

Winbourne Elementary

# Distance Education Plan

## Introduction

Winbourne Elementary School is committed to providing all students with a quality education. Due to the mandated school closure for the remainder of the academic year, we are relegated to continuing the education of our students via virtual platforms.

Beginning Monday, April 27, 2020, teachers will contact students and parents to continue instruction. The first day will consist of establishing protocols, scheduling times for virtual lessons and reviewing procedures for submitting assignments. We know that some of our students are unable to participate virtually so printed packets will be made available to those families.

Included in this plan are the survey results from our parents entailing their access to internet connectivity and electronic devices, our chromebook deployment plan, teacher and student schedules and communication plans. We understand that we must be flexible in our plans to accommodate the unique needs of our stakeholders.

## Survey Results

197 surveys completed (4/22/20 @ 11:52 AM)

59% of students do not have access to a device

79% of parents have transportation to pick up a chromebook

79% of parents have access to reliable internet

Means of receiving information preferences:

Text messaging	Phone Call	Email	Other
59%	23%	8%	8%

## Survey Results (Continued)

Best method of communication preferences:

Phone or Text	Text	Phone	Email	Other	Mail
46%	20%	19%	7%	5%	<1%

91% of students at current address during school closure

80% of students not at address will have access to internet

97% of students will have an adult present to support distance learning

## Survey Results (Continued)

Device used by student to complete assignments:

School Issued Device	Tablet	Personal Chromebook	Other	Phone	Desktop
61%	13%	12%	7%	3%	2%

93% of parents would allow student to participate in free summer program

87% of parents interested in learning more about distance education model for the 20-21 school year

## Survey Results (Continued)

Do you have any concerns about the Distance Education initiative that you would like to share?:

81% - No comments

4% -Unable to contact parents

15% Left comments

## Survey Results (Continued)

*I am at the mercy of my child, teacher, and school. I have technologies, but know nothing about how to use any of them. I know my child will learn it...*

*Does not like distance education*

*Has transportation to the school only (walking distance); No vehicle to pick up device from another location. (twice)*

*How soon can I receive a Chromebook?*

*How soon will you know about the condition for the 20-21 school year?*

## Survey Results (Continued)

*How will Head Start work for the next school year?*

*How will students be considered for passing or failing?*

*How will students earn grades?*

*How long will the distance learning last? Parent states the child learns better in a classroom setting and does better with hands on.*

*How would the accommodations be met for Special Needs students?*



## Survey Results (Continued)

*I have three school age kids with one desktop will she still be eligible for a loaner chromebook?*

*I would truly love for distance learning to continue this school year and all of next school year. I would prefer this because of the coronavirus and diseases.*



## Chromebook Deployment Plan

April 20th - 24th

- Chromebooks will be available for pickup on Thursday, April 23, 2020 between the hours of 9:00 AM and 2:00 PM.
- A second deployment date is scheduled for Friday, April 24, 2020 between 1:00 PM and 5:00 PM.
- Faculty distribution - April 24 @8:45-10:45

April 27th - May 1st

- Additional pickup times will be scheduled during this week as needed for faculty and students.

# Weekly Distance Learning Schedules

## Student Distance Learning Schedule 3-5

Monday	Tuesday	Wednesday	Thursday	Friday
9:00-9:45 (includes time for logging in/off) ELA/Social Studies 9:45-10:30 (Switch classes)	9:00-9:45 Math/Science (includes time for logging in/off) 9:45-10:30 (Switch classes)	9:00-9:45 ELA/Social Studies (includes time for logging in/off) 9:45-10:30 (Switch classes)	9:00-9:45 Math/Science (includes time for logging in/off) 9:45-10:30 (Switch classes)	Ancillary Classes

## Teacher Distance Learning Schedule 3-5

Monday	Tuesday	Wednesday	Thursday	Friday
9:00-9:45 Log into Microsoft Teams/Google Classroom 9:45-10:30 (Switch classes)	9:00-9:45 Log into Microsoft Teams/Google Classroom 9:45-10:30 (Switch classes)	9:00-9:45 Log into Microsoft Teams/Google Classroom 9:45-10:30 (Switch classes)	9:00-9:45 Log into Microsoft Teams/Google Classroom 9:45-10:30 (Switch classes)	Planning Small group/individual conferencing

