teachers will be providing new content based upon the curriculum and power standards and will focus on formative feedback.

Teachers will prepare daily lessons on Google Classroom (3rd-12th) or Seesaw (K-2nd). All students will be issued a district-owned computing device and charger to be used at home.Parents can opt out and use their own devices at home. A limited number of internet hotspots will be made available to families without internet access at home.

Students will be expected to log into the learning platform and follow the lesson and instructions for the day.Teachers will guide students through live lessons or pre-recorded videos and 2-3 assignments will be assigned to students per class per week. Students will be expected to turn in their work electronically.

Teacher Expectations:

Teachers will be prepared to deliver remote learning through Google Classroom or Seesaw on the first day of student instruction starting Tuesday, September 8th from 8:00 AM to 3:00 PM (student instruction from 9:00 AM to 2:00 PM) Monday through Friday to the end of the 1st quarter which ends on Friday, November 6th or until further notice.

- Teachers can follow a sign-up process to complete remote learning from their school building and they will be required to complete a self certification and temperature check at the entrance of the building. Building hours will be between 8:00 A.M. to 3:00 P.M. to facilitate e-Learning lessons, record lessons, and connect with students and families. Guests and children are not permitted.
- Teachers are required to use Google Classroom for 3rd to 12th grades and Seesaw for K - 2nd grades as the learning management system to facilitate classroom instruction.
  - Student work will be assigned and collected through Google Classroom or Seesaw
  - Create engaging activities for students linked on Google Classroom or SeeSaw and grades will be entered in CSIS
  - Use Concept Schools Pacing Guides and Curriculum to drive instruction and focus on the standards of learning
  - Enter weekly lesson plans in CSIS before 8:00 on Monday.
  - Collaborate with colleagues to ensure alignment of pacing, content, and assessment
  - Administration will provide ongoing academic and SEL support
  - Establish virtual classroom rules and expectations and share with students and parents
- Each classroom teacher will post an outline of the learning for the week to students by Sunday evening at 6:00 P.M. for all classes the following week. This will allow families the opportunity to preview and prepare for the upcoming week. (These activities should be scheduled to post on the learning platforms by 6:00 P.M. on Sunday.) These will also be submitted to the assistant principal's at the same time.
- Teachers will update and post grades weekly on CSIS.
- Reassessments of formative activities will continue to be at the teacher's discretion.
- Office Hours throughout the week will be offered for additional support and re-teaching.
  - Office hours will take place daily from 2:30 PM - 3:00 PM for grades 5th - 12th and 2:00 PM to 3:00PM for grades K - 4th.
- Student attendance will be taken daily (in grades K-3) and by period (in grades 4-12) in CSIS.
- Staff are required to follow HSA Mckinley absence policy by submitting a request on Paylocity and requesting a substitute. Sub plans should be posted so the substitute can continue the day's lesson.
- Teachers will host live instruction and check-ins through Google Classroom or Seesaw learning.

- Teachers should have a reliable network if they decide to work from home. If teacher's internet service is unstable/slow at home teachers are required to increase their internet bandwidth or go to the school building for e-Learning.
- Teachers are to collaborate one time per week with their colleagues to ensure equitable student experience in learning, aligned pacing, and similar opportunities in assessment for students.
    - Regular scheduled meetings will take place **every** Wednesday from 3:00 PM to 4:00 PM
- Teachers will respond to parent and student messages within 24 hours during normal school hours.
- Teachers will begin the school year by sharing information with students and parents about communication including:
    - Teacher email address
    - How to engage in office hours with the teacher
    - How to access the primary resources used in class
    - Attendance expectations
    - Expectations of learning
    - Remote learning behaviors
    - Grading and reassessment guidelines
- Teachers will create a welcome video message for families posted on their Google Classroom or SeeSaw.
- Teachers will host a virtual open house for their grade level students and parents so they can discuss how the day will look like for students, procedures, and expectations. The virtual open house will occur the week of Thursday, September 3rd.
- Teachers will provide meaningful feedback to students on assignments and assessments.
- Teachers and special education teachers or related service providers will communicate to ensure student success.
- Live lessons should be clearly communicated on Google Classroom or Seesaw.
- The traditional grade scale will be used, but for courses that do not meet daily will utilize the Pass/Fail/Incomplete model.
- All staff with additional time who are available may be assigned by administration to instructional duties for which they are qualified.
- Teachers will review their student(s) individual e-learning plan and work with the case manager to best support them.

