



**HSA-Belmont
Enhanced Distance Learning
Plan
2020-21**

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Dear HSA-Belmont Family,

Welcome to the 2020-2021 school year. Although we are not starting out with in-person learning in the building, our teachers and staff are excited to welcome your child and ensure he/she has a great first quarter. As always, our foremost priority is to continue educating your child while keeping them and your family safe, during this pandemic.

Mayor Lightfoot explained the decision to start off the year with remote learning is based on scientific data demonstrating that Chicago “has seen an uptick in COVID-19 cases in recent weeks that has public health officials concerned about the implications for in-person learning. The district will implement remote learning through the first quarter and work with CDPH to determine if it is safe to open with a hybrid learning model in the second quarter, which begins on November 9th.”

The information in this booklet will answer many of the questions you may have as it relates to how things will function. Please know that you are welcome to contact me, or my staff, with any pertinent questions you feel are not covered in this booklet.

Let's continue to take good care of ourselves throughout the fall. Stay safe and healthy, breathe deep and be thankful. And, don't forget to wash your hands often. **We will continue getting through this, one day at a time.**

Remote Learning At A Glance

Remote learning is a way to continue educational processes while keeping students and staff safe! This year's remote learning experience and expectations will be different than how we ended school last year.

First Day of School: Tuesday, September 8, 2020

Technology: Every student will be assigned a Chromebook from the school. You must have a reliable internet connection at home. Please take advantage of free internet packages offered through the "[Chicago Connected](#)" program.

Online Platforms: All classes will be offered through the Google Education Suite. All grades will be entered in the HSA-Belmont Online Gradebook (SIS).

Live Interaction: **Live-streamed video** classes will be offered for 3 hours every day, Monday thru Friday. Support sessions (small group/office hours/tutoring/study hall) will be offered every day except Wednesday which will allow for teacher planning and staff meetings.

Grades Matter! Teachers will return to the traditional **grading system** (A,B,C,D,& F). Kindergarten - 2nd grades will be the 0-4 ranking system.

Attendance Matters! **Attendance** is taken during virtual class sessions similar to the class attendance.

Additional Support: English Learners, Special Education, and Section 504, STLS (Students in Transitional Living Situations) students will have the opportunity to receive **additional support**. Our social worker will be available for counseling support.

Breakfast/Lunch: Breakfast and lunches will be able to be distributed to families for pick up once a week. Details for this program will be given at a later date.

What is an Enhanced Distance-Learning day?

A Distance-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 lessons. Teachers will be providing new content based upon the curriculum and state aligned standards and will focus on formative feedback.

Teachers will prepare daily lessons on Google Classroom. All students will be issued a district-owned computer 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. Students will be expected to turn in their work electronically at expected due dates.

Communication, Expectations, and Responsibilities:

What are the general expectations and responsibilities?

Basic Student Expectations

- Classes will be offered via live streaming and attendance will be taken. **Attendance is mandatory during live teacher sessions.**
- Students will be given assignments/assessments and submitted work will be graded..
- Check Google Classroom for learning activities and messages provided by teachers
- Take advantage of the learning opportunities provided by teachers
- Be Responsible, Be Respectful and Be Safe in using the school's online platforms.
- Attend tutoring/office hours/study hall when you need extra support.
- Send your teacher(s) a message with any questions you may have. **Please allow a response window of 1 school day.**
- Complete and submit your Google Classroom assignments by the assigned due date
- Produce high-quality work.
- Check your grades in SIS Online Gradebook weekly
- Be prepared for success when completing assignments and assessments
- Late work will be indicated as "Missing" in Online Gradebook until it has been submitted for grading. Late policy for each class will be determined by the teachers.
- HSA-Belmont academic honesty and integrity will continue to be upheld to the highest standard during remote learning. With the use of GoGuardian and day to day progress monitoring, students will be held accountable for any and all acts of academic dishonesty

- Attendance issues (unexcused absences, tardies) will result in interventions by the Assistant Principals.

Basic Parent Expectations

- Be aware that 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.
- Understand that students will be given assignments/assessments and the work will be graded.
- Ensure your child is ready to participate in school activities at 8:45 A.M and ready to log-in.
- Check Google Classroom for each course and ClassDojo for general school announcements.
- Ensure you can login to the parent portals of Google Classroom, Class Dojo and the SIS Online Gradebook.
- Each Friday with your student, check your student's assignment completion status and have him/her make up any unfinished work as soon as possible.
- Regularly monitor student's assignment completion and grades by logging into Google Classroom and SIS Online Gradebook. If your child is struggling, take advantage of scheduled Teacher Office Hours throughout the week. 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 child(ren) check Google Classroom and SIS Online Gradebook messages daily.
- Ensure your child(ren) login to Google Classroom, SIS Online Gradebook and other platforms if used.
- Allow the child(ren) 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 email will be the primary communication tools for students.
- Review remote learning behavior expectations with child(ren) regularly.
- Participate in Virtual Open Houses to meet teachers, Parent Orientation Nights to hear back-to-school expectations, Parent-Teacher Conferences, or any requested meetings.
- Inform your child(ren) that it is illegal to record teachers' lessons or use pre-recorded lessons in any way other than their intended purposes.

