# LEGACY LEARNING CENTER

## Continuous Learning Plan

## 2019-2020 School Year

1. **Describe how you will deliver continuous learning opportunities for all students, including special student populations.**

1) E-Learning has been and will continue to be implemented for students (K-12), who have access to devices:

- Google Classroom
- PBS Learning Media

  https://indiana.pbslearningmedia.org/

  https://www.doe.in.gov/sites/default/files/elearning/home-learning-ipbs-episode-reflection-guide.pdf

  https://www.doe.in.gov/sites/default/files/elearning/home-learning-pbs-kids-conversation-cards.pdf

- *Freckle* Online Assignments
- *IXL* Online Assignments
- Delta math.com
- map Skills
- Raz-Kids
- Khan academy
- Power point slides & guided lecture notes
- YouTube Videos

- Ed Helper.
- Typing Club.
- Super Teacher.

  https://www.ixl.com/resources/at-home-learning

- Teacher emails
- https://www.hand2mindathome.com/ (K-5) Math and Literacy videos and packets

  Week 1- https://www.hand2mindathome.com/wp-content/uploads/2020/03/Week1-WeeklyPlanner-1.pdf

  Week 2- https://www.hand2mindathome.com/wp-content/uploads/2020/03/Week2-WeeklyPlanner.pdf

  Week 3- https://www.hand2mindathome.com/wp-content/uploads/2020/04/Week3-WeeklyPlanner.pdf

- https://www.smekenseducation.com/literacy-lessons.html#Series1 (K-12) Literacy and Social-Emotional Lessons, along with student resources that can be printed.

2) Paper/pencil packets will be delivered to the homes of students, who do not have access to devices. The packets will be collected at the end of the month, when new packets are distributed.
3) Section 504 and Special Education students will have assignments modified, according to their I.E.P.'s. They will also have access to modified assignments through *IXL, Khan Academy, Raz-Kids* and *Freckle*.

- Provide accommodations based on IEP goals
- Provide feedback to students: phone calls, emails, Google Classroom
- Consultation with Special Education, Non-Public Itinerant Teacher
- Consultation with Non-Public Title I Teacher
- Partner with classroom teachers to provide modified assignments
- Provide instructional support to parents and students: phone calls, emails, Google classroom

4) ENL students and their families will have opportunities for direct phone calls from the administrators and teachers.

- Partner with classroom teachers to provide additional and/or modified assignments.
- Provide instructional support to parents and students: phone calls, emails, Google classroom
- *What to do if you are sick?* (Arabic)

  https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet-arabic.pdf

- *Stop the spread of germs—poster* (Arabic)

  https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-arabic.pdf

- *How sick is sick?* (Arabic)

  https://www.doe.in.gov/sites/default/files/covid-19/feb-21-how-sick-too-sick-memodocx-002-ara.pdf

- *Wash your hands—poster* (Arabic)

  https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-arabic-508.pdf

5) Teachers are providing daily office hours, where they may be contacted by email and/or phone

6) Some teachers may provide lessons with instructional videos made available for students and families, along with live office hours. Some free video resources teachers may be using are:

- https://screencast-o-matic.com/
- https://wistia.com/soapbox
- https://zoom.us/
- https://hangouts.google.com/

7) Videos will be uploaded to a school-determined platform familiar to students (either Facebook or the school website).


**2. Describe how your district communicates expectations for continuous learning implementation to 1.) Students, 2.) Families, and 3.) Staff.**

1) The administration will keep content updated. Expectations for implementation of continuous learning are communicated to students, families, and staff by:

- Phone calls
- Emails
- Using text messages & PTO WhatsApp group.
- Posting information on the school website
- Posting information on the Legacy Learning Center Facebook page

2) Students will be required to participate/complete 80% of assignments to count for daily attendance.

- Once the e-learning plan is in place, details will be shared with parents and students.

    1. Online learning platform logins will be shared

    2. A daily schedule (Mon. - Friday.) will be posted

    3. Assignment completion and expectations will be shared

    4. Instructions for accessing online programs will be posted

    5. Attendance policies will be posted

- Beginning April 13th, Home Learning Days will be scheduled for Monday–Friday each week.
- Students will follow this schedule until further notice from the school administration.
- Questions about Home Learning start and end times should be directed to the school administration.

**3. Describe student access to academic instruction, resources, and supports during continuous learning.**

1) Students have access to academic instruction by way of:

- Google Classroom, Google Hangout Zoom, Instagram, Power Point Slides and Guided Lecture notes, WhatsApp class group,
- Teacher phone calls--as teachers provide daily office hours from 10:00 am –

- 4: pm, Monday till Friday.
- Teacher emails.
- Individual assignments on *Freckle* (The school will communicate log-in instructions to families.)
- Individual assignments on *IXL* (The school will communicate log-in instructions to families)
- Individual assignments on Map kills (The school will communicate log-in instructions to families.)
- Individual assignments on Reading Theory (The school will communicate log-in instructions to families.)
- Individual assignments on Khan Academy (The school will communicate log-in instructions to families.)
- Individual assignments on Raz- Kids   (The school will communicate log-in instructions to families.)
- Ed Helper
- Typing Club
- Super Teacher
- Packets with instructional guidance being delivered to students without internet and devices.