# Weekly Distance Learning Schedules

## Student Distance Learning Schedule K-2

Monday	Tuesday	Wednesday	Thursday	Friday
9:00-9:15 Storytime (Librarian) 9:15-9:45 Math 9:45-10:15 ELA (includes 15 min transitions)	9:00-9:15 Storytime (Librarian) 9:15-9:45 Math 9:45-10:15 ELA (includes 15 min transitions)	9:00-9:15 Storytime (Librarian) 9:15-9:45 Math 9:45-10:15 ELA (includes 15 min transitions)	9:00-9:15 Storytime (Librarian) 9:15-9:45 Math 9:45-10:15 ELA (includes 15 min transitions)	Ancillary Classes

## Teacher Distance Learning Schedule K-2

Monday	Tuesday	Wednesday	Thursday	Friday
8:45-10:15 Log into Microsoft Teams/Google Classroom	8:45-10:15 Log into Microsoft Teams/Google Classroom	8:45-10:15 Log into Microsoft Teams/Google Classroom	8:45-10:15 Log into Microsoft Teams/Google Classroom	Planning Small group/individual conferencing

## Support for ESS/504 Students

All classroom teachers are expected to include activities and accommodations for ESS and 504 students in their weekly lesson plans.

See email from Jacqueline Bottoms dated 4/20/20 for further guidance.



## Guidelines for Students

Students should be dressed appropriately. While they do not need to wear their school uniforms, they should be in clothing that is school appropriate.

Students should mute their microphones when not talking.

Students should use appropriate language.

Students should be kind and respectful when responding to each other.

Students should sign off of the meeting when instructed by the teacher.

## Guidelines for Teachers

- Start with a plan . Just as in face-to-face classrooms, a well thought out plan will keep the teacher and the students on task.
- Focus on core skills. Lessons should be targeted to critical standards and assignments/products should reflect them.
- Facilitate the virtual learning at the same time on the same days.
- Teach and communicate with compassion and flexibility. This is a difficult time for our students and parents. Many are experiencing physical, social, and financial strain.

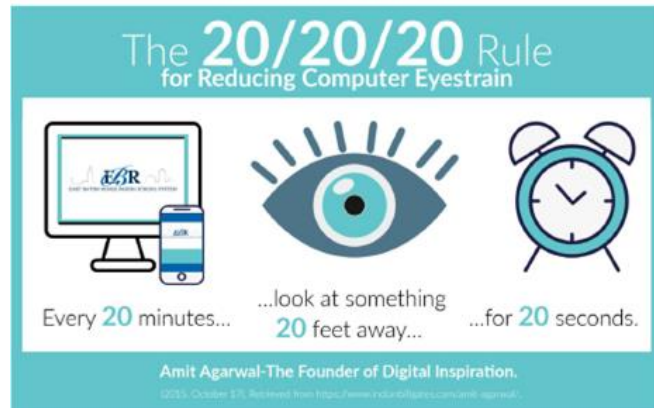
## Guidelines for Teachers (Continued)

- ❑ Keep directions simple. Avoid sending several pages of written directions.
- ❑ Keep pre-recorded instructional videos short ; one helpful guideline recommends no more than 3-5-minutes of instructional video at one time per grade-level. Example: a 4th Grade instructional video would last no more than 12-20 minutes. Simple videos can be recorded using tools such as screencastify .
- ❑ Keep students engaged with tools such as Nearpod and Edpuzzle. Checking for understanding is vital in the online environment. Be sure to ask and respond to questions throughout the online session.



## Guidelines for Teachers (Continued)

❑ Follow the 20/20/20 Rule. The American Academy of Ophthalmology recommends frequent breaks during screen time to avoid eye strain. For every 20 minutes of screen time, students should look at something 20 feet away for 20 seconds.



## Guidelines for Teachers (Continued)

- ❑ Recommend that parents check the virtual classroom each day , but remember that not all parents are available to work directly with students during the traditional school day.
  
