ERIE ELEMENTARY
CHARTER SCHOOL

2020-2021

Remote Reopening Framework for Families

Conectados.
Cultivando.

Erie Elementary 2020 Remote Reopening Framework

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Letter to Families from Principal Kays & Executive Director, Carlos Perez

Dear Erie families,

Our top priority in planning for the fall has been to provide a high-quality education for every child while keeping our school communities healthy and safe. As educators and dedicated education professionals, we all want students to be in school, but at this time, the Chicago Department of Public Health (CDPH) believes that current COVID-19 transmission trends would not allow us to reopen schools in a safe and responsible manner. After carefully considering their guidance and hearing feedback from our families and community members and CPS, Erie will begin the year learning at home through **at least the end of the first trimester, December 7.**

This framework builds upon the preliminary framework we released earlier this summer and reflects the thoughtful feedback we received from parents, families, and staff. In this document, you will find new sections detailing our plan to improve upon the remote learning experience from last spring, how we will increase equitable access to technology, and what students should expect during a normal school day learning at home. In the accompanying remote learning guidance, you will find more details on how we are supporting our most high-needs students including Diverse Learners and English Language Learners.

Lessons learned in the spring to improve remote learning for students

This fall remote learning will look very different than it did during the emergency closing last spring. Our goal is to ensure that Erie is as equipped as possible to provide a high quality, consistent remote experience this fall. Our mantra for the year is **Conectados y Cultivando** and we hope that you'll see and feel this in the way we've planned for our remote start this fall. Erie is committed to providing students with an engaging learning experience that significantly improves upon what students and families experienced last year. Here are just a few of the changes we will be making this fall to improve remote learning:

➔ Rather than providing a recommended amount of time for daily student academic engagement, students should expect to be engaged for the entirety of a typical school day, five days per week, through a combination of live real-time instruction with their classmates and teacher, small group activities with their classmates, and independent learning.
➔ We will help students develop routines by establishing daily expectations, including tracking classroom attendance and completed assignments.
➔ To help students engage more easily in online learning, all students will use an Erie-provided device, consistent platforms across the school on a daily basis while learning at home.
➔ We will provide a greater level of support to our teachers to ensure they are implementing remote learning practices that are responsive to student needs.

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→ We have increased the amount of Social Emotional Learning and increased live, daily social-emotional classes, groups, and digital supports.
→ Parents will be more fully supported by our newly hired Parent Coordinator, Teresa Maldonado, who will be starting an Erie Parent Facebook Group, optional grade level parent directory, and will be launching our parent committee this year.
→ Take home school supplies and learning materials for each child

Expanding equitable access to technology and the internet

We know students need consistent access to devices and high-speed internet to be successful while learning at home, and we are committed to providing devices for all students. Last school year, we distributed all of Erie's more than 100 devices to students, and have worked through the summer to purchase an additional 300 devices to ensure all students will be provided a device this fall. We will continue to monitor our students' needs and ensure students in need have access to devices.

Over the summer, CPS began offering high-speed internet access at no cost to approximately 100,000 CPS students from limited-income backgrounds through our Chicago Connected initiative. Erie families eligible for this program have been contacted individually. Families can check their eligibility for the program and access their activation code by simply entering their child's student ID number and birthdate into our eligibility tool at cps.edu/chicagoconnected.

This school year will no doubt be a challenge for all of our families and staff in so many ways. Through **connection** and **continual growth**, we will face them together and continue to empower students to cultivate character, connect to culture, pursue education, and contribute to their community in order to thrive in a diverse global society.

Sincerely

Kim Kays
Principal

Carlos Pérez
Executive Director

Erie's Reopening Phases

Until there is a treatment or vaccine for COVID-19, the reality is that any learning model, whether it is at home or in school, will come with both risks and rewards. The three models we considered for beginning the 2020–21 school year are to learn-at-home full time, learn-at-school full time, and a hybrid of the two. Below is a general overview how Erie will reopen this school year.

Schoolwide Full-Time Learn-at-Home

Erie will start the year with a fully remote "Learn-at-Home" model **through at least Trimester 1 (Dec. 7).** This document outlines the Learn-at-Home model in more detail.

