**Guide for Learning Coaches who have students working independently much of the time.**

**Math**—We strongly recommend that students attend the offered online math class twice per week, as well as follow the math map given by math teachers at the start of the year. This will help ensure that students do not miss important building blocks critical to mastering skills. Attending offered classes will also strengthen their state assessment preparation. In some cases, your ES will require that students attend, unless the student has a history of exceeding the standards on state assessments.

Depending on the skill level of the student, they should go through the on-line portion of the math lesson, step by step, screen by screen (no skimming). As should be in ALL courses, the **Student Guide** should be followed carefully to make sure students do not miss essential portions of the lessons. (The Student Guide is usually accessible on the second screen of each lesson in the “materials” link) **PARENT SHOULD CHECK written work daily.** If this portion of accountability is overlooked, students will be tempted to skip this critical element. Keeping all math assignments in a spiral notebook is helpful as your students keeps assignments organized.

**IF math is a challenge**, then we would suggest that the learning coach should walk through the math lesson on-line with the student **the night before**. Then the LC can assign the bookwork practice problems to do the next day while the LC is busy or away.  **\*Assessments should be taken only when the LC is there and can enter their password.** The LC should review and make sure the student is really ready before taking the test. **Students who do not master tests the first time should go back and review the lesson completely with the LC**. This is an indication they were not ready to take the test or need extra instruction. **The test may be taken again the the next day**

**English/Language Skills** - We recommend that students attend the English class offered by the middle school. (Students will be given a list of times and classroom links at the start of the year.)

**Vocabulary lessons** may be done independently, then checked by the LC and completed with the assessment that evening/late afternoon, or when learning coach is available. Vocabulary is difficult, so the student must get in the habit of going through the lesson carefully and slowly, not forgetting to click on all links, and teaching screens, etc.

**Grammar (GUM) lessons**- If the student feels confident with it, this may be read through independently as well as completing the practice problems. When the LC is available, check and discuss the lesson before taking the assessment. If Grammar is more difficult, then like the math suggestion, pre-teach the lesson the night before, and do the practice problems while the LC is away.

**Composition** is best to work and discuss with the LC. Many students are tempted to rush through writing assignments without developing their work and proofreading it. The K-12 composition lessons are beautifully put together to enable to students to write and develop their work one lesson at a time. When lessons are followed step by step, students have the best opportunity to learn great writing skills and produce quality compositions. A weekly writing class is offered to help enhance this process. In some cases, students will be required to send completed compositions to their ES, so keeping compositions in a file or folder is recommended.

**Literature**--By following the student guide and on-line portions, the student may do the lesson work and then discuss and review with the LC in the evening/late afternoon.

**History**-- By following the student guide and on-line instructions, students may do the work and then discuss, check, and take the assessment in the evening/late afternoon.

**Science**- Follow student guide and read the on-line work. Do any worksheets. Save the science labs for time with LC. Attending the online science class weekly will help to establish concepts and achieve success.