



CMSA Remote Learning Plan: For Families



During the school closure, Chicago Public Schools’ goal is to provide students with remote learning opportunities to help minimize instructional loss, provide students with routines and structures to help stay engaged and connected, and ensure that students are healthy. Chicago Math and Science Academy will meet these goals by implementing the plan below.

This document summarizes our plan by telling you:

- 1) The minimum amount of time your student should spend in structured academic activity.
- 2) How we will communicate with you and when learning materials will be posted.
- 3) What key learning platforms your student will use.
- 4) How your student can access their teacher, and when they should expect feedback on work submitted.
- 5) How your student can access learning materials if you don’t have easy access to a computer.
- 6) How we will communicate with you as a school, along with how your student can get support during the school day if they are stuck on an assignment.

9 th -12 th Grade	Weekly Minutes Goal	Learning Materials Communication Tool	Learning Platforms	Teacher- Student Communication Plan
Literacy	210 Minutes	Tool: Google Classroom Posting Frequency: Daily	Reading: Google Suite, Albert.io, Khan Academy, NewsELA, Common Lit, etc. Math: Google Suite, Khan Academy,	Daily Connection: Individual teacher office hours posted in Google Classroom and school website. Feedback by Friday each week: Email, SIS, Google Drive
Math	210 Minutes	Tool: Google Classroom Posting Frequency: Daily	Explain Everything, Albert.io, etc. Other: Nearpod, Screencastify, Google Suite Paper copies of materials can be picked up at the front office of the school from 9am- 2pm Monday, Wednesday, and Thursday.	Daily Connection: Individual teacher office hours posted in Google Classroom and school website. Feedback by Friday each week: Email, SIS, Google Drive
Science	210 Minutes	Tool: Google Classroom Posting Frequency: Daily		Daily Connection: Individual teacher office hours posted in Google Classroom and school website. Feedback by Friday each week: Email, SIS, Google Drive



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<p>Social Science</p>	<p>210 Minutes</p>	<p>Tool: Google Classroom Posting Frequency: Daily</p>	<p>Digital Feedback: Students will receive feedback on the assigned learning activities at least once per week. Just as they would in the classroom, teachers can utilize rubrics and exemplars to clarify expectations on a specific task and identify areas of success and areas of growth within student work. When possible, students can provide feedback to their peers on their work and teachers can provide self-reflection prompts for students to think about their own progress.</p>	<p>Daily Connection: Individual teacher office hours posted in Google Classroom and school website. Feedback by Friday each week: Email, SIS, Google Drive</p>
<p>Addtl. Course</p>	<p>140 Minutes</p>	<p>Tool: Google Classroom Posting Frequency: Daily</p>		<p>Daily Connection: Individual teacher office hours posted in Google Classroom and school website. Feedback by Friday each week: Email, SIS, Google Drive</p>
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6TH-8TH GRADE	Daily Minutes Goal	Learning Materials Communication Tool	Learning Platforms	Teacher- Student Communication Plan
6th Grade	180 min	Tool: Google Classroom Posting Frequency: Daily	Reading: Study Island, Khan Academy, NewsELA, Common Lit, Math: Study Island, Khan Academy, IXL , Other: Nearpod, Screencastify, Google Suite. Digital Feedback will be provided as explained in HS plan.	Daily Connection: Individual teacher office hours posted in Google Classroom and school website. Feedback: Email, SIS, Google Drive
7th Grade	180 min	Tool: Google Classroom Posting Frequency: Daily	Reading: Study Island, Khan Academy, NewsELA, Common Lit, Math: Study Island, Khan Academy, IXL , Other: Nearpod, Screencastify, Google Suite Digital Feedback will be provided as explained in HS plan.	Daily Connection: Individual teacher office hours posted in Google Classroom and school website. Feedback: Email, SIS, Google Drive
8th Grade	180 min	Tool: Google Classroom Posting Frequency: Daily	Reading: Study Island, Khan Academy, NewsELA, Common Lit, Math: Study Island, Khan Academy, IXL , Other: Nearpod, Screencastify, Google Suite Digital Feedback will be provided as explained in HS plan.	Daily Connection: Individual teacher office hours posted in Google Classroom and school website. Feedback: Email, SIS, Google Drive

Non-Digital Remote Learning Plan

Students may acquire grade level packets of materials that are available in the front office of the school. Students or parents may pick up non-digital resources between 9am and 2pm, Monday, Wednesday, and Thursday, beginning April 13th, 2020. Packets will include specific work from your students' teachers that is equivalent to the digital work provided. These packets will be updated every two weeks. Providing feedback to students who do not have



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digital access will be challenging. Schools will need to consider creating a regular weekly check-in schedule using the Google Meet phone option or conference lines. It is important to connect with students in order to provide support and feedback. Please ensure your school has your family's most up-to-date contact information.