2) Students and Parents have access to resources and supports:

- Legacy Learning Center Website & Facebook page
- WhatsApp Parents PTO
- *Freckle*
- *IXL*
- *Map Skills*
- *Reading Theory*
- *Khan Academy*
- *Raz-Kids*
- Teacher/staff consultations
- Rose Hulman *Homework Hotline*--by phone or email for students in grades 5-12

  *877-Ask-Rose (877-275-7673)

  *askrose.org

- https://stories.audible.com/start-listen

3) Students and parents have been given locations for food banks and meal distribution sites throughout Indianapolis.

4) https://www.doe.in.gov/sites/default/files/news/week-1-continuous-learning-challenge-k-12.pdf

5) 250+ Activities for "brain breaks" from eLearning for students and parents: https://rochester.kidsoutandabout.com/content/250-creative-ways-keep-your-family-sane-during-covid-19-crisis

6) https://www.doe.in.gov/elearning/2020-covid-19-remote-learning#family%20resources

**4. What equipment and tools are available to staff and students to enable your continuous learning plan? Please list.**

1) All teachers have school or personal devices to use at home.

2) All teachers have access to the internet from their homes.

3) All teachers have a personal telephone or may access Google Voice.

4) Teachers can create their own educational videos:

● https://screencast-o-matic.com/

● https://wistia.com/soapbox

5) https://www.doe.in.gov/elearning/2020-covid-19-remote-learning#educator%20resources

6) Approximately 65% of the students have access to the internet and a device from their homes.

7) Approximately 65% of the students, who do have a home device, must share the device with one or multiple siblings; therefore, flexibility must be considered.

8) Educational Learning packets are being delivered to the students' homes.

9) 100% of the students and/or parents have the opportunity to call daily their teachers and administrators for academic support.

10) 100% of the students in grades 5-12 have the opportunity to call the *Rose Hulman Homework Hotline* for math support. *877-Ask-Rose (877-275-7673)

11) Approximately 65% of the students, who have internet access, have the opportunity to email teachers and access online videos and support.


## 5. Describe how educators and support staff are expected to connect with students and families on an ongoing basis.

1) Educators and support staff are expected to connect with students and families on school days and on an ongoing basis by means of:

- Google Classroom, Google Hangout Zoom, Instagram, WhatsApp class group, PTO.
- Providing office hours and taking phone calls.
- Teacher emails.
- Individual assignments on *Freckle* and *IXL*.
- Individual assignments on Map kills.
- Individual assignments on Reading Theory.
- Individual assignments on Khan Academy.
- Individual assignments on Raz- Kids.
- Providing feedback by means of phone calls, once packets are returned.
- Online videos and assignments posted on WhatsApp, the Legacy Learning Center school website and Facebook page.

2) Teachers will check in with students, who have devices, 4-5x's/wk.

3) Teachers will call students without devices a minimum of 2x/wk.

4) Tips for Parents:

- Help your child build a schedule.
- Set up a designated workspace.
- Become familiar with the e-Learning platform.

- Build short breaks into the schedule.
- Build a time for physical activity into your e-learning day schedule.
- Feel free to contact the teacher in order to help build a relationship with the teacher.
- https://www.doe.in.gov/sites/default/files/news/week-1-continuous-learning-challenge-k-12.pdf
- 250+ Activities for "brain breaks" from eLearning for students and parents:

  https://rochester.kidsoutandabout.com/content/250-creative-ways-keep-your-family-sane-during-covid-19-crisis

- https://www.doe.in.gov/elearning/2020-covid-19-remote-learning#family%20resources
- Literacy Family Guides

  https://www.doe.in.gov/sites/default/files/literacy/literacy-family-guides-7-26-2019.pdf

- Math Family Guides

  https://www.doe.in.gov/sites/default/files/standards/mathematics-family-guides.pdf

## 6. Describe your method for providing timely and meaningful academic feedback to students.

1) Timely and meaningful academic feedback to students is provided daily to students with devices by:

- Google Classroom, Google hangout Zoom, Instagram, WhatsApp students group, iMessages.
- Providing office hours and taking phone calls.
- Teacher emails
- Individual assignments on *Freckle*
- Individual assignments on *IXL*
- Delta math.com
- Individual assignments on Map kills Scanned Worksheets.
- Individual assignments on Reading Theory
- Individual assignments on Khan Academy
- Individual assignments on Raz- Kids.
- Utilizing the Rose Hulman Homework Hotline (grades 5-12)

  *877-Ask-Rose (877-275-7673) *askrose.org

2) Students, who do not have devices, also have the opportunity to:

- Call and have daily consultations with teachers, administrators, and/or staff during office hours (from 10:00 am to 4:00 pm.)
- Students in grades 5-12 may also call the Rose Hulman Homework Hotline for assistance.