- ❑ Keep the number of virtual messages sent to parents and students each day to a minimum . Parents prefer not to feel “bombed” with many emails, texts, reminders, and messages from multiple teachers each day. Consolidate messages wherever possible. For example, teachers could collaborate to create a single daily email containing all assignments, directions, office hours, class sessions, and video supports.

## Guidelines for Teachers (Continued)

- ❑ Provide a brief introduction via live demo, step-by-step instructions, or tutorial videos for any digital tool or platform students are expected to access for learning. Allow students and parents to spend the first distance class session accessing the tool/platform and troubleshooting any login issues or errors.
- ❑ Be sure online classroom materials are accessible for all learners.

Overall, this is a classroom setting and students should conduct themselves as if they were actually in the classroom. The guidelines listed in the EBR Technology Use policy will continue to be followed.

## Instruction and Content Delivery: Recommended Digital Resource Time

Grade Level	Daily Total Screen Time Per Core Content
K-2	10-15 minutes
3-5	15-20 minutes

*\*Students should take a break after each 20 minute intervals of screen time.*

## Faculty Meetings and Professional Development

**Faculty Meetings** will be held weekly at 3:00 on Thursdays via Microsoft Teams

**What Distance Learning and Teaching Looks Like** - T. Jackson

**Setting Up a Google Classroom** - M. Barber

Check email for District Offered Opportunities

# Class Codes

<https://docs.google.com/spreadsheets/d/1RGg8yqXxzE7hYpZvjaYoQueJzIhoNs0P2vceRVQvZGA/edit#gid=>

1	1st Period		2nd Period		3rd Period	
2	Google Classroom	MS Teams	Google Classroom	MS Teams	Google Classroom	MS Teams
3						
4	Billings, L.	d82ir6k	i2x5u8s (K - Team)			
5	Favorite, K.	kxs0azr				
6	Morehouse, A.	zkhmmvd				
7	Davis, M.					
8	Harrison, A.	7111I4e				
9	Hogan, W.	2cwg1wl				
10	Spearman, C.	kbbp7bp				
11	Verrett, C.	a13h7e5				
12	Carr, M.	c3dnwhl				
13	Geautreux, S.	83ubojp				
14	Gilbert, K.	u3sojii				
15	Chalanczuk, E.	ai9xxsr				
16	Locure, I.	i3rnarm				

## Communication Plan

Email	Teachers are expected to communicate with parents as needed. District provided email will be used to communicate individually to parents regarding school assignments.
Microsoft Teams	Teaching and learning will occur in Teams. Teachers will post assignments, offer video conferencing and create a space for collaboration with and between students.
Google Classroom	Teachers will continue to utilize Google Classroom as a mechanism for posting assignments.
Class Dojo	Class Dojo supports engagement during lessons. Teachers use this platform to communicate with parents.
JCampus Robocalls	Schoolwide communication with families.

# Lesson Plan Template

**Distance Learning Lesson Plan Template**

Teacher Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_ Content: \_\_\_\_\_ Week of: \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday
Standard(s)					
Objective(s)					
Activities					
Closure					
Resources:					

<https://drive.google.com/open?id=1J6vJW7688peRU261nyZsNOLJoFLbZ7xU&authuser=0>



# Student Tracking Form

1	Week Of:							
2	Student Name:	Monday	Tuesday	Wednesday	Thursday	Grades	Effort	Notes
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

<https://classroom.google.com/w/NzA1MzE1NDY5NzBa/t/all>

## ELA Resources

<p><a href="http://www.khanacademy.org">www.khanacademy.org</a></p>	<p>Students practice at their own pace, first filling in gaps in their understanding and then accelerating their learning. — Created by experts, Khan Academy’s library of trusted, standards-aligned practice and lessons covers math K-12 through early college, grammar, science, history, AP®, SAT®, and more. It’s all free for learners and teachers.— With Khan Academy, teachers can identify gaps in their students’ understanding, tailor instruction, and meet the needs of every student.</p>
<p><a href="http://www.getepic.com">www.getepic.com</a></p>	<p>This app has over 40,000 books for students to read online. They are providing free access to teachers until June 30th. Teachers will have to create an account in order to allow students to access the books. Students are not able to create their own unless a parent pays for a subscription.</p>
<p><a href="http://www.usatestprep.com">www.usatestprep.com</a></p>	<p>This website has test prep questions for each content area. They are providing free access to teachers until July 1st. Teachers will have to create an account to access the materials.</p>
<p><a href="https://drive.google.com/file/d/1ZnyEiaNQk6Mfu1xumRcZUHDFnE6snmOr/view?usp=sharing">https://drive.google.com/file/d/1ZnyEiaNQk6Mfu1xumRcZUHDFnE6snmOr/view?usp=sharing</a></p>	<p>Footsteps2Brilliance is an early literacy program available in English and Spanish for students in grades PreK-3, as well as students within our ESL and ESS populations.</p>

