



## **Palo Pinto ISD**

### **Remote Instruction Guide**

#### **Overview**

##### **Purpose**

Palo Pinto ISD Remote Instruction is created for the 2020-2021 school year and is designed for students PreK-6<sup>th</sup> grade. The goal of Remote Instruction is to provide high-quality remote instruction for students and parents who request or require a virtual option due to the spread of the coronavirus.

##### **Enrollment in Remote Learning**

Parents will have to designate their child will be enrolled as an online learner at least two weeks before school begins. The school will be asking parents to complete a survey of instructional plans and/or complete paperwork during the registration process. To move from remote learning to on-campus learning or on-campus learning to remote learning, you will need to notify the school by the following dates before each grading period:

**September 11, 2020 (for the 2<sup>nd</sup> six weeks)**

**October 23, 2020 (for the 3<sup>rd</sup> six weeks)**

**December 4, 2020 (for the 4<sup>th</sup> six weeks)**

**January 29, 2021 (for the 5<sup>th</sup> six weeks)**

**March 26, 2021 (for the 6<sup>th</sup> six weeks)**

If a parent has serious concerns about on-campus instruction, you may meet with Mrs. Rogers, the Remote Instruction Coordinator, to discuss the possibility of moving to remote learning. Once in remote learning, the student must remain in it until the next grading period. Further, participation in extracurricular activities, assemblies (as calendared by administration), any school sponsored off campus activities, or any on campus activities is not allowed for a student who is quarantined or whose guardian has selected remote instruction for the period selected, unless required by TEA, statute, or allowed per administrative guidelines. Parents must completely understand the requirements, time commitment, and level of engagement expected for remote instruction. Parents must agree completely to meeting all requirements and procedures and know the consequences of not fulfilling the responsibilities of remote instruction.

If a student receives a positive COVID-19 test or must be quarantined, they will be moved to remote learning until they meet the criteria to return to school as outlined in the PPISD Public Health Plan.

##### **Attendance and Reporting**

Per Texas Education Code (TEC), 25.092, students must attend 90% of a course in order to be awarded credit for the courses and/or to be promoted to the next grade. This requirement remains in force during the 2020-2021 school year. As a condition of transfer, accepted transfer students must maintain a 95% attendance rate.

Palo Pinto ISD remote instruction will follow the asynchronous instructional plan. Remote Asynchronous Learning is a curricular experience where students engage in the learning materials on their own time, interacting intermittently with the teacher via the computer or other electronic devices. In this setting, teachers will provide instruction, learning resources and support through the use of a Learning Management System (LMS), such as Google Classroom. In the asynchronous remote learning, student attendance is measured as engagement. TEA defines engagement by using the following metrics:

1. Daily progress in the Learning Management System (Google Classroom), or
2. Daily progress via teacher/student interactions, or
3. Completion/Turn-in of assignments from student to teacher (this could be done via email, on-line, in-person at office, or mail).

A student will be considered absent if the student does not have documented engagement within Google Classroom and/or daily contact with the teacher, and/or documentation of completion/turn in of daily assignments. Attendance laws remain in effect.

Students must engage daily (based on 1-3 above and teacher expectations) and complete only each day's assigned work. Work cannot be completed in advance or late, unless specific authorization has been given by the child's teacher/administrator due to special circumstances. For example, if a student is engaged in learning and completes the entire weeks' worth of learning activities on Monday, he/she will be marked "present" on Monday only and counted "absent" for Tuesday-Friday.

### **Courses Offerings for Remote Learning**

All core courses will be offered at Palo Pinto Elementary.

### **Roles**

Students at all levels should plan on devoting a minimum of approximately 20-30 hours per week to online learning. Additionally, all students are expected to follow a prescribed daily schedule involving interaction with teachers and other remote learners, a combination of on- and offline work, intervention and extension activities, and full engagement and participation in all activities.

<b>Students</b>	<b>Parents/Guardians</b>
Attend classes according to school schedule	Access Parent Portal to view student grades (1 <sup>st</sup> -6 <sup>th</sup> )
Give your best efforts in you school assignments	Facilitate academic support and encouragement as a learning partner to motivate and guide your child throughout the school year in your role as a "Learning Coach"
Ask questions and communicate with your teacher	Maintain communication with your child's teacher by phone, email and/or online meetings to create a learning partnership

Be familiar with the structure of Google Classroom and how your teacher organizes information	Create a designated learning/study space for your child at home to learn comfortably
Turn in assignments on time	Monitor and ask for evidence that your child is on track with assignments
	Possibly attend an in-person or virtual Parent/Learning Coach Orientation.

Learning Coach is defined as the person who will attend a face-to-face or virtual orientation (Required), has to be available throughout the school day for technical and academic support, and support the student in organization, and completion of online and offline work.