Additional Support for Diverse Learners

Diverse Learners: CMSA is working to ensure Diverse Learners continue to receive equal and meaningful access to content learning with special education supports, and that every student remains engaged. DL Students will continue to receive specialized services via alternate means. If you have any specific special education questions, please reach out to your student's Special Ed teacher or the Case Manager, Ms. Brkljacic- Brkljacic@cmsaonline.net

Diverse Learners support plan:

- *Continue to hold IEP meetings and work with families to develop Interim remote learning plans to address specialized instruction goals.*
- *Provide regular, ongoing check-ins with families to address Sped-specific questions or concerns.*
- *Monitor and track DL students through weekly grade and department meetings to address student's needs, engagement and additional supports or modifications needed.*
- *Modify/accommodate instruction, resources and/or materials for students with the support of DL teachers.*
- *Provide continuous support and feedback to DL learners and families through the appropriate school based team member.*

Additional Support for ESL/ELL

ESL/ELL: The Bilingual Education Department will continue to provide TBE and TPI bilingual and ESL services for students in the EL program by virtual push-in and pull-out methods, teacher consultations, and lastly modifications and accommodations through all CPS approved e-platforms. If you have any specific questions regarding ESL/ELL support, please reach out to Jacqueline Romo- romo@cmsaonline.net .

Instructional Support Plan for ELs:

- *Provide academic language development through ELD classes, co-taught classes, or sheltered content classes*
- *Provide ongoing one-on-one check-ins to address language-specific questions or concerns regarding digital learning progress as needed*
- *Develop further instruction, resources, and/or materials for students on an as-needed basis*
- *Collect evidence of student mastery or growth toward mastery of specific academic language needs*
- *Contact content teachers when there is evidence a student is struggling to engage in online learning for that course*



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School Communication and Student Feedback Plan

School Website/Google Classroom/Daily: Our School website <www.cmsaonline.net> will be updated each day at 10am. Updates will include any changes to teachers' office hours, communication links to reach out to our staff, and remote learning success from our teachers and students!

Parent Email/Weekly: This email will include Important updates regarding school closures, contact information for all staff, as well as responses to frequently asked questions.

Student Feedback Expectations: Students can expect to receive feedback on multiple levels each week. In addition to teachers' virtual office hours for one-on-one or group conferencing, teachers will update grades by Friday of each week and continue constructive feedback on all assigned work. Teachers will also provide feedback during scheduled tutoring time or within 24 hours of student initiated communication via email or Google meet.

STLS Liaison Contact

Ms. Cindy Alice is the school's STLS contact person who will contact the caregiver or student once a week to discuss student and family needs. Her email is alicea@cmsaonline.net. School Mobile: (773) 234-8414, Office: (773) 761-8960, Fax: (773) 761-8961.

School Day Student Support Plan

Digital Office Hours: In addition to daily teacher office hours, at least one administrator and office staff member will be available via email from 9am to 2pm during the school week (Mondays- walton@cmsaonline.net (773) 234-2831, Wednesday- Hakan@cmsaonline.net, (773) 234-8416 Thursday- Huls@cmsaonline.net (773) 234-3687. Students (using their CMSA email addresses) or Parents can reach out via email or call the school directly at (773)761-8960.

Non-Digital Office Hours: We will have a staff member available by phone during the open hours of the school days listed above from 9am to 2pm. Students or Parents can call (773)761-8960 to ask any questions they have for school staff and will be directed to the appropriate department or staff member.



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High School and Post Secondary Counseling

School counselors will be available to provide students with academic, career, and social and emotional support for at least four hours every weekday. These supports include helping eighth-grade students select, enroll in, and transition to high school, and helping high school students develop concrete postsecondary plans. The contact persons are Ms. Sarina sarina@cmsaonline.net (773) 234- 3516 for high school grades and Mr. Hakan hakan@cmsaonline.net (773) 234-8414 for middle schoolers. Counselors will be utilizing <https://www.signupgenius.com/> to schedule individual meetings. All virtual meetings will be on Google Meets. Ms. Sarina will host a Google meeting for all 8th graders and parents. It will be a digital open house. She will welcome and explain various components to be familiar with in the process of the transitioning to high school. Such as a good strong start and a solid growth mindset and choosing electives that are fun and interesting. She will encourage strength and flexibility in regards to obstacles and how to successfully navigate to overcome obstacles. She will introduce the students to the academic counselors; She will take students on a fun virtual tour of the office explaining a synopsis of goals the department hopes to reach with students as they utilize the endless and fun activities in the NAVIANCE and all it has to offer. Most importantly reassuring CMSA families that she is always available to help guide the students body to success through support, resources and knowledge. This will be throughout the remote learning and continue when we resume or typical routine in our building.