Student Expectations:

- Daily attendance will be taken, students will be given assignments/assessments and grades will be assigned.
- Check Google Classroom and SeeSaw for daily announcements from teachers.
- Take advantage of the learning opportunities provided by teachers.
- Be Responsible, Be Respectful and Be Safe
    - Check your Google Classroom or Seesaw account for learning activities from your teachers every single day Monday through Friday.
    - Check your teacher's online availability hours so you will know when it is easiest to connect with them.
    - Attend your teacher's live lessons.
    - Camera must remain on and facing student during live sessions
    - Student must be dressed appropriately for online live sessions - no uniform required
    - All handbook rules remain in effect for remote learning
    - Send your teacher(s) a message with any questions you may have. Please allow a response window of 24 hours.
    - Complete and submit your assignments by the assigned due date given by teachers
    - Produce high-quality work.
    - Check your grades in CSIS at least once a week.
    - Be prepared for success when completing assignments and assessments
    - Late work will be indicated as "Missing" or "Late" in CSIS until it has been submitted for grading and is expected to be turned in prior to the summative assessment.
    - Students are expected to adhere to the behavior expectations from the school's student handbook. Any disciplinary issues will be addressed by the Assistant Principal and all behavior issues will be documented

Parent Expectations:

- Daily attendance will be taken for students.
- Follow the same procedures for attendance as with in-person learning. Call the school office to report an absence on a particular day.
- Students will be given assignments/assessments and grades will be assigned.
- Ensure your child is ready to participate in school activities starting at 9:00 AM daily.
- Prior to the start of Monday morning with your student, check Google Classroom for grades 3rd - 12th and SeeSaw for K-2nd for each course for a weekly overview plan.
- Parents will be given access to the material that is being taught and invited to the Google Classrooms and SeeSaw learning. Parents will also monitor their child's academic progress on Concept SIS.
- Check the completion rate of assignments every Friday with your child.
- Regularly monitor your child's assignment completion and grades by logging into CSIS. If your child is struggling, take advantage of scheduled Office Hours throughout the week by contacting the teacher for additional support. Office Hours are from 2:00 PM to 3:00 for grades K-4th and 2:30 PM to 3:00 PM for grades 5th-12th.
- Reserve a space for students to complete remote learning work at home.
- Encourage students to get enough sleep.
- Set sensible time limits for personal technology use.
- Help students establish and follow regular daily routines.
- Remind students how to best communicate with their teachers.
- Ensure students check their learning platform messages daily and also attend the morning meeting time given daily from 9:00 AM to 9:15 AM by the 1st period teacher or homeroom teacher.
- Ensure students login to Google Classroom or SeeSaw and other platforms if used.
- Allow students to work independently. Do not feel the need to correct all their errors. Allow the learning process to take place.
- Familiarize yourself with your student's weekly and daily schedule.
- Reach out to teachers with questions via email. In most cases, please allow for a 24-hour turnaround for replies to parent emails. Responses are not to be expected in the evening or over the weekend. Teachers will be readily available to work with students and answer questions Monday through Friday during typical school hours. Google Classroom and SeeSaw Learning will be the primary communication tool for students.
- Review remote learning behavior expectations with students regularly.
- Participate in virtual Teacher Meet and Greets, Back to School Expectation Night, Parent-Teacher Conferences, or any requested meetings.
- Inform students that it is illegal to record teachers' lessons or use pre-recorded lessons in any way other than their intended purposes.

We are required to plan for at least five (5) clock hours of instruction or academic engagement each day (Section 10-19.05), at least 2.5 hours are to be synchronous (real-time instruction with live interactions) and 3 hours are asynchronous (self-paced, academic engagement). All learning activities may include, but are not limited to, in-person learning, the teacher delivering instruction via recorded video or synchronous (live) platform, remote small group work via breakout room or conference call, independent/flexible student work time, and virtual/telephone teacher-student check-ins. If using non-interactive platforms, students must have means to confer with an educator and receive feedback before assignments are graded or assessments are administered.