## **Expectations**

### **PreK-2<sup>nd</sup>**

Instruction for Pre-K through 2<sup>nd</sup> grade appropriately focuses on student progress on standards and continuation of learning, and may receive instruction in the following ways (included, but not limited to):

- Student work/assignments with timely and relevant feedback for continued progress in learning of the standards
- Google Classroom assignments
- Video lessons
- Attend Zoom meetings, as may be required by the teacher
- Hands-on activities (may need extra help at home)

### **3<sup>rd</sup>-6<sup>th</sup>**

Instruction for 3<sup>rd</sup> through 6<sup>th</sup> grade appropriately focuses on student progress on standards and continuation of learning, and may receive instruction in the following ways (included, but not limited to):

- Google Classroom assignments (progress of learning the standards)
- Video lessons
- Assessments
- Project based learning/assignments
- Hands-on activities (may need extra help at home)
- Attend Zoom meetings, as required by the teacher

## **Sample Daily Schedules**

With the learning coach, students would follow a full-day schedule based on a typical school day. This would include morning meetings, intervention/enrichment and content lessons, just like on-campus lessons.

Sample Instructional Minutes Schedules- The remote coordinator will work with parents to create an appropriate remote schedule at the beginning of school.

### **PreK Sample Schedule**

7:50-8:20- Calendar/Morning Meeting  
 8:20-9:30- Letter Focus/Phonics/Fine Motor Skills  
 9:30-10:30- Language Arts/Writing  
 10:30-10:45- Brain Break  
 10:45-11:30- Centers/Free Play  
 11:30-12:30- Lunch/Recess  
 12:30-1:00- Story time  
 1:00-2:00- Rest time  
 2:00-2:30- Math  
 2:30-3:30- Intervention/Enrichment/Review

#### **Kinder-6<sup>th</sup>**

Kinder	1st	2nd	3rd	4th	5th	6th
Morning Meeting 7:50-8:00	Morning Meeting 7:50-8:00	Morning Meeting 7:50-8:00	Morning Meeting 7:50-8:00	Morning Meeting 7:50-8:00	Morning Meeting 7:50-8:00	Morning Meeting 7:50-8:00
Reading/Writing 8:00-10:00	Reading/Writing 8:00-10:00	Reading/Writing 8:00-10:00	Math 8:00-10:00	Math 8:00-10:00	Math 8:00-10:00	Math 8:00-10:00
Brain Break 10:00-10:15	Brain Break 10:00-10:15	Brain Break 10:00-10:15	Brain Break 10:00-10:15	Brain Break 10:00-10:15	Brain Break 10:00-10:15	Brain Break 10:00-10:15
Math 10:15-12:15	Math 10:15-12:15	Math 10:15-12:15	Reading/Writing 10:15-12:15	Reading/Writing 10:15-12:15	Reading/Writing 10:15-12:15	Reading/Writing 10:15-12:15
Lunch, Specials, Recess 12:15-1:30	Lunch, Specials, Recess 12:15-1:30	Lunch, Specials, Recess 12:15-1:30	Lunch, Specials, Recess 12:15-1:30	Lunch, Specials, Recess 12:15-1:30	Lunch, Specials, Recess 12:15-1:30	Lunch, Specials, Recess 12:15-1:30
Science 1:30-2:00	Science 1:30-2:00	Science 1:30-2:00	Science 1:30-2:15	Science 1:30-2:15	Science 1:30-2:15	Science 1:30-2:15
Social Studies 2:00-2:30	Social Studies 2:00-2:30	Social Studies 2:00-2:30	Social Studies 2:15-3:00	Social Studies 2:15-3:00	Social Studies 2:15-3:00	Social Studies 2:15-3:00
Intervention/Enr ichment/Daily Reflection 2:30-3:30	Intervention/Enr ichment/Daily Reflection 2:30-3:30	Intervention/Enr ichment/Daily Reflection 2:30-3:30	Intervention/Enr ichment/Daily Reflection 3:00-3:30	Intervention/Enr ichment/Daily Reflection 3:00-3:30	Intervention/Enr ichment/Daily Reflection 3:00-3:30	Intervention/Enr ichment/Daily Reflection 3:00-3:30

#### **Assessment**

Assessment will play an important role in remote learning. Teachers will use digital formative assessment tools to check for student understanding frequently during instruction. Students will take curriculum based assessments along with benchmarks throughout the time of remote learning.

#### **Grading**

Remote Learning will follow all district grading policies as outlined in the Palo Pinto ISD Handbook and/or Board Policy. Grading for all Remote Learning will follow the same grading policy as the courses in the face-to-face model.

#### **Discipline**

Students will follow the Palo Pinto ISD Code of Conduct. Students and parents will receive online rules, procedures, and consequences as part of the beginning of the year paperwork.

#### **Intervention and Enrichment**

Intervention and enrichment time will be scheduled regularly for students to best meet their academic needs. During this time, students may engage in project learning activities, small group instruction, and assigned group activities. Teachers will communicate with students their plan for the designated time.

For students who are IEP-entitled, progress will be carefully monitored and ARD/IEP/504 Committees will convene and make appropriate recommendations to meet individual student needs to ensure continued growth in the general education curriculum and on IEP goals and objectives. The nature of special education and 504 interventions will likely require a heavier concentration of synchronous support and services to ensure student needs are met.

### **Food Services**

Breakfast and lunch meals may be picked up at the school cafeteria each day between 10:00am and 11:00am. Drive up to the cafeteria entrance, call 940.659.2745 and a staff member will bring meals out to you. For convenience, the school telephone number will also be posted on the cafeteria doors.

### **Library Services**

Book drop off and pickup may be available every two weeks at a front office. Your classroom teacher will communicate the availability of book drop off and check out.