

The Chicago High School for the Arts Remote Learning Guide 2020-2021

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Introduction

ChiArts' goal is to provide scholar-artists with quality remote learning opportunities comparable to learning experiences as they would with in-person instruction. In addition, we strive to include the following in their remote learning day: direct instruction (synchronous), independent learning (asynchronous), peer interaction, small-group instruction, structured intervention, and social-emotional learning. ChiArts will meet these goals by implementing the plan below.

Remote Learning Expectations

- Use the Google Education Suite to facilitate remote learning
- Provide daily remote learning that meets the 300 instructional minutes requirement.
- Ensure all educators provide live video instruction and are available during the entirety of the instructional day (academic, 7:30am-3:00pm arts, varies per instructors' schedule).
- Focus on grade-level standards aligned instruction and students' social-emotional needs
- Submit and monitor student attendance daily
- Ensure every student has digital access and internet connectivity
- Ensure clear communication with students and families
- Establish effective structures to facilitate pd, staff collaboration, planning, feedback, and continuous improvement

Remote Learning Instructional Priorities

- Social-emotional skill development
- Grade-level standards-aligned instruction
- High-quality curriculum materials and coherent academic experiences
- Relevant instruction
- Meaningful assessments that connect to the curriculum
- Instruction anchored in equity

Remote Learning Scholar Artist Daily Schedule 2020-2021

	Mon.	Tues.	Wed.	Thurs.	Fri.
8:00-8:45	1st Block	2nd Block	Homework & Skill Practice	1st Block	2nd Block
9:00-9:45	3rd Block	4th Block	All Staff Open Office Hour/Small Group Work	3rd Block	4th Block
10:00-10:45	Advisory	Study Hall.	Homework & Skill Practice	Advisory	Study Hall
11:00-11:45	5th Block	6th Block	Homework & Skill Practice	5th Block	6th Block
11:50-12:50	Lunch	Lunch/Clubs	Lunch/Clubs	Lunch/Clubs	Lunch
1:00-1:50	Homework, skill practice, private lessons	Homework, skill practice, private lessons	All Staff Open Office Hour/Small Group Work	Counseling or Dean of Students Townhall	Counseling or Dean of Students Townhall
2:00-4:00	Conservatory	Conservatory	Conservatory	Conservatory	Conservatory
4:00-5:00	Conservatory *Asynchronous Activity	Conservatory *Asynchronous Activity	Conservatory *Asynchronous Activity	Conservatory *Asynchronous Activity	Conservatory *Asynchronous Activity

*Arts instructors will assign learning activities that scholars may complete independently.

Remote Learning Staff Daily Schedule 2020-2021

	Mon.	Tues.	Wed.	Thurs.	Fri.
8:00-8:45	1st Block	2nd Block	Grade Level Meetings	1st Block	2nd Block
9:00-9:45	3rd Block	4th Block	All Staff Open Office Hour/Small Group Work	3rd Block	4th Block
10:00-10:45	Advisory	Study Hall.	Outreach	Advisory	Study Hall
11:00-11:45	5th Block	6th Block	Outreach	5th Block	6th Block
11:50-12:50	Lunch	Lunch/Clubs	Lunch/Clubs	Lunch/Clubs	Lunch
1:00-2:00	Academic Team Meeting	Teacher PD or PLCs every other week	All Staff Open Office Hour/Small Group Work	Content Meeting/ Counseling or Dean Townhall	Teacher Collaboration/ Counseling or Dean Townhall
2:00-3:00	Academic teachers available to admin students, and families	Academic teachers available to admin students, and families	Academic teachers available to admin students, and families	Academic teachers available to admin students, and families	Academic teachers available to admin students, and families
2:00-4:00	Conservatory	Conservatory	Conservatory	Conservatory	Conservatory
4:00-5:00	Conservatory *Asynchronous Activity	Conservatory *Asynchronous Activity	Conservatory *Asynchronous Activity	Conservatory *Asynchronous Activity	Conservatory *Asynchronous Activity

*Arts instructors will assign learning activities that scholars may complete independently.

Virtual Communication Guidelines

Teachers

- Only school counselors, school-based social workers, and school-based psychologists are approved by CPS to have 1:1 interactions with individual students via Google Meet. **Therefore, at present, teachers are prohibited from using Google Meet for 1:1 scheduled interactions with students.**
- Follow all guidelines from the ChiArts Employee Handbook and the [Chicago Public Schools Acceptable Use Policy](#).

Students

- Follow all guidelines from the ChiArts [Student and Parent Handbook](#), the Chicago Public Schools Code of Conduct, and the [Chicago Public Schools Acceptable Use Policy](#).