Elementary (Grades K - 4) e-Learning Schedule

- All K-4 students and staff members are on the same schedule/clock hours, however, *students will not be online continuously throughout the entire school day...*
  - Teacher Day: 8:00 AM - 3:00 PM
  - Student Day: 9:00 AM - 2:00 PM
  - Student Support Hour 2:00 PM - 3:00 PM
- Synchronous/Asynchronous instruction to occur daily according to schedule per week
- It is anticipated that specific lessons will last approximately 30 minutes in length. Real-time instruction and interaction between students and their teachers will take place daily, including but not limited to: whole-group instruction, differentiated instruction, small groups, formative assessments, summative assessments and independent work.
- At least 2 hours are to be synchronous (real-time instruction with live interactions between students and their teachers)
  - During live sessions, both teachers and students are expected to remain logged on and active the entire allotted time.
- At least 3 hours are asynchronous (students completing tasks on their own, self-paced, academic engagement)
- All students should receive small group instruction from the general education teacher at least 1x per week at a minimum of 30 minutes per session.
- Tutoring will be offered Monday through Thursday from 2pm-3pm. All students are welcome to attend.

Grades K-4	Daily Schedule
8:00 - 9:00	Collaboration, Curriculum Development and Plan Time (60 minutes on Friday will be dedicated to Plan time)
9:00 - 9:15	**Morning Meeting**- *Live Session*
9:15 - 10:05	**Math**: *Live Session* - *30 minutes live instruction* - *20 minutes: Independent work time w/live teacher assistance/Q&A*

10:05 - 10:15	**Break**
10:15 - 11:05	**ELA**: *Live Session* - *30 minutes live instruction* - *20 minutes: Independent work time w/live teacher assistance/Q&A*
11:05 - 11:50	**Lunch:** *Independent: No Live Session*
11:50 - 12:25 ● 11:50-12:05: 1st special ● 12:05-12:10: Break ● 12:10-12:25: 2nd special	***Pre-Recorded Specials*** (Music, Art, Tech, P.E.)
12:25 - 12:40	**Afternoon Meeting and/or SEL**- *Live Session*
12:40 - 1:15	**Science/Social Studies:** *Live Session*
1:15 - 2:00	**Virtual Small group** (Gen. Ed. Classroom, Specialists, and/or Special Services)
2:00 - 3:00 **Fridays: School day ends at 2:30pm for staff and students [k-12].*	**Student Support** Including but not limited to: Small group reteaching, tutoring, academic improvement, enrichment, special education support, staff office hours
3:00 - 4:00 **Wednesday's Only*	Staff Grade Level Meetings

Specials Schedule: Students will receive 4 music sessions, 2 art sessions, 2 technology sessions, and 2 PE sessions per week.
- 2 sessions of 15 minute each per day will be given to students
- Sessions will be pre-recorded and uploaded to SeeSaw or Google Classroom for students to follow and complete.
- Students will be given a grade of "Complete" or "Incomplete" for the assignments given.
- Schedule is below and will be from 11:50 AM to 12:25 PM daily.

Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
Music Art	Music Tech	Music PE	Music Tech	Art PE

5th - 12th Grades e-Learning Schedule

- All 5-8 students and staff members are on the same schedule/clock hours, however, *students will not be online continuously throughout the entire school day*
  - Teacher Day: 8:00 AM - 3:00 PM
  - Student Day: 9:00 AM - 2:30 PM
  - Student Support Hour 2:30 PM - 3:00 PM
- Students will follow the schedule below every Monday, Tuesday, Wednesday, and Thursday.
- Friday will be designated for office hours, extended learning, and independent study tasks for students to complete that will be posted on Google Classroom.
- Classes will be 30 minutes long live via Google Meets or Zoom and students are expected to log in on time so teachers can take attendance accordingly and stay on during the duration of the class period.
- Synchronous/Asynchronous instruction to occur daily according to schedule per week
- It is anticipated that specific lessons will last approximately 20-30 minutes in length. Real-time instruction and interaction between students and their teachers will take place daily, including but not limited to: whole-group instruction, differentiated instruction, small groups, formative assessments, summative assessments and independent work.
- At least 4 hours are to be synchronous (real-time instruction with live interactions between students and their teachers)
- At least 3 hours are asynchronous (students completing tasks on their own, self-paced, academic engagement)

5th - 12th Grade Schedule Every Monday, Tuesday, Wednesday, and Thursday Friday - Virtual Office Hours, Independent Activities for Students)	
8:00 - 9:00	Collaboration, Curriculum Development and Plan Time
9:00 - 9:15	Morning Meeting (Announcements & SEL)
9:15 - 9:45	1st Period
9:45 - 9:50	Break
9:50 - 10:20	2nd Period
10:20 - 10:25	Break
10:25 - 10:55	3rd Period
10:55 - 11:00	Break
11:00 - 11:30	4th Period

11:30 - 12:15	Lunch
12:15 - 12:45	5th Period
12:45 - 12:50	Break
12:50 - 1:20	6th Period
1:20 - 1:25	Break
1:25 - 1:55	7th Period
1:55 - 2:00	Break
2:00 - 2:30	8th Period
2:30 - 3:00	Student Support Including but not limited to: Small group reteaching, Academic improvement special education support, ELL support, and Staff office hours

HS Virtual College Counseling

College and career counselors will work with high school students in the following areas to promote college and career readiness..

