

Remote Learning Instructional Plan

2020 - 2021

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1. Remote Learning Plan Principles

Key Principles when designing a COVID Remote and/or Instruction Plan:

- **Academic Rigor & Engaging Content** are staples of our instruction. Whether we are in person or online these will remain a part of our academic components.
- **Simplicity is key.** Learning new content and learning new technology cannot happen effectively at the same time. We will teach new content; therefore we should limit the challenge of learning new technology as much as possible.
- **Be Flexible.** We will record and make available all instruction that is done synchronously- so it's available asynchronously for all families and students.
- **Health and Safety are paramount.** The health and wellbeing of our staff, students, and families is equally important, if not more important, than the academic well being of our students.
- **One Team, One Family.** We are a stronger team if we pull our resources across our campuses together and are ready to support one another (families, students, and teachers) during this time.

2. Remote Learning Models

The following types of models are used in remote learning.



Synchronous instruction refers to **live** and interactive lessons with teachers and students online simultaneously during a scheduled class. Students are online, with a teacher present, and all are learning at the same time. Communication with the teacher, and with other students, are happening in real time. Teachers are able to monitor and provide instant feedback and support to students, and students are able to engage in discussions and group work with other students.



Asynchronous instruction refers to recorded lessons and/or assignments and activities that can be accessed by a student on their own time. Students are able to engage in **self-paced** instruction with either pre-assigned work or assigned work to be completed during and after the lesson. Students are online and learn the same thing, but at different times and without their teacher and classmates present. Teachers are able to monitor and provide feedback once an assignment is complete, or while work is completed in the asynchronous lesson.





In both styles of remote learning, students will be expected to complete the lesson, as well as any assignments during and/or following the lesson.

3. Remote Learning Overview & Daily Schedules

Grade Band/Service	Daily Virtual Plan
<p>All Grades</p>	<p>Students will receive a blend of both synchronous and asynchronous instruction daily.</p> <ul style="list-style-type: none"> ● Daily student interactions begin at 8AM with Morning Circle ● All classes done synchronously will be made available asynchronously. ● The daily schedule will include times for the teacher to meet individually and in small groups with students ● Students will engage in 3 hours or more of synchronous instruction everyday. ● Students will meet with teachers in whole group classes, small group classes, and one on one classes. ● Students will submit assignments into Canvas and/or complete asynchronous and synchronous lessons as evidence of attendance and completion. ● Students will have an A/B day schedule and a consistent Friday schedule. ● Examples of these schedules can be found below.
<p>Special Education Services, 504s, GT & Counseling</p>	<ul style="list-style-type: none"> ● Students with an IEP or a 504 will continue to receive services online. ● Lesson plans created by classroom teachers will be adjusted and modified for students with IEPs, as necessary ● GEC teachers will push into your child’s current class schedules. ● GEC teachers will help coordinate with GenEd teachers to ensure students are making up any missed work. ● Pull out services will be scheduled with the student and family during small group pull out sessions so students do not miss core instruction ● We will continue to use zoom and/or video conferencing to support students in their services. ● Mandatory counseling will continue to occur one on one with students

4. Sample Schedules



























The following pages outline sample daily schedules for each grade level group. Each schedule uses shading and icons to help you understand what each part of the day looks like. Here's what they all mean

	Students will be taught synchronously
	Students will view lessons or complete activities asynchronously
	Students will receive some small group instruction synchronously and also have some asynchronous instruction or work time
	You have choice: Students can participate in this lesson synchronously or asynchronously
Blue Shading highlights when your student will be taught synchronously (live) for at least part of the period, so it's especially important to be online, on-time.	










These schedules are samples only. A more detailed schedule for your child will be provided closer to the start of the school year.

All lesson content will be made available **asynchronously, including live **synchronous** content, for students who are absent or unable to participate live.**

















Sample K-2 Weekly Schedule











	Monday - Thursday Schedule	Friday Schedule
8:00-8:15 AM	Morning Circle 	Morning Circle 
8:20-9:00	Reading Comprehension 	Reading Comprehension 
9:00-9:45	Reading in Small Groups  + 	Reading in Small Groups  + 
9:50-10:30	Fitness  / 	Math  + 
10:30-11:00	Reading Enrichment  + 	Math in Small Groups  + 
11:40-12:00	Recess (optional)	Writing 
12:00-12:30	Lunch (at home)	
12:30-12:50	Math Enrichment Block  + 	
12:50-1:15	Writing or Science  / 	
1:20-1:45	Art or Social Studies  / 	
1:50-2:30	Math 	
2:30-3:15	Math in Small Groups  + 	

Sample 3-5 Weekly Schedule

	Monday - Thursday Schedule	Friday Schedule
8:00-8:15	Morning Circle 	Morning Circle 
8:20-9:00	Writing or Science  / 	Reading Comprehension 
9:00-9:45	Art or Social Studies  / 	Reading in Small Groups  + 
9:50-10:35	Reading Comprehension 	Math  + 
10:35-11:20	Reading in Small Groups  + 	Math in Small Groups  + 
11:20-12:00	Fitness/Art  / 	Recess (optional)
12:00-12:20	Recess (optional)	Writing or Science 
12:20-12:50	Lunch at home	
12:50-1:15	Reading Enrichment  + 	
1:20-2:05	Math  + 	
1:50-3:15	Math in Small Groups  + 	