Tech Suggestions

- Remove other distractions: all phones muted, try to find a quiet space
- Students are expected to have video camera on during Google Meetings
- Wear earbuds or headphones to listen. Keep the microphone muted while the teacher or one student is talking. It keeps feedback to a minimum

Technology Access and Internet Connectivity

ChiArts is committed to supporting students and families to have access for remote learning. If you are in need of technology, such as borrowing a Chromebook laptop, please reach out to Baron Rush, brush@chiarts.org.

To be engaged in remote learning, it's best for scholar artists:

- to use any device that connects to the internet to participate in remote learning. We recommend using a Chromebook, iPad, or Windows Laptop with the Chrome browser.
- to connect your device to your home Wi-Fi network. If you don't have Wi-Fi, find out if you are eligible for free internet service through [Chicago Connected](#).
- To use Google Classroom as their platform for learning. Students will receive invitations to join their teachers by Friday September 4, 2020.

Diverse Learners (DL)

Diverse learners will continue to receive special consideration and support from teachers with deep knowledge of their strengths and needs. Teachers and related service providers are also critical collaborators in developing equitable remote learning opportunities for diverse learners. During remote learning, diverse learning teachers will collaborate with general education teachers and modify remote learning materials to provide increased access for diverse learners. Related service providers are expected to provide services to students on their caseloads that are aligned to their IEP goals or 504 Plan. All Remote Learning Plans have been folded directly into student's SY20-21 IEP's and 504's. They now appear as pages in the student's official

documents. ChiArts will continue to ensure that our diverse learners make progress on their IEP goals and the general education curriculum. IEP teams will determine how to meet the individual needs of students with disabilities from home in a safe, supportive environment.

Additionally, related service providers will consult with administrators and teachers to provide disciplinary expertise in providing remote learning opportunities for individual students based on their specific needs. Families may contact our case manager, Mr. James, with questions at cjames@chiarts.org

English Learners (EL)

EL students will receive instructional support during remote learning. ChiArts is in the process of hiring an ESL teacher. In the meantime, Spanish content lead, Mr. Cashman will check in with EL students via Google Voice calls or email to provide guidance. Mr. Cashman may be contacted at ccashman@chiarts.org

Students in Temporary Living Situations (STLS)

STLS coordinator, Ms. Kyel Brooks, will be reaching out to all families weekly. She will be logging all calls and family comments. If there are extra supports needed, Ms. Brooks will provide suggested resources for families. Ms Brooks may be contacted in the main office at (773) 534-9710 or kbrooks@chiarts.org.

Schoolwide Communication

ChiArts will have a staff member available in the main office by phone Monday-Friday, 7:30am-5:00pm, at 773-534-9710. ChiArts will continue to send our weekly Arts News on Wednesday and our ChiArts Newsletter on Friday to update families.

Google Classroom Expectations

1. All teachers will generate their Meet links **through Google Classroom**. Students will attend class by accessing the Meet link in Google Classroom.
2. The date, objective, and agenda will be posted daily on Google Classroom.
3. All assignments (classwork, homework, assessments) will be posted on Google Classroom in the **classwork section**.
4. All assessments and classwork/homework assignments will have a clear due date and time in Google Classroom and posted on PowerSchool.

Academic Assignments and Google Meets

Academic teachers will meet virtually with students twice a week, following an even/odd schedule. They will be available through Google Meet during their class time. Students will connect to Google Meets through their Google Classroom. Teachers will divide the class time per week into synchronous and asynchronous learning. During synchronous learning, students will have real time instruction from their teacher. Students will learn new content, skill development, and be able to engage with their teacher and peers. This model will allow for instructional rigor and depth, dynamic learning, and encourage classroom engagement. During asynchronous learning, students will have independent time for their learning. This could include text based notes, pre-recorded presentations or instructions, self directed work time, and independent work time.

Given the reduced amount of time that students will spend on academic work and the remote nature of the learning environment, teachers will focus instruction to maximize student learning. ChiArts teachers will provide opportunities for students to access new content or skills. Teachers will look to balance skill, project, assessment, and reading. These four categories of activities will be made available across all content areas and courses and in digital and non-digital formats.

Conservatory Assignments, Google Meets, and Virtual Performances/Exhibits

Conservatory teachers will conduct synchronous (real-time) classes every day in Google Meets from 2:00-4:00 PM according to the conservatory schedule in PowerSchool. Students will attend class by accessing the Meet link in Google Classroom.

From 4:00-5:00 PM each day, students will complete asynchronous (not in real time) assignments and skill practice. Conservatory teachers will host office hours during which they will meet with students by appointment in pairs or small groups to provide feedback, coaching, assistance, and guided skill practice as needed. Conservatory teachers will be available for office hours depending on their teaching schedule.