  *877-Ask-Rose (877-275-7673)

- Teachers will call students, who do not have devices, a minimum of 2x/week.

## 7. Does your continuous learning plan provide an avenue for students to earn high school credits? If so, describe the approach.

1. High School students will participate in e-Learning instruction that allows students to access resources and materials.
2. All high school students will need a computer, laptop or tablet and internet access.
3. Laptops can be checked out from the school based on the availability, if students do not have a home device. (As necessary, laptops will be delivered when K-8 learning packets are delivered.)
4. Comcast, Spectrum, and Xfinity are some of the internet providers offering free Wi-Fi and broadband access to any household with K-12 and/or college students that do not already have cable.
5. Students in grades 9-12 are taking online courses for elective credits (i.e. A.P. Psychology, A.P. Sociology, Spanish, etc.) through https://indianaonline.org/. School Administration is regularly updated with students' progress, test & result, as well as the final grade report.
6. Students in grade 12 are taking Span classes for credits and dual credits (i.e. English and Speech) through https://www.iupui.edu/.
7. Beginning April 13th, Home Learning Days are scheduled 5 days a week Monday–Friday each week.
8. Students will interact with teachers via e-learning platforms.
9. Assignments will be turned in, according to each teacher's expectations. Teachers will be required to make their expectations clear to the students.
10. Information regarding quizzes, online timed tests, and final exams will be provided to the students by their teachers.
11. Until otherwise specified, students are expected to engage in 80% of the online/eLearning discussions and assignments for attendance.

12. In order to receive credits and for credit completion, teachers, counselors, and support staff will follow up with the students to verify they are enrolled in and receiving online instruction for all of their academic courses.

## 8. Describe your attendance policy for continuous learning.

1) Students with devices will be required to check in with their teachers (3-4x's/week--once each day: Monday - Friday); and complete 80% of their assignments to count for daily attendance.

- Grades will be issued based on current grades. Work completed during the Home Learning period (during COVID-19 closures) should not negatively impact a student's record or grade. Work completed during the Home Learning period, however, can be used to improve the student's grade.
- Quizzes, tests, and final exams may not be required during the Home Learning period in April.

2) The packets for students without devices will be collected at the end of the month when new packets are distributed.

- Students without devices will be required to complete 90% of their assignments to count for daily attendance.
- Students without devices are encouraged to call their teacher(s) 1x/week to check in with the teacher(s).
- The teachers will call students/parents without devices 1x/week to check in on the students to inquire if they have questions with assigned work.

## 9. Describe your long-term goals to address skill gaps for the remainder of the school year.

Long-term goals to address skill gaps for the remainder of the school year:
1) Set benchmarks and track progress with students, who are using *Freckle*, Khan Academy, Map skills, Raz-Kids and *IXL.*
2) Allow opportunities for students to "self-reflect" on lessons.
3) Use K-W-L charts. https://www.eduplace.com/graphicorganizer/pdf/kwl.pdf
4) Phone conference and/or video conference with parents.
5) Personalize learning and instruction to meet students' needs and individual

learning styles.

6) Weekly updates by email, Phone call, Teacher's WhatsApp Group, or video conferencing with the administration.
7) Network with other teachers and educators to share best practices: phone, email, Zoom meetings, etc.
8) Allow time for teachers to meet, chat, and plan.
9) Allow teachers opportunities to participate in webinars for professional development.
10) Encourage parents to read with or encourage their children to read independently for twenty (20) minutes/day.
11) Post teachers' videos on the school website and/or Facebook in order for students to "review" lessons, and to provide the flexibility for students to study missed lessons.
12) Provide instructional support for students and parents.
13) Be sensitive to students' home situations and be flexible.

## 10. Describe your professional development plan for continuous learning.

Teachers have the opportunity and are encouraged to take free webinars through various educational platforms. Additionally, they will have the flexibility to consult with one another to share best practices. Weekly P.D. meetings with the administration will occur through email and/or zoom video conferencing.

1) https://www.edmentum.com/resources/events/webinars?prod=All&solution=All&search=&sort_by=field_date_value_1

2) https://thekindergartensmorgasboard.com/?s=webinars Scroll down to webinars on instant replay.

3) http://www.ascd.org/professional-development/webinars/ascd-webinar-archive.aspx

4) https://www.pearsonschool.com/index.cfm?locator=PS32Vr&tab=5

5) https://www.edweek.org/ew/marketplace/webinars/webinars.html

6) https://www.commonsense.org/education/webinars

**RESOURCES:**

www.doe.in.gov

www.myips.org

edmentum.com

smekenseducation.com