

# DISTANCE LEARNING GUIDE

## ELEMENTARY SCHOOL (CP-CM2)



AUSTIN  
INTERNATIONAL  
SCHOOL

EXPANDING MINDS. BROADENING PERSPECTIVES.

### DISTANCE LEARNING (DL) SCHEDULES

The DL schedule for elementary students will follow your child's regular class schedule with a few, minor changes. **School will start promptly at 8:15am and will end at 3:15pm each day.**

CP-CM2 students will have 2.5 days of French, 1.5 days of English and 1 day of Spanish per grade level (see sample schedule below) and all grades from CP-CM2 will follow the same structure and format. You will receive your child's official Distance Learning Schedule, along with other important information, via email prior to the start of school. **Sample Schedule (DRAFT ONLY):**

	Monday FRENCH	Tuesday ENGLISH	Wednesday FRENCH/SPANISH	Thursday FRENCH	Friday SPANISH/ENGLISH
Block 1: 8:15-9:45	Whole-Group Class Meet  Scheduled Small Group Instruction  Independent Work	Whole-Group Class Meet  Scheduled Small Group Instruction/  Independent Work	Whole-Group Class Meet  Scheduled Small Group Instruction/  Independent Work	Whole-Group Class Meet  Scheduled Small Group Instruction/  Independent Work	Whole-Group Class Meet  Scheduled Small Group Instruction/  Independent Work
BREAK 9:45-10:00	BREAK	RECESS	RECESS	RECESS	RECESS
Block 2: 10:00-11:30	Scheduled Small Group Instruction/  Independent Work	Scheduled Small Group Instruction/  Independent Work	Scheduled Small Group Instruction/  Independent Work	Scheduled Small Group Instruction/  Independent Work	Scheduled Small Group Instruction/  Independent Work
11:30-12:30	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK
Block 3: 12:30-1:45	Whole-Group Class Meet  Flexible Learning Time: • Scheduled 1:1 Meets with students (as needed) • Student check-ins while working • Additional Small Groups, and/or; • Student independent work	Whole-Group Class Meet  Flexible Learning Time: • Scheduled 1:1 Meets with students (as needed) • Student check-ins while working • Additional Small Groups, and/or; • Student independent work	Whole-Group Class Meet  Scheduled Small Group Instruction/  Independent Work	Whole-Group Class Meet  Flexible Learning Time: • Scheduled 1:1 Meets with students (as needed) • Student check-ins while working • Additional Small Groups, and/or; • Student independent work	Whole-Group Class Meet  Scheduled Small Group Instruction/  Independent Work
BREAK 1:45-2:00	BREAK	BREAK	BREAK	BREAK	BREAK
Block 4: 2:00-3:15	Flexible Learning Time:  • Scheduled 1:1 Meets with students (as needed) • Student check-ins while working • Additional Small Groups, and/or; • Student independent work  Whole-Group Class Meet	Flexible Learning Time:  • Scheduled 1:1 Meets with students (as needed) • Student check-ins while working • Additional Small Groups • Student independent work  Whole-Group Class Meet	Flexible Learning Time:  • Scheduled 1:1 Meets with students (as needed) • Student check-ins while working • Additional Small Groups, and/or; • Student independent work  Whole-Group Class Meet	Flexible Learning Time:  • Scheduled 1:1 Meets with students (as needed) • Student check-ins while working • Additional Small Groups, and/or; • Student independent work  Whole-Group Class Meet	Flexible Learning Time:  • Scheduled 1:1 Meets with students (as needed) • Student check-ins while working • Additional Small Groups, and/or; • Student independent work  Whole-Group Class Meet

# DISTANCE LEARNING PLATFORMS

- Students in PS-CE2 will have separate French, English, and Spanish classes in **SeeSaw**, where they may access class activities and assignments.
- Students in CM1-CM2 will have separate French, English and Spanish classes in **Google Classroom**, where they may access class activities and assignments.
- All grade levels will continue to use **Google Meets** for live calls between students and teachers.

You will receive information on how to get connected to distance learning platforms before the start of school.

# ATTENDANCE

Students are required to attend at least 90% of their Class Meets and Small Groups and must turn in 90% of their assignments. Teachers will track attendance each day.

Please login to join the Class Meets at least 5 minutes early each day. It is understandable that at times there may be technical difficulties, and logging in early can provide time to sort out any issues prior to the start of the Meet. It is important to be on time to the Class Meets, small group, and other meetings set by the teacher during the school day. Tardiness is very disruptive to live Meets, and teachers are counting on student timeliness in order to maximize learning.

# CLASS MEETS

Students will Meet with their teacher as a whole class three times each day via Google Meet: 1) at the beginning of the day, 2) after lunch, and 3) at the end of the day.

The main goals of the daily Class Meets are:

- 1) to review expectations for the day and the daily schedule,
- 2) to hold students accountable for their daily work by checking in with them regularly,
- 3) to give students and teachers the opportunity to ask and answer questions,
- 4) to identify students who may need individual meetings for assistance; and
- 5) to provide students with the opportunity to see their peers all together as a class.

The Class Meets will be short meetings, no longer than 20-30 minutes, and are not meant as a time for direct instruction.

# SMALL GROUP INSTRUCTION

Small group instruction will be planned by the teachers and communicated with parents in advance. Teachers will use this time to introduce, review, and reinforce academic concepts in a differentiated, online small group. At times, small groups may be used to informally or formally assess student progress through various oral or written evaluation activities.

# STUDENT INDEPENDENT WORK TIMES

Students will be required to complete work independently during distance learning, which will be posted in their appropriate Distance Learning platform. Students are required to turn in 90% of their assignments. Teachers will be available to students during flexible learning times and during whole groups Meets to answer any questions and to provide assistance to students working independently.

## FLEXIBLE LEARNING TIME

Flexible Learning Time is a time where teachers will choose the appropriate method for their desired academic goal or outcome. During this time, depending on the desired outcome, teachers may choose to schedule 1:1 check-ins with individual students, be available to students for check-ins and assistance as they complete work independently, and/or hold additional small groups. Teachers may also use this time to schedule evaluations with individual students and/or small groups.

## COMMUNICATION

Your child's teaching team will be in contact with you via email regarding your child's participation in distance learning Meets and to discuss any missing work or academic/behavioral concerns. If your child is not attending Meets or completing school work, the team will reach out to you in a timely manner.

Should you have any questions about, concerns or challenges with distance learning platforms, your child's work and progress, academic content, or anything else relating to your child within the school context, please contact the teaching team as soon as possible.

It is also very important for parents to make teachers aware of any major life events that could affect a child's learning (i.e., illness/death in the family, death of a pet, divorce, parental travel, etc.). While children are resilient, having this information can give teachers perspective into observable behaviors, both social and academic.

Please note that teachers are not expected to respond to emails during the school day (8:15am-3:15pm), as they are interacting with students during this time; however, they will get back to you within 48 hours.

## LEARNING MATERIALS & SUPPLIES

We will be in touch with more details about student materials and supplies before the start of the school year. Materials that will need to be printed at home for distance learning will be sent by the teaching team via email no less than the day before they should be printed. Printable materials will also be posted in the appropriate distance learning platform (SeeSaw or Google Classroom).