All assignments will be posted on Google Classroom and conservatory classes will use regular grading practices.

Student creative work like performances, exhibitions, or readings will be featured on ChiArts digital platforms.

SY 20-21 Performance Season

FreeVerse

ChiArts will continue to use our successful ***FreeVerse*** format. Throughout the year we will feature 7 ***FreeVerse*** performances that will stream as premieres on both the ChiArts' Facebook and Youtube pages. These performances will feature all conservatories.

Freshman Preview

Freshman Preview will be a digital event streaming online to both Facebook and YouTube that will focus on how the first year students are learning to practice, be present, and prepare.

Connections Week!

Connections Week! Will be held virtually. It is an event helmed by Dr. McCowen that will invite various colleges and universities to present workshops and lectures to ChiArts Seniors. Performances for this will not be for the public. They will be limited to our guests; however students will have access to the video of any performance or lecture for use how they wish. This will take place over the week of October 26th.

Curtain Call

Curtain Call will highlight senior performances in the second semester. The breakdown of individual performances is as follows: Dance, Instrumental, Vocal, Creative Writing, Theatre, and Musical Theatre.

The Production Calendar will be released early in the school year.

Grading Expectations

ChiArts teachers will update grades in PowerSchool at least once per week. The assignments in PowerSchool will reflect the work that has been assigned in each class. All student work will be assessed, graded, and returned to the student within one week of completion. In line with ISBE guidance, we will return to our regular grading system. Standard letter grades will be issued based on mastery of content. Students may find the schoolwide late, re-take, corrections and make-up work policies in their syllabi. Just as they would in the classroom, teachers may utilize rubrics and exemplars to clarify expectations on a specific task and identify areas of success and growth within student work.

Attendance Expectations

All students are required to attend remote learning classes each day, just as they would during in-person instruction. Not only is this important to make sure students are meeting minimum state learning requirements, but accurate attendance tracking also assists in contact tracing of positive COVID-19 cases so the district can be proactive in minimizing the spread of COVID-19. Attendance will be taken at the start of each period, during synchronous learning. If your student is sick or unable to attend remote classes please notify the attendance office as soon as possible, attendance@chiarts.org or 773-534-9710.

Types of Absences:

Excused

- Student illness
- Observance of a religious holiday
- Death in the immediate family
- Family emergency with explanation
- Circumstances which cause reasonable concern for the student's safety or health; determined by principal/designee on a case by case basis
- Other situations beyond the control of the student

Unexcused

- No reason provided
- State criteria not met; is not one of the listed EXCUSED reasons for absence.

In order for a student's absence to qualify as excused, the following criteria must be adhered to:

- Is a valid cause for absences based on the list provided above.
and
- Is requested via a direct phone call/voicemail to the school that communicates the date of the absence, the reason for absence, the absent student's name, and the name of the person calling and their relationship to the student.

Students late to class will be marked Tardy (T).

Accessing Learning Material

All academic and artistic learning material will be posted on Google Classroom. Any student who has any problem accessing Google Classroom should contact their advisor for assistance. If a student has no access to a device or internet, a hard copy of assignments will be provided. Please contact Mr Baron Rush, brush@chiarts.org, for assistance in obtaining technology.

Counseling Services and Addressing Social Emotional Needs

Ms. Poulton, clinical counselor, and Ms. Tobin, academic counselor, will be available for interactions with students during the school day. Ms. Poulton will be available 9:00-5:00 daily and will also offer weekly Mindfulness Group Sessions via Google Meet. Ms. Tobin will host counseling townhalls via Google Meets for juniors and seniors. The counselors may be contacted at bpoulton@chiarts.org and ktobin@chiarts.org. All students may sign up for an individual Google Meet academic counseling session with Ms. Tobin between 8:00-4:00 daily at www.calendly.com/ktobin. Maintaining routines is a key strategy in attending to students' social and emotional needs during times of change and uncertainty.

It is important to 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. Teachers will include SEL lessons and activities during their classroom check-ins and advisory. ChiArts is in the final stages of hiring a dean of students. The dean will be available to students and families to provide guidance, restorative practices, home visits, outreach, etc. Additionally, the ChiArts Wellness Committee will check-in with students via email or home phone calls every other week beginning the week of September 14, 2020.

Parent and Family Training

ChiArts will offer training for parents and family members to learn how to assist their student with Google Classroom/Meet and manage students' remote learning schedule. ChiArts will administer a survey to gather feedback and ideas to support parents and families during remote learning.