Hybrid & Learn-at-Home Paths

After the first trimester, *IF* it is safe to return to school, Families will have the ***option*** of returning to school 2 days per week following the Hybrid in-person learning path. Parents will also have the option to continue with full remote learning if it is best for their family. Further details about these two learning paths will be provided to families to review and make their decision later in the year.

Schoolwide Hybrid Learning

When it is determined that it is safe to do so by state and city officials, all of Erie's students and staff will return to school 2 days per week in small group cohorts for a Hybrid "Learn-at-School & Home" model, likely in the Spring of 2021, only if it is safe to do so. This decision will be based on city and state recommendations and what is best for our Erie community.

Schoolwide Full-Time Learn-at-School

When Chicago has reached Phase 5 - the final phase - in the Restore Illinois recovery plan and the city has declared it is safe to do so, all students and staff will return to full in-person learning 5 days per week. We are unsure when this will be, but know that it will likely be later in the school year or the 2021-2022 school year if COVID-19 transmission trends and a widely available vaccine allow.

How this plan was created

Over the summer, Erie leadership and the reopening task force members attended countless (we could probably count, but it was a lot!) workshops, trainings, and webinars and sifted through dozens of "reopening framework" recommendation documents to inform our plan. We know that this will be a challenge. Teaching and learning during a pandemic and remotely is not what we would want for you, our staff, or our students. But, we do have a responsibility to provide the best possible learning experience we can to our students at this time. Please remember to be patient, flexible, and share honest thoughts on what is in this document.

Below are a few of the primary frameworks and guidance documents that we used as guides to create our plan:

➔ Learning Acceleration Guide - TNPT
➔ Leverage the Power of SEL as you prepare to reopen and renew your school community - CASEL
➔ Reunite, Renew, and Thrive: Social and Emotional Learning (SEL)
➔ Roadmap for Reopening School - CASEL
➔ Addressing Mental Health in Schools - INCS
➔ Adapting your schools: Impact of the CDC'S COVID-19 - INCS
➔ Achieve the Core - Core Advocate Network
➔ Four Core Priorities for Trauma-Informed Distance Learning - KQEd

Reopening Task Force

A HUGE thanks to the Erie teachers and staff who volunteered to learn and work through the summer to ensure Erie could open safely and thoughtfully this fall.

Physical Building and Classroom Operations	Emotional and Physical Support for Students, Families and Staff	Teaching and Learning	Technology & Devices
Carlos Perez Malenis Holloway Francisco Arellano Carmen Sanchez Jesus Segura Denise Villegas	Kim Kays Gaby Basurco Melanie Madigan Andrea Zayas Pedro Vega Raven Macon Olivia Goldstein Teresa Maldonado	Kim Kays Olivia Goldstein Lucy Amaro Cindy Alvear Denise Villegas Caylen Hershey Jessica Jaimes Patty Horsch	Jesus Segura Max Armandariz Carlos Perez Kim Kays

Types of Learning this year

	Learn-at-Home Full Time	Hybrid Learning	Learn-at-School Full Time
What this means for students and educators	Students and staff participate in remote learning on all instructional days.	In order to meet proper social distancing guidelines, a pod of approximately 15 students will alternate learning at home and at school. While at school, students will stay in their pods for all activities and will not interact with other pods. Educators will support specific pods to minimize interactions with the wider school community.	All students and staff attend in-person instruction daily.
Benefits of this model	Lowest risk for COVID-19 transmission in the school community.	Balances need for health and safety while allowing for in-person instruction in a safe and responsible manner.	Most conducive to learning and offers social-emotional benefits for students.
Challenges of this model	Presents challenges for learning, particularly for vulnerable student populations.	Creates logistical challenges for families, including access to digital devices, childcare for days when children are not in-person, or other learning considerations.	Based on available science, health risks are greatest when more people are congregated, and this model does not mitigate this risk sufficiently. We do not have the space or workforce available to meet the social distancing requirements to bring all students back every day.

Learn-at-Home Considerations & Supports

Technology

Take Home Devices

Every student enrolled will be issued an electronic device and are expected to use this device to access digital learning resources both on-site and at-home. K-1 students will receive an iPad, 3-8 grade students will receive a Chromebook. Erie has invested significantly in both hardware and software to make this possible and ensure that we are able to remotely support these devices for families. Erie families will be able to pick up their device during parent orientation nights the week of **September 1 - September 4** at the parent orientation week. You can view the grade level pickup schedule by clicking HERE. If you are unable to attend that night, there will be other pickup days scheduled.

