



CLOVER GARDEN SCHOOL

Home of the Grizzlies



April 2, 2020

Dear Parents & Students,

Clover Garden School is committed to providing the optimal learning experiences to all of our learners. During the days of unexpected, yet necessary closure, CGS will provide instruction through Clover Garden School's Distance Learning Plan. Our Distance Learning program will begin on April 14, 2020 and will require students to access offline and online instruction from home in order to maintain academic involvement during the unplanned school closure as an opportunity to continue the learning process.

Here are some tips to help you support your child during Distance Learning:

- Establish routines and expectations to maintain a familiar rhythm of the day. Use the CGS Distance Learning Student Checklist and grade level daily schedule to support your learners at home.
- Balance screen time and non-screen time activities.
- Take brain breaks and move regularly as they engage in the activities and study.
- Discuss what your child is learning and ask questions.
- Establish times for quiet and reflection.
- Remain mindful of your child's stress.

Listed below are expectations for students, parents, teachers, staff, and administration.

- Teachers will have office hours Monday – Friday from 9-12pm.
- Students MUST check in daily by 9 pm.
- Common schedules will be provided so students can be successful online. Students should be checking into their email and any assigned online platform based on the daily schedule.
- Recommended total time for daily academic participation for students in grades:
 - K-2: 1-2 hours
 - 3-4: 1-2 hours
 - 5: 2-3 hours
 - MS/HS: 3-4 hours
- Students will complete and submit assignments, and teachers will review and provide feedback.
- Teachers, staff, and administration will be available via email, school telephone, as well as other online platforms, such as Zoom, Canvas, Class Dojo, and Google Classroom to ensure the continuation of student learning.

If you have any questions, please do not hesitate to reach out to your child's teacher via email or phone.

DISTANCE LEARNING SCHEDULE FOR GRADES K-2

Grades K-2 Daily Schedule:	
<ul style="list-style-type: none">• 30 Minutes of New Reading Practice<ul style="list-style-type: none">◦ Weather, Calendar, Sight Word Practice, Literacy Skills-Phonics/ Phonemic Awareness, Fluency, Comprehension, Writing◦ Incorporate Science and Social Studies Topics	
<ul style="list-style-type: none">• 30 Minutes of New Math Practice<ul style="list-style-type: none">◦ Problem of the Day, Computation Practice, Math Fact Fluency, Real world Problem Solving, Sorting◦ Incorporate Science and Social Studies Topics	
<ul style="list-style-type: none">• Daily Physical Activity- at least 30 minutes	
<ul style="list-style-type: none">• Daily Independent Reading	
<ul style="list-style-type: none">• Independent Learning Activities<ul style="list-style-type: none">◦ Virtual Field Trips, Exploration, Specialty Class Activities (Art, Music, Dance)	
<ul style="list-style-type: none">• Play, have fun!	

<u>Grade Level</u>	<u>Teacher</u>	<u>Information Distribution:</u>
Kindergarten	Mrs. Davis Mrs. Otey	Email, Physical Pick up/Drop Off Weekly, Google Classroom for Additional Resources
1 st Grade	Mrs. McCollister Mrs. Wright	Email, Physical Pick up/Drop Off Weekly, Google Classroom for Additional Resources
2 nd Grade	Ms. Hepner Mrs. Paschal	Email, Physical Pick up/Drop Off Weekly, Google Classroom for Additional Resources

DISTANCE LEARNING SCHEDULE FOR GRADES 3-4

Grades 3-4 Daily Schedule:
<ul style="list-style-type: none">• 45 Minutes of New Reading Practice<ul style="list-style-type: none">◦ Weather, Calendar, Sight Word Practice, Literacy Skills-Phonics/Phonemic Awareness, Fluency, Comprehension, Writing◦ Incorporate Science and Social Studies Topics
<ul style="list-style-type: none">• 45 Minutes of New Math Practice<ul style="list-style-type: none">◦ Problem of the Day, Computation Practice, Math Fact Fluency, Real world Problem Solving, Time, Measurement◦ Incorporate Science and Social Studies Topics
<ul style="list-style-type: none">• Daily Physical Activity- at least 30 minutes
<ul style="list-style-type: none">• Daily Independent Reading
<ul style="list-style-type: none">• Independent Learning Activities<ul style="list-style-type: none">◦ Virtual Field Trips, Exploration, Specialty Class Activities (Art, Music, Dance)
<ul style="list-style-type: none">• Play, have fun!