Procedures And Routines for Teacher/Staff Weekly Collaboration and PD

Teachers will continue their weekly grade level/department meetings using Google meet. Each grade level has a scheduled virtual collaboration day and time that stands each week until remote learning is complete. In these meetings, teachers will have time for co-planning and will focus on reinforcing the critical grade-level standards that have already been introduced to students. Teachers will ensure that students are not penalized or held accountable for mastery of new content. Principal and Assistant Principals will continue to hold their weekly staff, grade chair and leadership meetings to discuss how they can support their students' social and emotional needs by helping students maintain routines. CMSA believes that this is a key strategy during times of change and uncertainty. Additionally, CSMA counselors will continue to provide students the opportunity to build and practice social and emotional learning (SEL), especially for students who may feel distress, anxiety, and fear. Furthermore those meetings will also help admins to address any tech PD needs for teachers. Specifically teachers will be provided PDs on:

- How to set up Google classroom with family connections
- How to set up Google meets with students and families
- Best online classroom practices to keep students on task with appropriate behavior
- How to record a video, use a PDF document as an assignment.



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MTSS Intervention to Support Social-Emotional and Academic Needs of Students

Social-Emotional Needs: Students will be asked to complete a weekly survey that addresses their social-emotional health and wellbeing while they are partaking in remote learning. School Counselor, Lauren Dalzin, will be available to support student's social-emotional needs every weekday between 12pm and 4pm. If there are any concerns about a student's social-emotional wellbeing, please contact Ms. Dalzin at dalzin@cmsaonline.net or at 773-234-7529.

- Weekly emails to all students with self-care strategies, mindfulness activities and apps, and general SEL resources (Tier 1)
- Weekly wellbeing check-in form for students to complete (Universal Screener- Tier 1)
- Individual SEL-focused outreach to students who (on form) indicate high levels of stress and anxiety OR are referred by teachers (Tier 2)
- Weekly one-on-one therapeutic check-in's with students who have persistent SEL related needs (Tier 3)
- Counselor is available to help teachers incorporate SEL components into daily schedule (Tier 1)
- Posting on the school's website for mental health resources more geared towards parents and families

Academic Intervention Needs: Students who need further academic support to close gaps in achievement will receive supplemental resources, scaffolded assignments, and one-on-one teacher support. Students and families can reach out to their Assistant Principal of Academics (HS, Ms. Walton- walton@cmsaonline.net or MS, Mr. Hakan- hakan@cmsaonline.net), the Special Education Case Manager (Ms. Brkjlccacic- brkjlccacic@cmsaonline.net), or their respective grade-level teachers to obtain digital and non-digital resources.

Possible Tiered Resources and Support for Academics:

- Tier 1: Weekly academic and well being google check in
- Tier 2: Individual tutoring with content teacher via remote means
- Tier 3: Communicate with families of students not engaged and come up with individual plans for teacher tutoring sessions and weekly check ins.

Training for Parents/Caregivers

CMSA's digital remote learning will be on Google classroom where parents will be invited to check on their child's work daily or weekly. Parents will be provided videos and slides to train them on Google classroom. Parent/Caregiver training will include, but is not limited to, accessing their child's missing assignments, where to find classroom resources for each content area and daily/weekly announcements, directions for using all materials provided by the teachers, how to check grades and get help when needed. In addition to weekly/daily email reminders, digital reports will be available for parents/caregivers on both Google classroom and ConceptSIS as needed.



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Pacing Implementation for Families

We ask CMSA families to use the following tips for pacing lessons at home to ensure content is easily digestible for their children:

- Create a daily routine so your child always knows and expects when it will be time to focus on learning.
- Familiarize yourself with the remote learning plan, platforms, and contacts to ensure understanding and transfer of learning for your child.
- Help your child set goals for learning and growing every day by asking questions: What do you plan to work on today? What will you do if you get stuck? How can I support you?
- Determine when your child is best able to focus, such as first thing in the morning or in the afternoon, and structure remote learning around those times.
- Ensure your child is receiving plenty of sleep and is well-rested when they begin their learning.
- Monitor your child when they are working online to ensure they are actively engaged and learning.
- Provide your child with frequent encouragement and reminders as needed.
- Find the best workspace for your child, such as sitting in their favorite spot on the couch or standing at the kitchen table.
- Allow your child to take breaks every 30–60 minutes, or whenever they need one.
- Once your child is done working for the day, ask them to reflect with the following questions: What did you learn today? What did you accomplish today? What did you find challenging today?
- Be patient and flexible with yourself and your child. Focus on ensuring that your child is growing, learning, and feels connected to their school community.