Wifi Access

Erie is partnering with CPS to offer the Chicago Connected 4-year internet access program to its families that qualify. Families can check their eligibility for the program and access their activation code by simply entering their child's student ID number and birthdate into our eligibility tool at cps.edu/chicagoconnected. If you need support in this process, please reach out to our Parent Coordinator, Teresa Maldonado at tmaldonado@eriecharterschool.org. Those families who do not qualify for Chicago Connected, but have a need for stable access should also notify Teresa Maldonado. Erie will be purchasing a limited number of mifi devices to provide to families in the greatest need.

Learning Platforms and Digital Resources

Erie has invested in new on-line learning tools to create consistency and convenience for families, including a tool that will allow all students and parents to login to any Erie remote learning tool with **one single password**. We know this will be a huge help to families, especially those with younger children or multiple children in the household.

Food service

Meal service will continue at Erie during remote learning. We are still working with our CPS cafeteria staff to create a food distribution plan.

Childcare & Remote Support

We know that one of the biggest hurdles for our families during remote learning will be childcare. We are working with our community partners and after school programs to find low cost or free solutions for safe and socially distanced childcare support during the school day. We will be sharing resources with families as they become available.

Social-Emotional Support

As always at Erie, we will prioritize the social-emotional needs of our students, many of whom have experienced trauma from the impact of COVID-19 on their communities and the demonstrations in our country following the murder of George Floyd. Identifying students who need more support and building supportive learning environments will be critical to their success this coming school year. Additional supports include:

➔ More opportunities for students to practice and reflect on SEL learning throughout the day
➔ Increased social-emotional extensions activities for families,
➔ Additional ways for families and students to communicate social-emotional needs to their child's teacher and other Erie staff,
➔ Remote small social groups for students,
➔ Increased teacher training to support social-emotional needs during this time,
➔ Addition of a Parent Coordinator role to serve as parent liaison and support,,
➔ Optional points of communication and connection between families, including an Erie Parents Facebook Group and classroom family directory,
➔ Access to community resources,
➔ Create opportunities for families to reflect and connect during these uncertain times and collaborate with Erie staff to manage these changes.

Erie Parent Facebook Group

New, this year! Join us on Erie's newest platform for parents/caregivers. Erie's Parent Facebook Group is a space to make connections, support each other, cultivate relationships, express concerns, swap strategies and share freely. You can find us on Facebook by name at Erie Charter Parents: A community for families of Erie students or by using the link below:

https://www.facebook.com/groups/eriefamilies

Classroom Family Directory

Connection is key during times of crisis and uncertainty. We want to make it as easy as possible for families to connect, share resources, and support each other. To support this, we will be creating a

classroom family directory. Your child's teacher will send a google form the first few weeks of school to collect contact information for an optional family directory for each classroom. This directory will include as much or as little information as each family is comfortable sharing.

School Calendar Shifts

Family Orientation & Back to School Night

During the week of **August 31-September 4,** We will be hosting a combination of mostly virtual and some safe in-person back to school activities to get parents and families their assigned device, learn how to use the programs, and meet their teachers. More details on this will be provided as we finalize the plans. Please let us know what kind of activities and support you need in the first few weeks of school to ensure you are successfully able to engage in remote learning. Parents can view the entire week schedule **HERE**.

School Day Hours

To the extent as possible, we will maintain Erie's school day hours of 9:00am-4:30pm. Any live learning activities will take place during the morning and is described in more detail later in this document.. Families/students will have the flexibility to engage in independent activities on their own timeframe. Sample daily schedules will be shared with families as well as a consistent weekly schedule for all live learning sessions.

Additional Professional Development Days

The state has granted schools additional 5 days of professional development for teachers and schools in order to thoughtfully and fully plan and prep for these new models of teaching and learning. Families and staff should be aware that these 5 days will be taken early in the school year, which will reduce the number of instructional days. The calendar is not yet finalized and will be released as soon as possible so parents can plan accordingly.

Daily Office Hours

All instructional staff will have open office hours each day on Zoom for families and students to call in and ask questions. This is an opportunity to check-in with your classroom teacher academically, socially and emotionally. Staff will have their Zoom link open with the waiting room enabled during the entire office hour period and let students/family members in one at a time to check in.