- Remind your child to engage in appropriate behavior while online.

Staff/Teacher Expectations

- Teachers will be accessible from 8:30 AM to 3:00 PM. Student instruction and support is from 8:45-2:15 Monday, Tuesday, Thursday and Friday and 8:45-11:15 on Wednesday.
- Wednesday afternoons (12:00-3:00) are reserved for staff meetings, grade level meetings, department meetings, collaboration, planning, training, etc,
- The school building will be open from 8:00 A.M. to 4:00 P.M. for teachers to facilitate e-Learning lessons, record lessons, and connect with students and families.
- Teachers are required to use Google Classroom as the learning management system to facilitate classroom instruction.
- Teachers are required to earn Level-1 Google Educator certification.
- Student work will be assigned and collected through Google Classroom
- Create engaging activities for students linked on Google Classroom
- Use appropriate pacing guides and curriculum to drive instruction and focus on the standards of learning
- Collaborate with colleagues to ensure alignment of pacing, content, and assessment
- Assistant principals will provide ongoing support
- Teachers must send to their grade level administrator an outline of their learning for the week so it can be posted on Sunday evening by 9:00 P.M. for all classes the following week. **This will allow families the opportunity to preview and prepare for the upcoming week.**
- Teachers will update and post grades weekly within SIS.
- Reassessments of formative activities will continue to be at the teacher's discretion.
- Student attendance will be taken daily (in grades K-5) and by class (in grades 6-8) in SIS
- Teachers will host live instruction and check-ins through Google Classroom.
- Office hours/Tutoring/Study Hall will take place every day with the exception of Wednesdays.
- 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.
- Teachers will respond to parent and student messages within 24 hours of a normal school day.
- Teachers will hold a virtual orientation for their classes.
- Teachers will provide meaningful feedback to students on assignments and assessments
- Teacher and special education case manager or related service providers will communicate to ensure student success
- Live lessons should be clearly communicated on Google Classroom.
- The traditional grade scale will be implemented and work will be graded accordingly.
- All staff who are available may be assigned by administration to assist instructional duties for which they are qualified.

- It is imperative that teachers are committed to creating a remote environment that is attentive to the well-being, safety, social-emotional, and mental health needs of students. The following strategies are ways teachers will be encouraged to implement to ensure student's mental wellbeing is considered:
 - -Establish predictable routines to help students maintain a level of psychological safety
 - -Practice regular communication between caregivers and staff
 - -Allow students an opportunity to provide regular feedback on the learning process for each class
 - -Implement regular (i.e. 1 time per week) brief activities that ask students to reflect, process, or discuss their feelings surrounding current or community events
 - -Normalize and practice whole class and one-on-one conversations about well-being, self-care, and mental health
 - -Practice open communication with school social worker, Assistant Principals, or other appropriate staff regarding students of concern
- **Social-Emotional Expectations for Grade Teams**
- Grade teams will be required to implement a system for a weekly check-in that assesses student well-being (i.e. google form). Part of the system should include a process for communicating with the School Social Worker, Assistant Principal or other staff members regarding students who may need follow-up or additional support.

Important Upcoming Dates

Tuesday, August 25 – Virtual Parent Orientation with Belmont Administration team @ 6:00PM
Wednesday, August 26 – Virtual KG-5 parent & student orientations with teachers (time TBD)
Thursday, August 27 – Virtual 6-8 parent & student orientations with teachers (time TBD)
Monday, August 31-Friday, September 4 – Chromebook and material pick up at Belmont
Tuesday, September 1 – Virtual Parent Technology Workshop (time TBD)
Thursday, September 4 – Virtual Parent Technology Workshop (time TBD)
Tuesday, September 8 – First day of school for all students

***Times and links to join the virtual events will be shared via email & class Dojo closer to the event date.

How Will Instructional Time Look?

What is the Distance learning schedule for students and teachers?

We are required to plan for at least five hours of instruction or academic engagement each day (Section 10-19.05), at least 2 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.

