



# **Remote Learning Experience Guide**

**2020/2021**

## ***Your Student's Guide for Remote Learning Success***

***Remote Learning is defined as students staying home while connecting with their teacher moving through our Montessori curriculum. The instruction most commonly takes place in an online environment.***

**This guide will be used if the State of Michigan returns to Phase 1-3 of the Michigan Stay Safe Plan and for families who select to learn remotely in Phases 4-5.**



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## Welcome to Creative Montessori Academy's Remote Learning Experience

August 15, 2020

Dear CMA Families,

As we plan to embark on the 2020-21 school year, we are thrilled to offer two options for your student's learning experience, a 100% in-seat and a 100% remote learning option. If you chose the 100% remote learning online option, you will still receive the great Creative Montessori Academy's education your child would receive in-person taught by a CMA teacher, with the same robust curriculum and standards, but led by a parent or guardian at home using our online platform.

We know from our experience in the spring, that you do not have to physically be in the building to learn and thrive academically. Yet, we want you to know that remote options will be far different this coming school year than the emergency model we employed last March. We have had the whole summer to read and respond to your feedback and plan for a strong online learning platform to mirror the in-person experience.

*Please note as you read this plan, there is the potential for all students to return to remote learning if our region moves back to phases 1-3 in the Michigan Stay Safe Plan during the school year due to the COVID-19 pandemic. If we do return to all-remote learning, the following still applies to every student.*

The 100% remote option complements the school's classroom instruction, and is a combination of self-paced and live opportunities for instruction, participation and feedback.

The new remote learning option includes:

- The grading of student work will resume, and accountability for learning as reported through assignment completion and progress on grade level achievement also resumes.
- CMA's curriculum and assessments will be used consistently.
- Google Classroom will be used more consistently across classes and grade levels.
- Teachers will offer more live learning and engagement opportunities.
- Attendance is mandatory and will be determined by a variety of measures including log-in data, assignment completion, and grades.
- Students will be able to participate in co-curricular and extracurricular school activities.



Please continue reading the handbook for additional information on expectations, attendance, grade-level support and much more.

We look forward to welcoming back to school, either in-person or online on August 31st!

We are in this together!

Dr. Carter and Mrs. Loger



## Ownership of Learning

As a participant in our remote learning program, we have created a robust program for you to thrive! Parents and students who plan to pursue the remote learning option understand that you are the owner of your success in the program. Of course, the teachers and staff will support you, but you must:

- Commit to taking remote learning online courses and will make a concerted effort to keep up with the pace of the course, to participate in classes, and to complete all course requirements.
- Understand and agree to invest the time necessary for successful completion of your classes. You are aware that the number of hours required to complete online classes is similar to the number of hours required to complete traditional courses (to include both time online and the time offline on assignments, projects, and testing requirements).
- Participate online at certain times on a daily basis for live instruction or appropriate intervention services.
- Understand the importance of prompt communication with teachers and the school staff on a regular basis particularly when you are having difficulties with technology and/or class work.
- Have reliable access to a device and WiFi/Internet connection. If you don't the school will assist you.

Students who do not abide by the policies, guidelines, and rules regulating the remote learning option will be required to meet with a school leader with a parent present to discuss successful strategies.

**Attendance is required daily**, if you are unable to attend, please call the office to report your excused absence, just like in-person learning. Similar to a traditional day, if you are not present in class, you will be marked absent and the office will notify the parent/guardian. All state of Michigan truancy laws still apply to online learning. See below for attendance guidelines:

- After 1 missed day of online learning, the teacher will reach out to you to get a return date.
- After missing 2 more days of online learning, the office staff will call you.
- After 3 days of no contact, school support staff (Student Advocate) will be calling you to remind you of the truancy policies and that we may need to call the truancy officer.
  - If no response within 24 hours, the school will call your emergency contacts.
- If contact continues to be an issue, a meeting is set up with the school leader for coaching students into in-person school if possible. During this meeting, the school leader, parent and student will review the online learning Expectations and take notes to keep as reference.



- *For Phases 4-6 Commitment for the entire trimester is mandatory*  
Trimester One: August 31 - November 24  
Trimester Two: November 30 - March 12  
Trimester Three: March 15 - June 11  
Sign up is required each trimester during designated times



## Program-specific needs

(Montessori)

### The Home Environment for Learning

For students, the learning environment is your home and surroundings. This means finding ways to support independence, engage in meaningful tasks, and supplement learning through various activities and lessons offered by teachers via Google Classroom, general emails to families, specific emails to families, and consultation over phone/ZOOM.

For elementary to middle school students, this will mean all of the above, plus establishing a quiet work space, expectations, and routines for daily live meetings and classes via ZOOM or Google Meets, and assignments outlined on Google Classroom.