Remote Learning tips for Families

Families should do their best to follow the best practice guide below. We know that it may be hard to manage this for your child due to your family schedule, work, multiple students in the household and a variety of reasons. If you need support, please reach out to your classroom teacher!

For Students

➔ Create a space and dedicated time for learning, as best you can.
➔ Seek help when needed and reach out if you are overwhelmed!
➔ Create balance by taking opportunities to work offline and upload tasks
➔ Sign into the classrooms daily- keep connected
➔ Demonstrate learning with completion of assignments
➔ Engage with the classroom and use tools (like headphones or privacy trifold) to focus on live lessons, instructional videos, etc.
➔ Communicate with your teacher regularly and read the feedback
➔ Demonstrate online learning etiquette
    ◆ Camera on (if possible) so that you can be fully engaged
    ◆ Focus on the task at hand
    ◆ Use the chat feature appropriately
➔ Collaborate with peers using respectful language and behaviors
➔ Use Erie equipment and online platforms responsibly
➔ Always exhibit the Habits of Heart, Mind, and Work and follow classroom and schoolwide expectations

For Families

➔ Be mindful of background noise/visuals when your child is participating in a live learning environment as much as possible. Practice using "mute" with your child.
➔ Encourage your child to participate in class independent of parent or sibling help.
➔ Be mindful/respectful of Erie teacher and staff's "Do Not Disturb" hours and reach out during office hours, if possible.
➔ Use ClassDojo or email to message with your child's teacher.
➔ Use equipment as outlined in the Acceptable Use Policy.

Schoolwide Learn-at-Home Model

Erie will start with all students learning at home at the start of the school year before safely moving to an in-person Hybrid model. Teachers will teach virtually from the classroom if it is safe for those individuals to do so. Additionally, at any time in the school year, we could return to a schoolwide Learn-at-Home model should safety conditions change due to the pandemic.

Types of Learning in the Learn-at-Home Model

Teachers will design activities and assignments that could include pre-recorded lessons, independent work to build skills, and digital curriculum resources. Students will access assignments through Google Classroom (Grade 4-8) or Seesaw (Grade K-3). Erie will provide parents with virtual training and resources on all of our virtual tools during parent orientation the last week of August. Students will engage in a combination of two types of learning in the Learn-at-Home model.

Independent remote learning

Students and families complete tasks and activities at their own place. Teachers will post pre-recorded lessons and activities and provide materials and assignments for completion with due dates. Students have the ability to complete assignments in a flexible time frame. Methods of independent remote learning may include:

➔ Self-guided online lesson modules,
➔ Streaming video content,
➔ Pre-recorded lessons from an Erie teacher,
➔ Virtual libraries for independent reading,
➔ Assigned practice on various learning platforms like Dreambox or Brainpop
➔ exchanges across discussion boards in Google Classroom or SeeSaw

Live remote learning

This type of learning happens in real-time on Zoom. This means that students and teachers interact at a specific, scheduled time. Living learning activities may include:

➔ Full or small group guided lessons
➔ Full or small group working/help sessions
➔ Full or small group student work sharing
➔ 1-1 Conferencing & Check-ins

Lesson Content

One important difference to note between this new Learn-at-Home model and last year's emergency Remote Learning is that **new content will be covered and grade level skills will be assessed** in order to continue students on the path of attaining grade level attainment.

Students will engage in activities as comparable as possible to those experienced during in-person learning. The Erie staff worked through the summer to adapt our curriculum so that key grade level Common Core standards are addressed, to the extent possible.

Learn-at-Home Schedule

Based on guidance from ISBE and CPS, students will have a minimum of **five hours** of instruction or assigned work per day, and **attendance will be tracked**. More details are below.

Erie's Learn-at-Home schedule prioritizes the following:
➔ Daily live instruction
➔ Consistent times for live learning so families know to be on at the same time every day
➔ Single classroom Zoom link for all core instruction
➔ Short live sessions with frequent breaks
➔ Opportunities for students to connect with each other and staff socially
➔ Daily Social Emotional Learning

Core live instruction will happen during the school day from **9:00am-12:40pm** on Monday, Tuesday, Thursday, and Friday. Core live instruction will be complete by 12:40pm and small groups, enrichment classes and teacher office hours will be held from 1:10-3:20pm daily.