9th - 10th grade:
- Ensure students are on track for graduation
- Conduct career interest surveys
- Hold college and career awareness meetings
- Invite guest speakers and college representatives
- Organize virtual parent information nights
- Organize virtual college fair and career day
- Virtual guided college tours (when available)

11th grade (in addition to the list above):
- Hold individual college choice meetings
- Prepare students for the college and financial aid application processes
- Do mock applications
- Complete Common Application profile and the first draft of personal statement

12th grade (in addition to list above):
- Hold weekly student meetings and monitor college application progress
- Co-teach College and Career Composition classes
- Help students with FAFSA (financial aid) and scholarship applications
- Hold individual family financial and college choice meetings

All students will be issued a district-owned computing device and charger to be used at home. A limited number of internet hotspots will be made available to economically disadvantaged families without internet access at home. In addition, many internet service providers are offering temporary assistance to families. If families decide to use their own devices they will let the school know in order not to receive a school device.

If you are having trouble accessing technology (hardware or software), please utilize one of the Building Technology e-mail addresses below. Please contact building administrators to notify us of any further access concerns and discuss possible solutions.

Families may access technology support related to district-owned computing devices and district-provided software programs by emailing the following. Concept staff members are still requested to enter technology issues through the CSIS system logbook. Please email support@hsamckinley.org with any technology issues or contact the technology team below:

- Mr. Ozturk - oz@hsamckinely.org - Technology Issues
- Ms. Manzella - manzella@hsamckinkley.org - Chromebook/Ipad Pick Up / Drop Off
- Mr. Efe - efe@hsamckinley.org - Chromebook Support
- Mr. Eldes - eldes@hsamckinley.org - Administrator in Charge of Overseeing Technology Operations

Tech support emails will be monitored by building technicians daily.

Non-Electronic Materials
Will students have access to print materials?

- Existing print materials will be made available for e-Learning, as appropriate. This will include textbooks, workbooks, and novels.
- Teachers will let students and parents know what materials are available and pickup procedures if necessary.
- In some cases, paper packets will be provided, as needed, for special circumstances (special education, 504 Plan, English Learner, RtI).

Special Needs
Special Education- Individualized Education Plans (IEP)

For students with IEPs, case managers and IEP teams will create an individual e-learning plan for each student on their caseload. It will be established to support continued work towards IEP goals in the event your child is unable to attend school due to a closure. These plans will document instructional services and related services (OT, PT, Speech, Social Work, etc.) the student will receive while participating remotely via alternate means. The plan will be created and discussed with the student's parents. This will allow for a formal plan to guide e-learning without requiring an IEP meeting and formal amendment to the student's IEP. The student's IEP will resume upon return to school.

Delivery style of instruction for each student will be considered based upon the needs of the student while developing these individual plans. Special Education teachers and related service personnel will provide activities based upon individual student needs and IEP goals.

Data collection and progress monitoring will continue to take place based on the activities and services provided during e-learning to provide progress on individual goals. Goal progress updates will be provided at the end of quarters in accordance with report card distribution.

All domain, eligibility, and IEP meetings will still be conducted remotely during e-learning days if all parties agree. Evaluations will be conducted in person with all safety guidelines in place. If there are health concerns we will make necessary accommodations and deal with each situation separately.

Detailed Special Education Department e-Learning expectations will be sent to teachers by Special Education teachers as well as resource teachers, related service providers, and psychologists via a separate document.

Students with 504 Plans

For students with 504 Plans, the accommodations built into those plans will apply to e-Learning assignments. Alternative assignments may be substituted for the assigned task. Students who have direct related services will engage in an activity provided by the related service personnel (OT, PT, Speech, etc.) on an e-Learning day.

English Learners

For students that receive English Language (multilingual) services, the EL teacher will be available for ongoing support. There will be appropriate activities based on a student's English Proficiency. Translation and interpreting services will be available for additional support.