<u>Grade Level</u>	<u>Teacher</u>	<u>Information Distribution:</u>
3 rd Grade	Mrs. Long Mrs. Savage	Email, Class Dojo for assignments. 2 Week Supplemental Material Pick Up/Drop off
4 th Grade	Mrs. Glasco Mrs. Quimby	Email, Google Classroom. 2 Week Initial Paper Copies Available for Pick Up/Drop Off

DISTANCE LEARNING SCHEDULE FOR GRADE 5

Grade 5 Daily Schedule:
<ul style="list-style-type: none">● 45 Minutes of New Reading Practice<ul style="list-style-type: none">○ Calendar, Sight Word Practice, Literacy Skills-Phonics/ Phonemic Awareness, Fluency, Comprehension, Writing○ Incorporate Science and Social Studies Topics
<ul style="list-style-type: none">● 45 Minutes of New Math Practice<ul style="list-style-type: none">○ Problem of the Day, Computation Practice, Math Fact Fluency, Real world Problem Solving, Time, Measurement○ Incorporate Science and Social Studies Topics
<ul style="list-style-type: none">● 45 Minutes of New Science/Social Studies Practice<ul style="list-style-type: none">○ Body Systems, Force/Motion, Matter, U.S. History, Map Skills, Weather
<ul style="list-style-type: none">● Daily Physical Activity- at least 30 minutes
<ul style="list-style-type: none">● Daily Independent Reading
<ul style="list-style-type: none">● Independent Learning Activities<ul style="list-style-type: none">○ Virtual Field Trips, Exploration, Specialty Class Activities (Art, Music, Dance, Journaling)
<ul style="list-style-type: none">● Play, have fun!

<u>Grade Level</u>	<u>Teacher</u>	<u>Information Distribution:</u>
5 th Grade	Mrs. Browne Mrs. B. Nall Mrs. C. Johnson	Email, Google Classroom

DISTANCE LEARNING SCHEDULE FOR GRADES 6-12

APRIL 2020

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	B	A	B	C
19	20	21	B	A	B	C
26	27	28	B	A	B	

A DAY:

- ELA
- HISTORY
- SUPPLEMENTAL SUPPORTS IN ELA (EC or MTSS)
- PHYSICAL EDUCATION
- INDEPENDENT STUDY HALL

MAY 2020

					1	2
3	4	A	B	A	B	C
10	11	A	B	A	B	C
17	18					
24	25	26	27	28	29	30
31						

B DAY:

- MATH
- SCIENCE
- SUPPLEMENTAL SUPPORTS IN MATH (EC or MTSS)
- PHYSICAL EDUCATION
- INDEPENDENT STUDY HALL

C DAY:

- ELECTIVES
 - INCLUDING PHYSICAL EDUCATION
- INDEPENDENT STUDY HALL

* Independent Study Hall is a time students shall devote to work on any class as needed.