Wednesdays there will be no live classes. Students will receive instructions for the day for independent learning activities.

Approximate live & independent learning minutes per grade level

	Live Instruction	Independent Learning
K-2	180 Minutes	180 Minutes
3-5	205 Minutes	155 Minutes
6-8	230 Minutes	130 Minutes

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A sample Learn-at-Home schedule is below. Your classroom teacher will share your child's weekly and daily schedule.

Monday	Tuesday	Wednesday	Thursday	Friday
CORE LIVE CONTENT **9:00-9:30 Morning Meeting & Check-in** **9:30-12:40 Literacy, Math, Science, Second Step** 12:40-1:10 Recess & Lunch 1:10-1:50 Small Groups 2:00-2:40 Art 2:50-3:20 Teacher Office Hours	**CORE LIVE CONTENT** **9:00-9:30 Morning Meeting & Check-in** **9:30-12:40 Literacy, Math, Science, Second Step** 12:40-1:10 Recess & Lunch 1:10-1:50 Small Groups 2:00-2:40 Art 2:50-3:20 Teacher Office Hours	NO LIVE INSTRUCTION Independent learning activities & connection activities will be posted in the morning for students to work on at their own pace.	**CORE LIVE CONTENT** **9:00-9:30 Morning Meeting & Check-in** **9:30-12:40 Literacy, Math, Science, Second Step** 12:40-1:10 Recess & Lunch 1:10-1:50 Small Groups 2:00-2:40 Art 2:50-3:20 Teacher Office Hours	**CORE LIVE CONTENT** **9:00-9:30 Morning Meeting & Check-in** **9:30-12:40 Literacy, Math, Science, Second Step** 12:40-1:10 Recess & Lunch 1:10-1:50 Small Groups 2:00-2:40 Art 2:50-3:20 Teacher Office Hours

Families and students will access daily lesson details through Class Dojo and Google Classroom or SeeSaw.

Grading

Erie uses Standards-Based Grading (SBG) for K-5 Grade and traditional grade scale for 6-8 Grade. A full description of these grading models can be found in the Parent Handbook. Work that students engage in will move them toward meeting grade level standards and students are expected to complete all work.

Remote Attendance

Attendance will be taken daily every morning during the live core instructional block beginning at 9:00am every M, T, Th, and F. Students and families should make every effort to ensure students login in every single day for live instruction. Families will be receiving daily check-in calls by our engagement support team to make sure families have what they need to engage in remote learning. We understand that there may be times when students cannot attend live learning and ask that an email with the reason for the absence be sent to your lead teacher and our enrollment manager, Monica Garcia (mgarcia@eriecharterschool.org). Additionally, students will have access to a video recording of that day's live lessons and are responsible for completing any of the work missed within a one week time frame.

Learn-at-Home Expectations

While learning at home, students should follow the schoolwide expectations outlined in the parent handbook. Below you will find the schoolwide expectations on the left and what that looks and sounds like in a remote setting on the right. Please review these with your child prior to the start of school. Your classroom teacher will also review and practice these expectations with students during the first few weeks of school.

Be safe, respectful, and responsible	➔ Follow all health and safety recommendations when outside of your home, like wearing a mask and maintaining social distance ➔ Wash your hands regularly ➔ Do your online work to the best of your ability, let your teacher know if you are struggling and work with them to problem solve. ➔ Use appropriate language during live learning.
Keep hands, feet, body, and objects to oneself	➔ Keep your body in your learning zone so you can focus. ➔ Avoid bringing toys or other items into your learning zone. ➔ If possible, turn on your camera so you can engage fully in instruction. If you're unable to turn your camera on occasionally, let your teacher know and work with them to problem solve.
Resolve conflicts peacefully, with words	➔ Be safe and kind on-line, including during live learning, on email or in collaborative assignments, and on social media. ➔ If a conflict comes up, let your teacher know and use the peace path on Zoom.
Be on time to school	➔ Be on time to your live learning lessons so that you can get the most out of the short "in-person" time you have with your teacher. ➔ If you are unable to arrive on time or be on the full core live block, let your teacher know and work with them to make up the work and problem solve.
Wear proper uniform	➔ Wear appropriate clothes when on camera, uniform isn't required, but students should follow the "dress down" guidelines in the parent handbook.
Keep Erie clean	➔ Keep your home learning space clutter free. ➔ Be sure to only have what you need around you to avoid distractions. ➔ If you need items from around the house for a lesson or game, be sure to put them back when you're done. ➔ When back on campus, be mindful of your space, clean the area around you, sanitize your hands, and throw away all garbage.
Use appropriate language at all times	➔ Including during live learning, on email or in collaborative assignments, on digital learning platforms, and on social media.

