



# HARLEM PREP MIDDLE SCHOOL

Work Hard. Go to College. Change the World!

## HPM Remote Learning Plan

Spring 2020

**Why?** Our scholars deserve an excellent education regardless of setting and we aim to provide learning opportunities that keep them on pace with their academics. We believe that a balance of high-quality independent learning and daily “live” touchpoints with teachers will ensure your scholar’s success during this time.

**What?** For each class, there are three components:

- **Independent Class:** Scholars complete assignments created by their teachers independently posted to Google Classroom. Each assignment will include a video of the teacher introducing the lesson, supplementary materials, and an assignment that scholars will submit.
- **Office Hours:** Teachers will be available daily for office hours from 9-10 AM, 1-2 PM, and 4-4:30 PM to answer scholar questions. Scholars should meet their teachers in that teacher’s Zoom classroom on Clever (see page 2 for instructions).
- **Small Group:** Teachers will be hosting small group instruction via Zoom from 2-3 PM daily to review key concepts with scholars and support scholars with IEPs. Teachers will let individual scholars know if they are expected to attend.

**How?** All apps used for remote learning will be accessible through Clever. Scholars will start each morning by going logging into Clever (URL: [clever.com/in/dpps](https://clever.com/in/dpps)) to access:

- **Google Classroom:** All independent classwork and assessments will be posted on Google Classroom
- **Zoom:** Scholar will use teachers’ class Zoom links on the Clever portal to meet with teachers virtually during office hours and small group. If needed, scholars and teachers will connect via phone.

## FAQs

### When will scholar work be due?

Assignments for each day will be posted daily by 6 AM on Google classroom and will be due by the end of the day. If you or your scholar has extenuating circumstances, please reach out to your scholar’s teacher(s) directly.

### How will scholar’s remote work be graded?

T3 will begin on Monday, March 23, and any remote assignments scholars submit will be added to the T3 gradebook. Teachers will be entering a minimum of 2 grades each week by Sunday each week into Jupiter and families will be receiving weekly progress reports electronically.

### How will scholar attendance be taken?

Scholar attendance will be taken based off scholars signing into Clever and Google Classroom each day. Scholars will be expected to log in daily to complete assignments as well as join Zoom conferences. Our team will be following up with the families of scholars who do not log in the following day.

### Who do I go to if...

- I have a question about an assignment? *Contact your teacher directly via text, call, or email.*
- I have a question about my scholar’s IEP? *Ms. Saavedra: 929-243-1720 or [fernanda.saavedra@democracyprep.org](mailto:fernanda.saavedra@democracyprep.org)*
- I have tech, internet, or login issues? *Contact your scholar’s advisor or complete a remote tech support request: [bit.ly/2QxpciA](https://bit.ly/2QxpciA)*

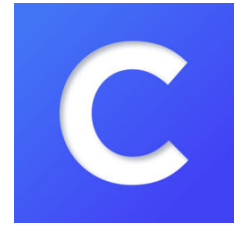
# How to Login to Remote Learning Platforms

*All apps used for online learning are accessible through Clever.*

## STEP 1: Clever

1. Navigate to the following URL: [clever.com/in/dpps](https://clever.com/in/dpps)
2. Log in using your Democracy Prep email and password.

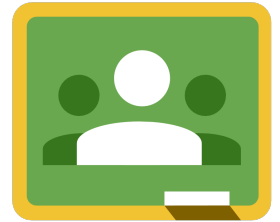
*\* Note, if you have a Democracy Prep Chromebook, you can just log in and should automatically be directed to the Clever portal.*



## STEP 2: Google Classroom

1. Click on Google Classroom.
2. Open up each of your classes for the day to complete independent work.

*\* Note, your teachers may assign work in other platforms but you should always start in Google Classroom.*



## STEP 3: Zoom (For Office Hours and Small Group Instruction)

1. On Clever, click your teacher's name for the class you are attending.
2. On the teacher's page, click the Zoom icon to join their class.



## Course Schedule

Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
Science Reading Elective Writing	Science Writing Math History	Science Reading Elective History	Writing Math History Elective	Math Reading

### DEAR

*Scholars should be reading daily for at least 40 minutes. Please see the resources on the HPM Remote Education page [HERE](#) if your scholar does not have access to books at home.*

### *Electives by Grade*

6<sup>th</sup> Grade: Physical Education & Health (Mr. O'Sullivan)

7<sup>th</sup> Grade: Theatre (Ms. Jason)

8<sup>th</sup> Grade: Step (Mr. Cannonier)

## Suggested Scholar Schedule

Please see below for a suggested weekly schedule for scholars. As scholars will be working independently on lessons, they may move assignments for each day at their own pace. Please note, however, that assignments for classes below will be due at the end of each day that those classes are scheduled (e.g. scholars will have a science, reading, elective, and writing assignment due by the end of day each Monday).

HPM Remote Education Spring 2020 Suggested Scholar Schedule (All Grades)						
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY		FRIDAY
Pre-Arrival 8:00-8:30	Breakfast/Get Set Up	Breakfast/Get Set Up	Breakfast/Get Set Up	Breakfast/Get Set Up	Pre-Arrival 8:00-8:30	Breakfast/Get Set Up
Advisory 8:30-9:00	AM Advisory <i>On Zoom</i>	DEAR	DEAR	DEAR	Advisory 8:30-9:30	AM Advisory <i>On Zoom</i>
Period 1 9:00-10:00	Science	Science	Science	Writing	Period 1 9:30-10:30	Math
Period 2 10:00-11:00	Reading	Math	Reading	Math	Break 10:30-11:30	Break/DEAR
Period 3 11:00-12:00	PE/STEP/Theatre	History	PE/STEP/Theatre	History	Period 2 11:30-12:30	Reading
Lunch/Break 12:00-1:00	Lunch & Brain Break	Lunch & Brain Break	Lunch & Brain Break	Lunch & Brain Break	Period 2 12:30-1:30	Staff Office Hours <i>On Zoom</i>
Office Hours 1:00-2:00	Staff Office Hours <i>On Zoom</i>	Staff Office Hours <i>On Zoom</i>	Staff Office Hours <i>On Zoom</i>	Staff Office Hours <i>On Zoom</i>		
DEAR/Small Group 2:00-3:00	DEAR/Small Group <i>On Zoom*</i>	DEAR/Small Group <i>On Zoom*</i>	DEAR/Small Group <i>On Zoom*</i>	DEAR/Small Group <i>On Zoom*</i>		
Period 4 3:00-4:00	Writing	Writing	History	PE/STEP/Theatre		
Office Hours 4:00-4:30	Staff Office Hours <i>On Zoom</i>	Staff Office Hours <i>On Zoom</i>	Staff Office Hours <i>On Zoom</i>	Staff Office Hours <i>On Zoom</i>		

\* Only scholars in small group need to log into Zoom for Small Group.

## Final Note

Our teachers will be available during office hours to answer any questions about specific lessons but they are also available from 8:00 AM-4:30 PM for any general questions from scholars or families. Please do not hesitate to reach out with any questions. You can expect a response within 12-24 hours.

If you do not hear back, please reach out to Mr. Clay or Mr. Geddes. All staff contact info is located here:

[bit.ly/2wp39nh](https://bit.ly/2wp39nh)