Students may require a combination of check-in and collaboration with the EL teacher and classroom teacher to make linguistic modification and accommodation to assignments, activities, and assessments.

EL teachers may utilize the designated times (small group time, student support, or office hours) to provide instruction with consideration of the student's linguistic levels. This may also be done in combination with the classroom teacher or by making the needed accommodations and modifications on assignments, activities, and assessments.

Response to Intervention- RtI

Some students receive tiered supports through our Response to Intervention program (reading and/or math). To the extent possible, intervention support will continue during e-Learning to help close gaps in learning. Reading specialists and math interventionists will maintain contact with their caseloads of students. Priority will be given to Tier 3 students receiving intensive interventions. Reading specialists and math interventionists will collaborate with classroom teachers to determine schedules and monitor workload.

ISBE requirements mandate that we take attendance for each day of e-Learning to monitor participation. Further, the school is tasked with addressing the extent to which lack of participation is within the student's control.

- At the K-4 grade levels, attendance will be taken daily by the classroom teacher on CSIS.
- At the 5-12 grade levels, attendance will be taken each period by the classroom teacher on CSIS.
- Parents will be contacted accordingly by the school by teachers and administration if students do not show up for their e-Learning lessons.
- We will follow the same procedures which are described in the Student Handbook 2020-2021.
- Parents need to notify the school if their child is sick and will not be able to complete the assignments for the day.
- The student will turn in work for full credit the next day.
  - If a student missed two days of school, he/she will have two days to make up the work. Three days of school missed will result in three days to make up work and so on.

The school will provide various methods of communicating information to the community and they include the following: email communication through Constant Contact and updates through social media platforms including Facebook and Twitter. Important information will also be posted on our school website. A newsletter will be published at the end of each month highlighting important information, school events, and student accomplishments.

For any questions, comments, or concerns please call 773-247-8400 or email info@hsamckinley.org

@HSAMckinleyPark   @hsamckinley   http://www.hsamckinley.org

Meals Distribution

The school will provide meals to students. Parents are welcomed to drive to door number 3 everyday for lunch pick up between 10:00 AM to 12:00 PM to pick up meals for their child. Parents can pick up lunches in bulk. Five days worth of lunches can be picked up at once in order to avoid coming to the school daily.

Lunch pick up procedures:
- Drive to door number 3 any day of the week from 11am - 12pm
- Provide your child's name and grade level to the team members present
- Ask how many days worth of lunches you would like to pick up (Maximum is 5 for the week)
- If you have more than one child attending the school you can pick up more lunches accordingly
- Lunch bags will be brought to you to your car

- All teachers will complete the Google certification program and for K-2 they will complete the SeeSaw learning certificate.
- Staff members will receive a series of training sessions over the summer to prepare for a successful launch at the beginning of the 2020-2021 school year.
- Parents will be given the opportunity to attend our virtual summer school orientation which will start the week of August 31st as well as attend mini workshops that will be held via Zoom. A survey will be sent out and data will be collected for training sessions that are needed for parents. Training will be available in English and in Spanish.
- A weekly live session will be provided on Zoom for parents to log on and receive training to access the material. More information will be provided soon.

Virtual Learning Contract for HSA Mckinley Park Students

1. I understand that my schooling is my responsibility and promise to be in classes online, on time, and to complete my online assignments on time.
2. I will be respectful to my teachers and classmates online at all times.
3. I will use the internet in an appropriate manner while in class.
4. I will dress appropriately and have an appropriate background while online.
5. I will respond to teacher and staff communications in a timely manner
6. I will take responsibility for my learning and education.
7. I will not bully or harass my classmates or staff members.
8. I will not send inappropriate pictures or videos to classmates and teachers.
9. I understand that my virtual classes are recorded.
10. I understand that my internet use is monitored by GoGuardian software.
11. I understand that attendance is mandatory for all my virtual classes.
12. I will communicate any problems with technology/internet with my teachers and arrange to make up any missed assignments, if allowed by my teacher.
13. I will adhere to HSA Mckinley Park Student Code of Conduct as much as it applies to my virtual schooling.
14. I understand that consequences for my actions will come in the form of meetings with my parents and the Assistant Principal either virtually or as home visits.
15. Failure to comply with classroom rules may result in me being virtually isolated from my class for a period of time.

Student Signature: _____

Student Name: _____

Date: : _____

Parent Signature: _____

Parent Name: _____

Date: : _____

HORIZON
SCIENCE ACADEMY
MCKINLEY PARK