








# Guardian Guide to Online Learning K-5




Please use this guide to help you better understand how our online learning program operates.

Item	Description	Frequency	Format	Additional Info
 <b>Attendance</b>	<p>Teachers will post a link for you to record your attendance in Google Classroom.</p> <p>This link will take you to the Infinite Campus Student Login Portal.</p>	<b>DAILY</b>	<p>Students/Guardians are responsible for submitting their attendance.</p> <p>Students/Guardians will type in the child's login information then click the button for attendance.</p>	It is vital to your child's educational progress to attend each day.
 <b>Assessments</b>	<p>Your child will have assessments throughout the quarter. These assessments can be <b>formative</b> (which help determine a baseline of your child's needs) or <b>summative</b> (which determine your child's depth of knowledge of the content).</p>	<b>AS NEEDED</b>	<p><b>Any of the following:</b></p> <p>LIVE sessions            Google Forms            Google Slides            Wizer.me            ClearSite</p>	Students with IEPS, 504 or ELL will receive their accommodations during assessments.
 <b>Student Work</b>	Teachers will assign work to be completed for their class to check for their understanding.	<b>PER TEACHER</b>	Determined by online teacher	Students are given 24 hours to complete work. Late work will be accepted no longer than a week after the due date.
 <b>Office Hours</b>	Teachers are available via phone or email for questions or advice.	<b>DAILY</b>	Email Phone *LIVE if available	Teachers will communicate when their specific office hours are as times will be different depending on the grade level.
 <b>Brain Start Smart</b>	Students will begin each day with a brain start smart to get their brain in an optimal state for learning.	<b>DAILY</b>	LIVE session with the online teacher (K-3) homeroom teacher (4/5)	Components of the start include: Activity to Unite, Disengage Stress, Connect and Commit



## Breakdown of Guided Reading

K-3 120 Min 4-5 90 Min

Activity	Description	Frequency	Format	Additional Info
 <b>Mini Lesson</b>	<p>Short lessons that can be used to teach particular skills, extend previous learning, generate questions or introduce strategies.</p> <p><b>Examples of mini lessons:</b> Reading, Writing, Grammar, Interactive Read Alouds, Phonics and Handwriting.</p>	<p><b>DAILY</b></p> <p>Student will watch 2-3 mini lessons each day</p>	<p>Asynchronous, which means that the teacher is pre-recording the mini lessons for students to view/review at their own pace.</p>	<p><b>Why recorded?</b></p> <p>The teacher is meeting <b>LIVE</b> with reading groups during the entire reading block.</p> <p>It is vital students watch the recorded mini lessons to be successful in reading.</p>
 <b>Guided Reading Small Groups</b>	<p>Targeted reading instruction designed to help students receive the literacy skills that are tailored to meet their needs.</p>	<p><b>DEPENDS</b> on the individual needs of the student</p>	<p>Synchronous, which means <b>LIVE</b> in a Google Meet or Zoom with the online teacher or instructional coach.</p>	<p>Cannot be stressed enough that this component is the most important and needs to be attended at the time slot given by the online teacher.</p> <p><b>Teachers will be unavailable to answer emails or take calls during the reading block as this is LIVE instruction time.</b></p>
 <b>Daily 5 (K-3)</b> <b>Daily 3 (4-5)</b>	<p>Students are working independently on Read to Self, Read to Someone, Listen to Reading, Word Work and Writing about Reading. Teachers have provided links in Google Classroom for students to access what they need.</p>	<p><b>DAILY</b></p>	<p>Asynchronous, which means that students are working on these items independently at their own pace.</p>	<p>Students are working independently so that the teacher can meet LIVE with small groups at the same time.</p>




All online teachers are using the following Guided Reading Template for consistency and is adapted depending on grade level.



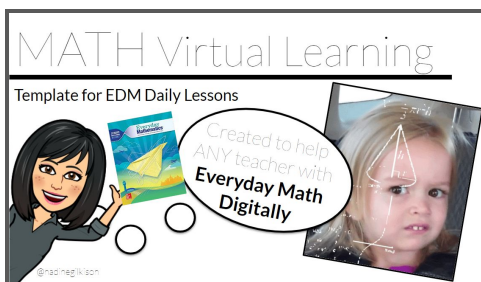


## Breakdown of Everyday Math

K-3 80 Min 4-5 90 Min

Activity	Description	Frequency	Format	Additional Info
 <b>Everyday Math Lesson</b>	<p>Math Lessons are aligned with Indiana State Standards, FT pacing guide and teachers follow the Everyday Math program with fidelity.</p> <p>All teachers, whether in person or online, are following these guidelines and pacing.</p>	<b>DAILY</b>	Asynchronous, which means that the teacher is pre-recording the math lessons for students to view/review at their own pace.	<p><b>Why recorded?</b></p> <p>The teacher is meeting <b>LIVE</b> with students who need additional support regarding the math lesson.</p> <p>It is vital students watch the recorded math lesson to be successful in mathematics..</p>
 <b>Practice</b>	<p>Students are working independently on:</p> <p>Math Boxes Journal Home Links EDM Games</p>	<b>DAILY</b>	Asynchronous, which means that students are working on these items independently at their own pace.	Students are working independently so that the teacher can meet <b>LIVE</b> with students who need additional support in math.
 <b>Q/A</b>	Teachers offer the opportunity for students to join <b>LIVE</b> if they have questions regarding the math lesson.	<b>DAILY</b>	Synchronous, which means LIVE in a Google Meet or Zoom with the online teacher or instructional coach.	<p>Encourage your child to contact the teacher during the Q&amp;A if they are struggling with the daily lesson.</p> <p><b>Teachers will be unavailable to answer emails or take calls as this is LIVE student support time.</b></p>




All online teachers are using the following Math Template for consistency and is adapted depending on grade level.





## Breakdown of Science/Social Studies

K-3 30 Min 4-5 45 Min Each

Activity	Description	Frequency	Format	Additional Info
 <b>Mini Lesson</b>	<p>K-3 Teachers have created a video of the lesson of the day <b>OR</b> embedded an instructional video lesson from a source that relates to their Indiana State Standard.. (YouTube, Mystery Doug, etc.)</p> <p>4-5 Teachers have created a video of the lesson of the day <b>AND/OR</b> embedded an instructional video lesson from a source that relates to their Indiana State Standard.. (YouTube, Mystery Doug, etc.)</p>	<b>DAILY</b>	Asynchronous, which means that the teacher is pre-recording the mini lessons for students to view/review at their own pace.	<p><b>Why recorded?</b> The teacher is meeting <b>LIVE</b> with students who need additional support regarding the science/social studies lesson.</p> <p>It is vital students watch the recorded mini lessons to be successful in science/social studies.</p>
 <b>Practice</b>	Teacher has students work on practice items covering the standard chosen.	<b>DAILY</b>	Asynchronous, which means that students are working on these items independently at their own pace.	4-5: Ensure that students are completing assignments for <b>both</b> science and social studies.
 <b>Q &amp; A</b>	Teachers offer an opportunity for students/guardians to join LIVE if they have questions regarding science/social studies.	<b>DAILY</b>	Synchronous, which means <b>LIVE</b> in a Google Meet or Zoom with the online teacher.	<p>Encourage your child to contact the teacher during the Q&amp;A if they are struggling with the daily lesson.</p> <p><b>Teachers will be unavailable to answer emails or take calls as this is LIVE student support time.</b></p>

All online teachers are using the following Science/History Template for consistency and is adapted depending on grade level.



Related Arts: Students will go to their Google Classroom to locate the related arts lesson of the day.