



Galapagos Rockford Charter School

This is an exciting time of year, as we're all looking forward to the start of another great school year! As you gear up for scholars to return to the classroom, GRCS is here to provide all the information and support you need to make this your school's best year yet.

Remote Learning: Quick Reference Guide for Parents and Scholars

What to do:	Possible Solutions
Quick School Related Resources	Class Schedules: LOWER / UPPER School Calendar Uniform Guidelines Supply List Remote Learning Expectations
Attendance	Attendance is required for all live sessions. Remote scholars must sign on to the morning Zoom link no later than 8:10 am for lower and 8:15 am for upper . Attendance from each live session will be checked periodically throughout the day. Check the class schedules for timings for live classes and breaks. Class schedules found here: LOWER / UPPER
Uniform Requirements	Our scholars who are in remote learning will still need to be wearing the GRCS uniform. For remote learning, we do have a special where only remote learning scholars can purchase our throwback polos. For further questions refer to the Uniform Guidelines You must BUY uniforms online at the Uniform Store
Behavior Expectations	When scholars are in Zoom they are expected to keep their cameras on at all times during the live lessons or their small group instruction. Scholars are expected to be sitting in a chair and at a table, sitting up, and focused on the instruction. If scholars are off task during the instruction, the instructor will take off the scholars video or ask the older scholars to please turn off their camera. The instructor will still expect the scholar to be listening and participating, but will not allow the scholar to turn on camera until they have been able to follow up with that scholar. For further questions refer to the Remote Learning Expectations
If your school issued device doesn't work:	You may experience some tech issues. If this happens, please email our tech support email at Remotesupport@galapagoscharter.org for any issues you are having during this time. Tech issues should not be directed to the instructor. If you are having issues with assignment submission you can leave a message through the google classroom and the instructor will get back to you within 24 hours.
Assignments:	All assignments are posted on google classroom for each grade level. Be sure to reach out to individual instructors by using the meet our staff page . Instructors will respond within 24 hours or less. In addition, refer to the list of sites provided on the last page for content assistance.
If you need assistance from a specific staff member:	If you know who you need to contact, please feel free to email them using the Meet Our Staff page. If you are unsure of who to contact, please email School Leadership

<p>Meals</p>	<p>GRCS is happy to provide remote scholars with breakfast and lunch. Galapagos will provide a week's supply of meals every Tuesday. Meals must be picked up between 8:30am and 10:00am on Tuesdays at the Lower Academy (for all scholars). At that point you will receive 5 breakfasts and 5 lunches for each scholar in your family.</p> <p>In order to receive meals on a weekly basis you must go to galapagoscharter.org/remoteteaching to sign up.</p> <p>You must sign up in advance to receive the meals.</p>	
<p>What are our responsibilities as scholars and parents:</p>	<p>Scholar Responsibilities:</p> <ul style="list-style-type: none"> ● Dedicate appropriate time to learning, as guided by the lessons provided by your instructors. ● Check instructors' websites daily for updates, or have your parents help you. ● Find a comfortable place at home where you can study and learn. ● Submit all assignments by the provided due dates. ● Communicate via email with instructors any problems you are having with assignments and/or technology, or have your parents email the instructor. ● Challenge yourself to learn something new every day. ● Remember to practice digital citizenship every day. ● Be patient and kind! 	<p>Parent Responsibilities:</p> <ul style="list-style-type: none"> ● Encouraging adherence to all virtual/remote learning assignments. ● Designating a place where your child can work independently and with few distractions. ● Asking your child about his/her assignments to further engage them in the learning. ● Checking with your child to ensure assignments are completed by due dates. ● Reminding your child to email his/her instructor if they have any questions or need support in their learning. ● Emailing instructors with any questions that younger scholars may have. ● Regularly checking the school website for important information and updates Please reach out to the school leadership with any questions and concerns--they are here to support you!

Remote Learning Tips

Please consider the following remote learning tips:

- Create a daily routine so your child always knows and expects when it will be time to focus on learning.
- Help your child set goals for learning and growing every day by asking questions:
 - What do you plan to work on today?
 - What will you do if you get stuck?
 - How can I support you?
- Determine when your child is best able to focus, such as first thing in the morning or in the afternoon, and structure remote learning around those times.
- Ensure your child is receiving plenty of sleep and is well-rested when they begin their learning.
- Monitor your child when they are working online to ensure they are actively engaged and learning.
- Provide your child with frequent encouragement and reminders as needed.
- Find the best workspace for your child, such as sitting in their favorite spot on the couch or standing at the kitchen table.
- Allow your child to take breaks every 30–60 minutes, or whenever they need one.
- Once your child is done working for the day, ask them to reflect with the following questions:
 - What did you learn today?
 - What did you accomplish today?
 - What did you find challenging today?

Remote Learning Resources	Content/Lesson Resources: List of Digital Resources by Subject Level Tech Tutorials: Google Tutorials for Parents & scholars Guardian's Guide to G Suite for Education Parent & Caretaker Guide to Chromebooks Parents' Ultimate Guide to Google Classroom Parents' Ultimate Guide to Zoom PowerSchool Parent and scholar Resource Center	Covid Resources: Back to School Planning: Checklists to Guide Parents, Guardians, and Caregivers - CDC Coronavirus Tips for scholars Who Learn Differently Prepared Parents: COVID-19
If you don't have internet at home:	Various broadband providers and mobile carriers are offering free or low-cost access in response to the COVID-19 pandemic. Here is the list provided by Citizens Utility board for your reference.	