- Where age-appropriate, you might like to discuss 'Learning from Home' with your child and include them in some decision-making processes.
- Make a schedule together that works for your family (when to take breaks /have time outdoors, etc)
- Gather ideas for activities and projects
- Organize materials for older students; it will be important for them to maintain their routine of handing in work and receiving feedback from their teachers
- Overall, we can approach this as an opportunity to be creative and collaborative - and we are here to support you through this process.

### Grade-Band Overview

#### Kindergarten

##### Supply List:

*Technology Device*

*Internet*

*Paper*

*Pencils*

*Crayons*

##### KG Sample Schedule

*Example: Daily Schedule M-F*

*7:00 - 8:00 Wake, Breakfast, dress, wash up, make the bed, morning chores, etc.*

*8:00 - 9:30 Possible Morning meeting via Zoom*

*9:30 - 11:30 Work time/structured activities including art, PE, practical life, etc.*

*11:30 - 12:00 Lunch*

*12:00 - 12:30 Practical Life chore time (lunch cleanup, etc.)*



12:30 - 1:00 *Outdoor play*  
1:00 - 1:30 *Quiet reading time or rest time*  
1:30 - 3:30 *Possible afternoon virtual meeting/Work/Academic Time*

### **Lower Elementary (1st-3rd)**

#### **Supply List:**

*Technology Device*  
*Internet*  
*Paper*  
*Pencils*

*Program-Specific Needs and Characteristics: (Math, ELA, Science, Social Studies, Practical Life, Character Education)*

#### **Schedule:**

*Example: Daily Schedule M-F*

*7:00 - 8:00 Wake, Breakfast, dress, wash up, make the bed, morning chores, etc.*  
*8:00 - 9:30 Possible Morning meeting via Zoom*  
*9:30 - 11:30 Work time/structured activities including art, PE, practical life, etc.*  
*11:30 - 12:00 Lunch*  
*12:00 - 12:30 Practical Life chore time (lunch cleanup, etc.)*  
*12:30 - 1:00 Outdoor play*  
*1:00 - 1:30 Quiet reading time*  
*1:30 - 3:30 Possible afternoon virtual meeting/Work/Academic Time*

### **Upper Elementary (4th-6th)**

#### **Supply List:**

*Technology Device*  
*Internet*  
*Paper*  
*Pencils*

*Program-Specific Needs and Characteristics: (Math, ELA, Science, Social Studies, Character Education)*

#### **Schedule:**

*Example: Daily Schedule M-F*

*7:00 - 8:00 Wake, Breakfast, dress, wash up, make the bed, morning chores, etc.*  
*8:00 - 9:30 Possible Morning meeting via Zoom*  
*9:30 - 11:30 Work time/structured activities including art, PE, practical life, etc.*  
*11:30 - 12:00 Lunch*  
*12:00 - 12:30 Practical Life chore time (lunch cleanup, etc.)*  
*12:30 - 1:00 Outdoor play*  
*1:00 - 1:30 Quiet reading time*  
*1:30 - 3:30 Possible afternoon virtual meeting/Work/Academic Time*



*(Teachers will be offering Zoom Lessons and Office Hours each week, so students will be expected to be online to participate and ask questions.)*

**A SAMPLE WEEKLY ZOOM SCHEDULE**

*Green-4th grade; Blue-5th grade; Red-6th grade; Black-Whole Class*

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<i>10:00 - 4th Math Lesson</i>	<i>10:00 - Office Hour</i>	<i>10:30 - Office Hour</i>	<i>10:30 - Office Hour</i>	<i>10:00 - Science</i>
<i>10:00 - 6th Math Lesson</i>		<i>11:00 - Voyage of the Frog Reading Group</i>	<i>11:00- Voyage of the Frog Reading Group</i>	<i>10:30 - Social Studies</i>
<i>11:00 - 5th Math Lesson</i>	<i>1:00 - Office Hour</i>	<i>11:45 - Little House in the Big Woods Reading Group</i>	<i>11:45 Little House in the Big Woods Reading Group</i>	<i>11:00 - Advisory Group</i>
<i>11:00- Voyage of the Frog Reading Group</i>		<i>12:30 - RECESS</i>	<i>12:30 - Office Hour</i>	<i>12:30 - Office Hour</i>
<i>11:45 - Little House in the Big Woods Reading Group</i>		<i>1:00 -Office Hour</i>	<i>2:00 - Art Office Hour</i>	

**Middle School (7th-8th)**

**Supply List:**

- Technology Device*
- Internet*
- Paper*
- Pencils*

*Program-Specific Needs and Characteristics: (Math, ELA, Science, Social Studies through Project Based Learning)*



**Schedule:**

*7:00 - 8:00 Wake, Breakfast, dress, wash up, make the bed, morning chores, etc.*

*8:00 - 9:30 Possible Morning meeting via Zoom*

*9:30 - 11:30 Work time/structured activities including art, PE, PBL, etc.*

*11:30 - 12:00 Lunch*

*12:00 - 12:30 PBL time (lunch cleanup, etc.)*

*12:30 - 1:00 Outdoor play*

*1:00 - 1:30 Quiet reading time*

*1:30 - 3:30 Possible afternoon virtual meeting/Work/Academic Time*

**Office Hours**

**School Office Hours: Monday-Friday 7:30 a.m. - 3:30 p.m.**

***If you would like to set up a meeting with the school leader, please call the office in advance to determine a scheduled time.***