## ELA Resources

<a href="https://www.mobymax.com">https://www.mobymax.com</a>	MobyMax makes a teacher's life easier. Simple to use and learn, MobyMax immediately starts saving time for teachers. For example, students automatically begin fixing missing skills from the automatic placement test. In other words, teachers see progress reports without even having to assign a lesson. Even better, the built-in motivation tools and rewards keep students eager to learn more without teacher intervention.
<a href="https://www.readworks.org">https://www.readworks.org</a>	FREE content, curriculum, and tools to power teaching and learning from Kindergarten to 12th Grade - Article-A-Day
<a href="https://classroommagazines.scholastic.com/support/learnathome.html">https://classroommagazines.scholastic.com/support/learnathome.html</a>	Scholastic Learn at Home - Day-by-day projects to keep kids reading, thinking, and growing.
MackinVia	If you'd like your students or your children to read, please access Clever-EBR library resources-MackinVia, Library services has uploaded over 5,000 new electronic books to entertain and inform the students
<a href="http://www.ixl.com">www.ixl.com</a>	(ELA)- Teachers, if you sign up this website will give you a free 30 day trial.

## ELA Resources

<p><a href="http://www.successmaker.com">www.successmaker.com</a></p>	<p>SuccessMaker (ELA)- At Pearson K12 Learning, we are inspired by a shared belief that every student deserves the opportunity to succeed — in the classroom and in life. It is our mission to develop next-generation learning solutions — delivered online, offline, anytime — that nurture a child’s curiosity and give teachers the tools to meet their students’ diverse learning needs.</p>
<p><a href="https://teachables.scholastic.com/teachables/guesthomepage.html">https://teachables.scholastic.com/teachables/guesthomepage.html</a></p>	<p>Provides access to lesson plans, student materials and differentiated instruction. Teachers can sign up for a 30 day free trial and continue the subscription or cancel it before it charges their account.</p>
<p><a href="http://measuringupmeblog.com/measuringupmeblog.com/measuringupmeblog.com/2375-v2/">http://measuringupmeblog.com/measuringupmeblog.com/2375-v2/</a></p>	<p>These lesson packs are pulled from the lessons in <b>Measuring Up to the LA Student Standards</b>. Start by choosing the subject and grade. Lesson packs include <b>three</b> student lessons and corresponding teacher lessons for you to use at no cost in your virtual classroom.</p>
<p><a href="http://www.lumoslearning.com">www.lumoslearning.com</a></p>	<p>Lumos LEAP 2025 Assessment Practice resources were developed by expert teachers for students in Grades 3 through 8 and High School. Hundreds of grade specific questions in both Math and <b>English language arts literacy</b> are designed to familiarize students with the learning standards such as Louisiana Academic Standards and new item types included in the LEAP 2025 assessments of 2019-20.</p>