Learning Platforms & Digital Learning Tools

Virtual Classroom & Live Learning

The following platforms will be used schoolwide to ensure consistency for families and students.

Google Classroom

→ **Grades 4-8** will use Google Classroom as their virtual classroom

Zoom

→ **All K-8 classrooms** will use Zoom as their live teaching tool
→ Each classroom will have a single zoom link that all core instruction will happen through. All lead teachers, Spanish, Social Studies, and Specials teachers will use this same link.
→ Students may have other Zoom links for small group instruction, social activities, or special events.

Seesaw

→ **Grades K-3** will use Seesaw as their virtual classroom

Single Sign-in Tool & Link Hub

Clever is a personalized portal with a single login for all online programs and resources.

Clever

→ **All K-8 students** will use Clever as their one consistent portal to access all of learning links they need.
→ Students will sign in ONE time using their Erie Google username and password, then be all set!

Digital Learning Tools

Erie has increased our subscription to several digital learning tools to facilitate both remote and in-person Hybrid learning this fall. You will see a comprehensive list of all digital learning tools on your Clever dashboard.

Parent Training Links

Below are links to short videos or tutorials for parents to become familiar with the apps we will use at Erie this year. Many of these apps are new for all of the teachers and staff, so we are learning together. Please reach out to your classroom teacher if you have any questions about an online learning tool.

SeeSaw (K-3 only)	ENGLISH ESPAÑOL
Google Classroom (4-8 only)	ENGLISH ESPAÑOL
Clever (all students)	ENGLISH ESPAÑOL
Zoom (all students)	ENGLISH ESPAÑOL
Class Dojo (all students)	ENGLISH ESPAÑOL

Diverse Learners

We are committed to ensuring that all students at Erie have opportunities for continued learning during the remote learning period. Resource Teachers and paraprofessionals will collaborate with General Education Teachers to support diverse learners during whole class lessons, and will work one-to-one or in small groups to meet the services outlined in his or her Individualized Education Plan (IEP). Teachers will use a variety of communication systems to ensure information and expectations are clearly communicated to students and parents.

Live Learning Sample for a Diverse Learner at Erie:

Language Arts
(60 minutes)
➔ First 10 minutes of lesson with whole class Live Learning/Zoom Meeting w/Lead teacher
➔ 10-15 minutes - -Breakout group session with Resource Teacher/Paraprofessional to review lesson expectations and assisted practice
➔ 10-15 minutes - Return to whole class instruction with lead teacher and Resource Teacher/para assistance
➔ 10-15 minutes - End of lesson/wrap-up with whole class and lead teacher

Daily Independent practice with Resource Teacher/para assistance

➔ Example: watch an assigned video and answer questions or listen to a reading passage and take notes
➔ 20-30 minutes of work on SeeSaw assignments, guided live on Zoom w/support or independently, as needed

English Language Learners

At Erie, all our students are learning languages! If your student is an English Language Learner based on the language screener, or the yearly ACCESS assessment, then we will work to provide support to help them access academic content and develop English proficiency in Speaking, Listening, Reading and Writing. Our educators participate in Professional Development sessions that address the specific needs of ELs. This year, we will continue to participate in Professional Development to learn about ways to plan for language supports in our virtual learning environment. Teacher lesson plans will include language supports for each content area. In your child's daily activities with their teachers, you will notice that teachers will be using language these language supports regularly. You may see virtual word walls, visual supports like pictures or google slides, digital manipulatives for math work, movements in live zoom sessions, and much more. We also have invested in a digital resource called BrainPop ELL that your student will have access to during independent work time. This resource meets students where they are to help them improve their speaking, listening, reading and writing abilities with fun activities and games. Additionally, when students are working in small groups, they will meet with ESL/Bilingual certified staff that will provide additional language supports to students that need it.