

2021-2022 Milestones Charter School

Elementary Distance Learning Plan (K-5)

Milestones students whose families have chosen Distance Learning this school year will engage in ELA, Math, Social Studies, and Science, with opportunities to incorporate physical activity, wellness, and arts enrichment. Daily Distance Learning will include:

- Lesson videos and student work packets
- Structured support from teachers online or by phone
- Blended learning with i-Ready Reading and Mathematics
- Lesson extensions and support activities using SeeSaw (grades K-5)
- Social Emotional learning and support using the Studies Weekly program and other class materials

<u>Learning Resource</u>	<u>Description</u>
Student Work Packets	These work packets include daily lesson materials for each subject. Packets can be picked up on campus at designated times.
Lesson videos	Lesson videos are directly linked in MS Teams. Many can also be found on YouTube. Search for videos using the video names found in the assignment posts.
Microsoft Teams	Through MS Teams, students will attend live teacher support sessions, complete assignments, access materials, and will submit their work. Students access Teams online using an internet-capable device.
i-Ready	This blended learning resource for independent practice in reading, writing, language, and mathematics. Students access i-Ready online using an internet-capable device.
SeeSaw (K-5)	This blended learning resource for independent practice and lesson extensions in ELA, Mathematics, Science, Social Studies, Art, and creative play. Students access SeeSaw online using an internet-capable device.
Studies Weekly Wellbeing program	This program includes teacher directed lessons with student-centered activities

Milestones academic day begins at 8:30am and concludes at 3:00pm for distance learning. Online office hours for teachers will be from 3:15-3:45 each school day.

Changes from Distance Learning to on-campus learning may only be made at the Semester end.

Kindergarten through 3rd grade distance learning will follow the on-campus K-3 lesson plans but will be facilitated by a separate teacher.

SAMPLE Elementary Daily Schedule: *This is a sample. Teachers will distribute the schedules for each grade.

<u>Time</u>	<u>Activity</u>
8:30-8:45 AM	Log in to Teams to mark yourself “present” for the day.
8:45-9:00 AM	Calendar/DART: Log in to TEAMS and watch Calendar with your teacher. Participate by asking/answering questions and joining learning activities. In Teams, check daily task list.
9:00- 9:45 AM	Live teacher Math lesson on Teams for 30 minutes. When students are not working with their teacher, students can do: • i-Ready Math • Finish daily math problems or Morning Work • Learning Game or See Saw as directed by your teacher. Math~ Following your daily schedule, watch Math Video Lesson on i-Ready or YouTube and complete work independently as directed by teacher
9:45-10:30 AM	Reading~ Following your daily schedule, watch Reading Video Lesson on i-Ready or YouTube and complete work independently as directed by teacher
10:30-11:30 AM	Language/Writing~ Following your daily schedule, watch ELA Video Lesson on i-Ready or YouTube and complete work independently as directed by teacher
11:30 AM-12:15 PM	Science/SS ~ Studies Weekly lessons, extensions, and independent work
12:15 -1:00	LUNCH/RECESS
1:00-2:30 PM	Small/Group~ Lesson Extensions ~ Live lesson extensions, math, reading, writing, or language support on Teams. When students are not working with their teacher, students can do: • i-Ready • Learning Game or Seesaw as directed by your teacher • Independent work
2:30-3:00 PM	Wellness check, PE activities

Expectations for Students & Parents During Distance Learning:

Attendance

1. Online-learning days COUNT towards 180 required days of attendance.
2. Students must log in to MS Teams by 8:45am for Elementary (K-5).
3. Students must participate in live meetings daily or communicate with teachers to make a plan if needed.
4. Students must actively work to complete assignments daily.
5. The school calendar is available on the Milestones website. Please try to schedule appointments outside of school hours.

What to do if your child needs to be absent during Distance Learning:

If your child is unable to attend Distance Learning for the day due to illness or family emergency, parents need to contact the child’s teacher first. Teachers will then communicate the absence to the front office.