<u>Teacher</u>	<u>Information Distribution</u>
Mrs. Paylor	Email, Canvas
Mrs. Kueider	Email, Canvas, I-Ready, Study Island
Ms. Graves	Email, Study Island, Physical Work Packets available for Pick up/Drop Off
Mr. Kistler	Email, Study Island
Mrs. Nikola	Email, Classroom Website, Canvas
Mrs. E. Nall	Email, Canvas
Mrs. Reagan	Email, Canvas
Mrs. Wilson	Email, Study Island, Canvas
Mr. Cheek	Email, Delta Math, Canvas
Ms. Alcon	Email, Classroom Website
Mrs. Koehler	Email, Google Classroom
Mr. Johnson	Email, Study Island, Physical Work Packets
Ms. Peel	Email, Google Classroom, Common Lit.
Mr. Weis	Email
Mrs. Mehring	Email, Classroom Website, Canvas
Ms. Norton	Email, Google Classroom
Mr. Babb	Email, Canvas, Smart Music
Mrs. Reeves	Email, Teacher Website
Coach Dodson	Email, Canvas, Teacher Website
Coach Ward	Email, Teacher Website
Coach Johnson	Email, Physical Packets, Teacher Website
Coach Moyer	Email
Ms. Robyn	Email, teacher website

Mrs. Thompson	Email, Teacher Website
Mrs. Rigsbee	Email, Google Classroom, Teacher Website (Optional Physical Work Packets for those that request them)
Mrs. Rickard	Email, Teacher Website, Physical Work Packets for grades 3-6. "Zoom" math conferences.
Mrs. Quimby/Mrs. Simpson	Email, eSpark lessons, I-ready lessons
Mrs. Newton/Mrs. Lackey	Email, Google Classroom, SeeSaw, Canvas, Printed Materials
Mrs. Clifton	Email, Remind App, Canvas, Printed Materials,
Mrs. Garrison	Email, Zoom, Canvas, Printed Materials
Mrs. Harrison	Email, SeeSaw, Zoom, Printed Materials
Mrs. Alvarado	Available for virtual counseling sessions via Zoom. More information available on our CGS website.



Distance Learning Student Checklist

How to manage your daily routine online and offline

BEFORE LEARNING

	Wake up
	Eat breakfast, take a shower, brush your teeth and get dressed for the day
	Prepare your learning environment and space for comfort and productivity (free from extra distractions and other siblings)
	<p>Set up your charged device. Open the platform your teacher will be teaching from (Elementary- Google Classroom, Class DoJo, Middle/High- Canvas, Google Classroom or CGS Email Account)</p> <p>Middle & High school students will login to their classes based on the A day/B day/C day schedule.</p> <p>You MUST login between the hours of 6:00AM-9:00PM each day Monday through Friday.</p>
	<p>Check your CGS student email &/or parent email. Review your teacher notifications and directions - read any learning activity/course announcements. Record your learning activities or assignments.</p> <p>Read/Refer to Weekly Message (sent by Sunday at 5:00 p.m.) with overview for the week for each course.</p>
	<p>Record a time management plan on paper. Use your school planner to organize your day, and check off items as you go.</p> <ul style="list-style-type: none"> ○ Complete assignments in order (your usual school day routine) ○ Complete most challenging assignments first ○ Complete least challenging assignments first ○ Some other approach that works best for you
	Bring a water bottle or glass of water to your work space

DURING LEARNING

	Begin your assignments in the order as outlined by your teacher, or follow the management plan you developed before learning. Complete the work for one class before moving to the next course. .
	Ask questions of your teacher(s) using the communication tool provided. CGS Email Account Google Classroom Class DoJo Canvas School Telephone # (336) 586-9440
	Maintain your pace for learning and interacting with the activities and assignments. Work ahead on assignments for the next day or those that may require immediate teacher feedback. Contact any teachers with questions.
	Take a couple of 10-15 minute Brain Breaks each day--shift from planning to doing, S-T-R-E-T-C-H, eat a snack or lunch, wash your hands, get some fresh air/walk outside if permitted; and then return to your work and finish up

AFTER LEARNING

	Submit your assignments to your teacher(s) by the assigned due dates.
	Plug in/Charge your device for the next day of learning. DO NOT let the power run all the way down!
	Clean up your work space. Put your materials away for the next day.
	Revisit your time management plan... How did it work for you? Do you need to revise your plan? Do you need to contact your teacher? If so, go ahead and send an email now.
	Self evaluate and reflect on the experience learning from a distance. Look in the mirror; smile; say you are proud of yourself and pat yourself on the back!
	Share your learning with someone at home!