K-5 Schedule*

	Monday	Tuesday	Wednesday	Thursday	Friday
8:45-9:00	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting
9:00-9:45	Session I	Session I	Session I	Session I	Session I
9:45-10:30	Session II	Session II	Session II	Session II	Session II
10:30-11:15	Session III	Session III	Session III	Session III	Session III
11:15-12:00	Lunch	Lunch	Lunch	Lunch	Lunch
12:00-12:45	Session IV	Session IV	Staff Meetings	Session IV	Session IV
12:45-1:30	Session V	Session V		Session V	Session V
1:30-2:15					
2:15-3:00					

* Individual class schedules will vary.

6-8 Schedule*

	Monday	Tuesday	Wednesday	Thursday	Friday
8:45-9:00AM	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting
9:00-9:45AM	Session I	Session I	Session I	Session I	Session I
9:45-10:30AM	Session II	Session II	Session II	Session II	Session II
10:30-11:15AM	Office Hours	Office Hours	Session III	Office Hours	Office Hours
11:15-12:00PM	Lunch	Lunch	Lunch	Lunch	Lunch
12:00-12:45PM	Session III	Session III	Staff Meetings	Session III	Session III

12:45-1:30PM	Session IV	Session IV		Session IV	Session IV
1:30-2:15PM	Study Hall	Tutoring		Tutoring	Study Hall
2:15-3:00PM					

* Individual class schedules will vary.

Daily Procedures

- Students will remotely attend four, 45 minute long class periods per day (three on
- Wednesdays. Classes will meet Monday thru Fridays.
 - Teacher hours will be 8:30-3:00
 - Student hours will be 8:45-2:15 (8:45-11:15 on Wednesdays)
 - Student Support Times 6th-8th grades (Office Hours, Tutoring and Study Hall) 10:30-11:15 & 1:30-2:15 Monday, Tuesday, Thursday and Friday.
- Teachers will provide live instruction via Google Meet or Zoom other approved platforms during all assigned teaching periods.
- 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.

Virtual/Remote Class Expectations

- Students will be expected to attend live virtual instruction for the entirety of all assigned class periods, Monday through Friday.
- Attendance will be taken at the start of each class period and HSA-Belmont attendance policy will be upheld. Student attendance policy can be found in the HSA-Belmont 2020-2021 Student Handbook.
- Virtual instruction and student work time may be used in various formats, but the 45 minute long class periods will be recorded and posted in Google Classroom for students who may not be present at the time of instruction.
- All instructional and student participation protocols will be utilized in various formats including, but not limited to, direct instruction, whole class discussion, project-based learning, virtual “in-class” work, group or paired work, and independent study.
- Teachers will utilize GoGuardian and other approved platforms to monitor student participation, course content engagement, and on-task behavior.

Assignments, Assessments and Grades

Students are expected to complete all remote assignments on time, submitted via Google Classroom or other approved platform. Once an assignment is given to students, teachers will

enter the assignment in both SIS and Google Classroom (using guardian updates/alerts) to help all stakeholders stay on track of student progress.

- High expectations for student performance will continue to be upheld at HSA-Belmont. New content and objectives will be presented as aligned in the state standards and course curriculum. Overall, learning will continue and student mastery will be assessed accordingly through remote platforms.
- Grades for all assignments and assessments will be updated on a weekly basis in SIS and Google Classroom.
- Teachers will provide direct and indirect feedback for student work in various formats.
- Grading and late-work policies will be up to each course teacher, but overall based on the typical HSA-Belmont grading scale.

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, Rtl).

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 may 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 per the IEP 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. Priority will be given to Tier 3 students receiving intensive interventions. Administrators will collaborate with classroom teachers to determine schedules and monitor workload.

Student Expectations for Enhanced Distance Learning

Although our classroom environment is virtual (online), the standards of behavior are as important as they are in brick and mortar schools. In other words, our virtual classrooms are real classrooms with real teachers; therefore, appropriate student behavior is expected. To ensure that all HSA-Belmont students understand how to behave in an online environment, we have developed a code of conduct that all students are required to follow. This code of conduct addresses student interaction with HSA-Belmont staff, and fellow students, as well as their individual actions. The following rules apply to any of the online learning platforms utilized by HSA-Belmont and any live session environments.

Interactions with HSA-Belmont Staff

1. Students should address all HSA-Belmont staff members as adults with the courtesy expected for education professionals. They are to use both the appropriate title (Mr., Mrs., Ms., Mx, Coach or Dr.) and last name only. No other form of address is acceptable.
2. Students should phrase communications with HSA-Belmont faculty and staff in a polite and courteous manner.. The tone of emails and conversations must be respectful.
3. Since our online environment is a learning environment, students should not use excessive “slang” or language that they might use in other environments. Students must communicate with teachers in complete sentences.
4. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with HSA-Belmont staff.
5. Students must use a profile picture and video feed background that is appropriate for an educational environment. The HSA-Belmont staff reserve the right to determine if a profile picture or video feed background is inappropriate. Students using an inappropriate profile

picture or video feed background will be required to update their settings. Google profile pictures may not be offensive or inappropriate in any manner.