If your child needs to be tardy or leave early for the day during Distance Learning, and will be inactive online, please communicate with your child’s teacher to make a plan.

Student Responsibilities for Distance Learning

1. It is expected that students will complete assignments for ALL classes during this Distance Learning experience.
2. Students will be held accountable for work during this time - content addressed as part of distance-learning is applied to unit competencies.
3. Students will log in each day to view assignments, participate in live sessions, and complete work in a timely fashion. Students are expected to wear school appropriate uniforms each school day.
4. Students will contact the teacher via Microsoft Teams with questions or concerns regarding assignments. Teachers will remain available via email throughout the school day and will be available online during office hours.
5. Students will log in by 8:30 AM for K-8th grade to view assignments.
6. Students must demonstrate participation in order to earn credit. Grading will reflect student participation and skills mastery.
7. Students must adhere to behavior expectations and standards of conduct as described in the Milestones Policies and Procedures.

Parent Responsibilities for Distance Learning

Ensure that your child has a quiet location to participate in live meetings and complete assignments.

Ensure that your child logs onto MS Teams at the appropriate times daily.

Parents should pick up any packets and materials per the teachers request.

Parents should check their student's progress regularly.

Parents should make themselves available for Virtual Parent Conferences as needed.

Parents should contact the teacher via email and be responsive to any teacher's communication.

Important Information:

- Teachers will be available to students online between the hours of 8:30-3:00 for Grades K-8.
 - Students' online activities will be split into segments during the day. Students are not expected to be glued to their devices for the entire academic day. Adequate breaks will be scheduled for wellness checks and physical activity.
- Learning activities will be posted by 8:30 AM for K--5th graders Monday – Friday.
- Teachers will be available to parents and/or students during scheduled office hours 3:15-3:45. Office hours are in place for students and parents to receive teacher support.
- Students may contact teachers using Microsoft teams with any questions. Parents may contact teachers by email with any questions. A teacher response may not be immediate but should be expected within 24 hours.

- Teachers plan activities that support Arizona academic standards. The activities will reinforce existing understanding and introduce new content that will be continued to be covered in class.
 - If your child does not consistently and actively participate in live sessions and complete the learning activities and assignments (or work proactively with teachers if scheduling adjustments need to be made), their learning and assessment will be affected.
 - Parents should not be placed in the role of teaching but should be available as needed to support student learning.
 - With time and practice, students should be able to independently carry out the majority of tasks assigned by teachers including access to the material.
- Students will access their content via Microsoft Teams, i-Ready, SeeSaw (K-5), or other learning tool.

Monitoring Student Progress

- Quarterly progress reports will be sent to parents electronically.
- Parents should monitor all student assignments and assessments on all learning platforms, including tests and quizzes.
- It is recommended that parents log in to MS Teams, i-Ready and SeeSaw (for K-5) accounts at least once per day with your student to check daily progress and activity.

Milestones teachers will continue to offer a rigorous program of learning and assessment by:

- Providing a high level of detail for all learning experiences.
- Specifying formative and summative assessments submission procedures (e.g., practice only, no submission, submission to Microsoft Teams, submission to SeeSaw (K-5), i-Ready lesson, graded assignment, or graded assessment).
- Continuing to assess via projects, quizzes, and tests (projects, quizzes and tests will be posted at a specific time with the expectation to complete within a certain time period). Where possible we encourage and will offer online group conversations (e.g., Teams).

Help:

Here is a helpful video for Microsoft Teams to assist you.

<https://www.youtube.com/watch?v=SemjM2fHV2Q>

Here is a helpful video for i-Ready to assist you.

<https://www.youtube.com/watch?v=ujpLfcD-2zs>

Here is a helpful video for Seesaw to help you.

<https://www.youtube.com/watch?v=WTEc57nhqnQ>

Please have your child show you that they can access their Teams Classroom, Seesaw account (K-5), and i-Ready account, and contact your child's teacher if they need assistance!