## Math Resources

<p><a href="http://www.khanacademy.org">www.khanacademy.org</a> -</p>	<p>Students practice at their own pace, first filling in gaps in their understanding and then accelerating their learning. — Created by experts, Khan Academy’s library of trusted, standards-aligned practice and lessons covers math K-12 through early college, grammar, science, history, AP®, SAT®, and more. It’s all free for learners and teachers.— With Khan Academy, teachers can identify gaps in their students’ understanding, tailor instruction, and meet the needs of every student.</p>
<p><a href="https://www.mobymax.com">https://www.mobymax.com</a></p>	<p>MobyMax makes a teacher's life easier. Simple to use and learn, MobyMax immediately starts saving time for teachers. For example, students automatically begin fixing missing skills from the automatic placement test. In other words, teachers see progress reports without even having to assign a lesson. Even better, the built-in motivation tools and rewards keep students eager to learn more without teacher intervention.</p>
<p><a href="http://www.zearn.org">www.zearn.org</a></p>	<p>A digital learning place that contains hands-on learning for K-5 mathematics that includes the math instructional shifts: Focus, Coherence, Rigor, and Mathematical Practices. This online platform is aligned to Eureka and LSSM.</p>
<p><a href="http://measuringupmeblog.com/measuringupmeblog.com/measuringupmeblog.com/2375-v2/">http://measuringupmeblog.com/measuringupmeblog.com/2375-v2/</a></p>	<p>These lesson packs are pulled from the lessons in <b>Measuring Up to the LA Student Standards</b>. Start by choosing the subject and grade. Lesson packs include <b>three</b> student lessons and corresponding teacher lessons for you to use at no cost in your</p>

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<p><a href="http://eureka-math-help.piqua.org/">http://eureka-math-help.piqua.org/</a></p>	<p>Eureka Math is probably very different than your math classes in school or the way you learned math. It is not that one way is better than the other, the key is the expectations that are being put on our students today.</p>
<p><a href="http://www.lumoslearning.com">www.lumoslearning.com</a>-</p>	<p>Lumos LEAP 2025 Assessment Practice resources were developed by expert teachers for students in Grades 3 through 8 and High School. Hundreds of grade specific questions in both <b>Math</b> and English language arts literacy are designed to familiarize students with the learning standards such as Louisiana Academic Standards and new item types included in the LEAP 2025 assessments of 2019-20.</p>
<p><a href="http://www.ixl.com">www.ixl.com</a> (Math)</p>	<p>- Teachers, if you sign up this website will give you a free 30 day trial.</p>

## Science Resources

<p><a href="https://www.mobymax.com">https://www.mobymax.com</a> -</p>	<p>MobyMax makes a teacher's life easier. Simple to use and learn, MobyMax immediately starts saving time for teachers. For example, students automatically begin fixing missing skills from the automatic placement test. In other words, teachers see progress reports without even having to assign a lesson. Even better, the built-in motivation tools and rewards keep students eager to learn more without teacher intervention.</p>
<p><a href="https://www.readworks.org">https://www.readworks.org</a></p>	<p>FREE content, curriculum, and tools to power teaching and learning from Kindergarten to 12th Grade - Article-A-Day</p>
<p><a href="https://classroommagazines.scholastic.com/support/learnathome.html">https://classroommagazines.scholastic.com/support/learnathome.html</a> -</p>	<p>Scholastic Learn at Home - Day-by-day projects to keep kids reading, thinking, and growing.</p>
<p><b>180 Days of Science</b></p>	<p>Located in the District's Google Drive.</p>
<p><a href="https://www.instructables.com/teachers/">https://www.instructables.com/teachers/</a> (</p>	<p>K-12)- Science projects</p>

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<p><a href="https://www.science4us.com/">https://www.science4us.com/</a></p>	<p>Science4Us.com is an interactive standards-based science curriculum that provides foundational skills for K-2nd grade students. Including support for educators, Science4Us covers Physical Science, Life Science, Earth/Space Science and Scientific Inquiry.</p>



## Social Studies Resources

<a href="https://www.mobymax.com/">https://www.mobymax.com/</a>	MobyMax makes a teacher's life easier. Simple to use and learn, MobyMax immediately starts saving time for teachers. For example, students automatically
<a href="https://www.readworks.org">https://www.readworks.org</a>	FREE content, curriculum, and tools to power teaching and learning from Kindergarten to 12th Grade - Article-A-Day
<a href="https://classroommagazines.scholastic.com/support/learnathome.html">https://classroommagazines.scholastic.com/support/learnathome.html</a> -	Scholastic Learn at Home - Day-by-day projects to keep kids reading, thinking, and growing.
<b>180 Days of Social Studies</b>	Located in the District's Google Drive.
<a href="https://edsitement.neh.gov/">https://edsitement.neh.gov/</a>	Doesn't require an account or registration. Provides teachers with ready made lesson plans, student activities and teacher guides.