6. Students must use their assigned HSA-Belmont email address. Students should not use their personal emails to communicate with staff.

Interactions with Other HSA-Belmont Users

1. All communications with other students enrolled in HSA-Belmont must be of a course-related nature. Any sending of unsolicited email to other HSA-Belmont classmates is prohibited.

2. All communications with other students in any forum, course related email, discussion post, etc., must be polite, courteous and respectful.

3. The integrity and authenticity of student work is something that we take seriously and check using a variety of technologies. Copying the work of others, allowing others to knowingly copy a student's work, and/or misusing content from the Internet could result in removal from our courses with a failing grade. Students are expected to abide by the Academic Honesty Policy found in the HSA-Belmont Student Handbook.

4. Parents may not login to a student account and complete coursework on behalf of the student.

5. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with other HSA-Belmont students.

6. Students are not permitted to use another student's account for any reason or share their account information with another HSA-Belmont student.

Appropriate Use of the Internet

1. HSA-Belmont students are subject to all local, state, and federal laws governing the internet. Consequently, program administrators will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through internet access.

2. In the event there is a claim that a student has violated this policy, he/she will be notified of the suspected violation and given an opportunity to present an explanation.

3. Any student that violates this policy will be subject to disciplinary action that may result in loss of school assigned accounts or technology, removal from the HSA-Belmont course(s), as well as other disciplinary or legal action.

4. All online learning activities will be monitored and recorded. All school-provided computers are monitored with GoGuardian software.

School Attendance

How is attendance taken?

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-3 grade levels, attendance will be taken daily by the classroom teacher online.
- At the 4-8 grade levels, attendance will be taken each period by the classroom teacher online.
- 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.
- Parents will be contacted accordingly by the school if students do not show up for their Distance-Learning lessons and has failed to contact the school
- If a student does not report for three days, teachers and administrators will put interventions in place to support the student. Interventions will include working collaboratively with the student's parents, phone calls, emails, virtual meetings, home visits, etc.

After School Programs, Clubs & Extracurricular Activities & Sports

All after school programs, clubs, sports, and activities are cancelled.

Facility Access

There will be no in-person classes offered during e-learning. Therefore, students don't need to come to the school building. However, individual in-person meetings may be required and held on an as-needed basis following certain safety guidelines.

Entrance Procedures during Enhanced Distance Learning

When entering the building, all students, staff and visitors must sign into the building, complete a temperature check, and report any symptoms they may be having. If a student, staff member, or visitor has a temperature higher than 100.4, they will not be allowed to enter the building. All students, staff, and visitors must wear a mask while inside the building.

Counseling/Social Work

Social Work Services are intended to support all students and families in providing counseling services, crisis intervention, and strengthening and supporting parent and family involvement during this time of remote learning.

Our School Social Worker, Ms. Cardona is available for digital counseling sessions or consultation by appointment. Contact cardona@hsabelmont.org to set-up a time to talk.

Meal Distribution

Breakfast and lunches will be able to be distributed to families for pick up once a week. Details for this program will be given at a later date.

Virtual Learning Contract for 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 will not provide my school account information and log-ins to any other individual.
10. I understand that my virtual classes are recorded.
11. I understand that my internet use is monitored by GoGuardian software.
12. I understand that attendance is mandatory for all my virtual classes.
13. I will communicate any problems with technology/internet with my teachers and arrange to make up any missed assignments.

14. I will adhere to HSA-Belmont Student Code of Conduct as much as it applies to my virtual schooling.
15. I understand that consequences for my actions will come in the form of potential loss of school sanctioned accounts or technology as well as meetings with my parents and the appropriate Assistant Principal either virtually or as home visits.
16. Failure to comply with classroom rules may result in me being removed from my class for a period of time.
17. My receipt of the school owned technology and materials is my acceptance of the above terms and expectations and their potential consequences.

Parents or guardians who have questions or would like to hear more about the Virtual Remote Learning Program may contact their grade level administrator:

K-3 Grades, Mrs. Funmi Macaulay (macaulay@hsabelmont.org)

4-5 Grades, Mrs. Aynur Aytakin (aytekin@hsabelmont.org)

6-8 Grades, Mrs. Mevla Sarancic (sarancic@hsabelmont.org)

6-8 Grades, Mr. Alex Connell (connell@hsabelmont.org)

School Principal, Mr. Serdar Kartal (kartal@hsabelmont.org)