## **FAQs for Online Learning**

### **Q: What will a typical virtual learning day look like for my student?**

**A:** It will vary by grade and by teacher. Students will be required to follow a schedule similar to an in-person student day (approximately 6.5 hours a day). The majority of teachers will hold live instruction during the period/time in which they would normally be teaching. Others will pre-record lessons and/or give assignments for students to complete on their own, and this could vary by day, i.e. a teacher might hold a live lesson one day and then give students an assignment the next. See above for a sample schedule.

### **Q: Where will my student access online lessons?**

**A:** All teachers will have a Google Classroom including subject area teachers. All lessons and assignments will originate in Google Classroom.

### **Q: How does my student access Google Classroom?**

**A:** Students will log into Google Classroom using their student email account. All students K-8 will get a Gmail account.

### **Q: When does my student need to log on to Google Classroom each day?**

**A:** It will vary by grade and by teacher. Teachers will communicate with students how they're planning to teach on remote instruction days, i.e. if there will be a live lesson or an assignment that can be completed at any time during the day. Look for communication from the student's teacher(s) via Google Classroom and email.

### **Q: How much time will my students need to complete a lesson?**

**A:** The time will vary by student, but in general the time spent on the lessons and assignments on school days will be comparable to the time spent in school for an in-person student. Remote learning instruction will include live lessons or meet ups, which could extend the time. Again, students will be expected to be online at specific times each day.

### **Q: How will we provide services to students with IEPs, 504 plans? How will we be able to accommodate their needs?**

**A:** Students with IEPs and 504 plans will participate in online learning along with our other students. Accommodations and modifications will be implemented as they would if the student were receiving face-to-face instruction. Students who receive services from an SE teacher or specialized therapist will receive those services on a reliable schedule remotely (if possible) or at a scheduled time in-person, if desired.



**Q: When and how can I reach my child's teacher?**

**A:** Email remains the best way to contact a teacher. If you wish to speak to a teacher, please use email to set up a time to connect. Each teacher has also designated "Office Hours" during which they are consistently committed to be readily available.

**Q: When can I expect a response from teachers?**

**A:** You can expect a response to emails within 24 hours, within working hours. (We encourage students, parents, and staff to take the evenings and weekends off. With no physical boundary between school/work and home, we need to provide time to reflect and refresh.)

**Q: How much communication can I expect from the school?**

**A:** You can continue to expect weekly schoolwide emails on Fridays, which are a great source of information for school- and community-wide updates and information, in addition to summaries and sharings from each classroom teacher. Administrative staff is available and will respond to emails within their working hours.

**Q: Will attendance be taken?**

**A:** Yes. Students will be required to sign in for attendance every day via Google Classroom. If not present or active, students will be marked absent. Students who are sick or cannot participate for another reason should contact the office to report an absence. Students in remote learning are still subject to the attendance requirements of the state of Michigan.

**Q: Will remote learning assignments be graded?**

**A:** Yes. The grades earned during remote learning will be the grades used to determine report card grades. Classwork, homework, and assessment grades will be taken into account.

We understand that some students, particularly at the elementary level, may not be able to complete tasks independently. We are also aware that many parents are now trying to balance their new normal of working from home and caring for their children. Please let us know how to support you and your student best.

**Q: How will I know if my child is in danger of failing?**

**A:** Promotion for remote learning remains the same as that for in-person learning. Weekly assessments and independent work will keep teachers apprised of student progress. If students begin to struggle, parents, school leaders, and teachers will schedule a meeting.

**Q: Will students take standardized tests this year?**

**A:** As of August 4, 2020, yes standardized tests are required for all public school students in the state of Michigan.



**Q: My family has technology limitations (computer access, internet limitations, printer access, etc.) and can't participate fully. How can CMA help?**

**A:** *CMA has (or is working to)* made computers available to families. We have also facilitated getting printed materials to families and troubleshooting for Internet access. If anyone needs assistance please communicate this to your teacher who will get you in touch with someone who can help with these resources. We have extended WiFi access to our parking lot and you can access free internet at the following locations:

Library, local ISD parking lot, etc...

**Q: Will there be any annual events such as Open House, Meet the Teacher Night, Family Fun Nights or music concerts still be held?**

**A:** Currently we are not able to plan such activities due to the uncertainty of the health crisis and the current executive orders. If we are allowed to gather in groups, we will. If not, we intend to offer a Virtual Parent Orientation and Open House. We will also be making videos from teachers and administration to share with current and newly enrolled students.

If you have other questions and we can be of assistance, please contact us for support. (734)-284-5600 or [www.creative-montessori.com](http://www.creative-montessori.com)