Sample 6-8 Weekly Schedule

Monday - Thursday Schedule	
7:50 - 8:05	Morning Advisory 
8:10 - 9:10	English Language Arts, Whole & Small Group  + 
9:20 - 10:30	Math, Whole & Small Group  + 
10:40 - 11:40	Social Studies or Science  + 
11:50 - 12:25	Elective  / 
12:30 - 1:00	Lunch at home
1:00 - 1:40	Math Enrichment  + 
1:40 - 2:20	Reading Enrichment  + 
2:20 - 2:30	Advisory 
2:30 - 3:15	Fitness/Art  / 

Friday Schedule	
7:50 - 8:00	Morning Advisory 
8:05 - 8:55	English Language Arts  + 
9:00 - 9:55	Math  + 
10:00 - 10:55	Social Studies or Science  + 
11:00 - 11:30	Work Time 
11:30 - 11:50	End of Week Advisory 
1:00 - 1:40	Lunch at home
1:40 - 2:20	Work Time 

5. Family & Student Responsibilities

Family Responsibilities	Student Responsibilities
<ul style="list-style-type: none">● Make sure that your child is ready to log on and follows their provided schedule and completes their assignments as stated in Canvas● Check Facebook, your email, or your Remind daily for any new updates sent by your child's teacher or school● Support your child, whenever possible, with work or reach out to request help from your child's teacher.● Please support and help your child, but please allow your child to struggle in their school work. They need to do their tasks independently as much as possible.● Create a learning space for your child to learn comfortably at home. If you need support or help thinking through potential ideas please don't hesitate to reach out to your child's teacher or family engagement specialist at your child's school.● Please follow a morning routine as if your child were at school- they need to wake, put on their uniform, eat breakfast, and prepare themselves for school as they normally would.	<ul style="list-style-type: none">● Log in daily to Canvas to complete assignments due for each day● Log in on time for each of your scheduled classes with your video on and your microphone on mute● Follow the provided schedule and attend classes and small group instruction as scheduled, or as discussed with your classroom teacher.● Complete both synchronous and asynchronous activities daily and participate during synchronous lessons with classmates and your teacher.● Ask for help or a time to meet with your teacher when you are stuck or unsure of how to proceed in a lesson or an assignment.● Proactively communicate if you are unable to complete an assignment or attend a class.● Be respectful and follow the norms/rules regarding online learning provided to you by your teacher and the school.

6. Teacher Responsibilities

Teacher Responsibilities

- Teachers will take attendance every start of the lesson
- Teachers will check work completed and lessons completed asynchronously for their students at 4PM each day and again at 7:30 AM the following day for any remaining assignments to grade.
- Teachers will enter all grades into Frontline
- Teachers will reach out to families whose students are not completing synchronous or asynchronous lessons throughout the day and reach out to schedule a specific time to meet with them.
- Teachers will provide small group instruction to support students' individual needs. Teachers will meet with small groups daily.
- Teachers will provide students a dedicated schedule
- Teachers will be responsible for creating their small group enrichment lessons for their cohort of students.
- Teachers will provide students with a Week At a Glance page that outlines all assignments due (**synchronously** and completed in **asynchronously**) and links to specific videos.
- As teachers teach, they will need to record and make available all instruction that is done synchronously- so it's available asynchronously.
- Teachers communicate with students daily via email/text after 2 PM to provide on-going support:
 - Regularly encourage students to attend office hours
 - Reach out to students who have not submitted work
 - Proactively schedule extra help sessions with students during available hours
 - Teachers will track their communications in the tracking app provided by the district
 - Identify the groups and communicate these groups to families and students accordingly.
- Teachers will provide a weekly update to families and students on their current grade in class.

7. Family & Student Support

We are aware that most of the content and make up of our Remote Learning Schedule and daily plans will be new to families and students. For this reason, we will do the following to support families and students prior to and during the first days of school.

Before School Support

- Families will receive a copy of their student's schedule for the week to review
- By the week of August 3rd, families will speak one on one with their student's teacher or a school representative to identify what will work with their family schedule, what will be difficult for their family, etc.
- With the family, the school will work out a mixture of asynchronous and synchronous instruction that will support their student to engage 100% in remote learning. The mixture and plan created must align to TEA mandates re: the minimum amount of time spent **synchronously** or **asynchronous** learning.
- Families will be brought into small groups to learn how to navigate Canvas, find assignments, and best practices to support students in online learning at home.

During School Support

- During the first week of school students will be taught in small groups the elements of online learning:
 - Accessing google classroom/canvas
 - Finding your schedule
 - Logging onto and navigating Zoom
 - Finding your assignments and week at a glance
 - Uploading and turning in school work
 - Key norms and how to on zoom
 - How to ask for help & the reaction buttons
 - How to turn and talk
 - How to use the chat
 - How to use the whiteboard
 - How to use breakout rooms
 - How to openly share and answer questions
- Key norms during synchronous and asynchronous instruction
- Finding asynchronous lessons
- Begin instructional material starting week 2 of school. These lessons should be Mission 0 or Module 0 lessons that will support in habits of the curriculum or content and allow students to practice the skills listed above
- The first two weeks of school, a scheduled check in with families to identify what is working and not working with a representative of the school

8. Contact Us

Do you have questions about this plan? Any specific comments?

Please call your child's teacher OR please reach out to us.