

2019-  
2020

## Remote Learning Plan



Jefferson County School District  
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## **OUR MISSION**

The Jefferson County School District will provide an educational climate and rigorous instructional programs that prepare all students for higher learning and careers in a twenty-first-century workforce.

## **OUR VISION**

The Jefferson County School District will be a premier educational institution, a source of pride and creativity, and the cornerstone of academic excellence producing life-long learners who are college and career ready.

## **GOALS**

- Goal 1: The District and each school will obtain a C rating or higher on the state's accountability model.
- Goal 2: The District will foster a friendly, collaborative, and supportive culture for students, staff, parents and stakeholders.
- Goal 3: The District will recruit and retain highly qualified teachers and administrators.
- Goal 4: The District will increase parental and community engagement.
- Goal 5: The District will utilize its resources efficiently and effectively to remain financially stable.

## **CORE BELIEFS**

1. All students should graduate college and career ready.
2. All students should have a safe, clean and secure environment that is free of bullying and that creates opportunities for learning.
3. Student engagement is critical to student success.
4. Partnerships with all stakeholders are vital to student success.
5. JCSD should be fiscally sound and maximize resources for student success.
6. JCSD should identify, recruit, retain and develop the best employees.

## PURPOSE

The 2019-2020 Remote Learning Plan serves as the blueprint for online learning in the Jefferson County School District (JCSD). This is the first phase of an ongoing process to ensure that every child has a great digital learning experience while still receiving a high-quality education. A key element to student success is highly qualified and dedicated employees who are focused on educating the whole child in a variety of methods. As always, JCSD is dedicated to providing every child with the knowledge, tools, and skills to be productive citizens.

## OVERVIEW

### Description

	<p>Jefferson County School District is continually monitoring the COVID-19 (coronavirus) outbreak in the United States.</p> <p>Jefferson County School District is working with the Mississippi Department of Health (MSDH), the Mississippi Emergency Management Agency (MEMA), and the Centers for Disease Control and Prevention (CDC) regarding preventive measures and the response to COVID-19.</p> <p>This document provides guidance to parents, teachers and students on how Jefferson County School District will support learning activities in the home. <i>This document will be updated as new information becomes available.</i></p>
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### Scope

	<p><b>Online Learning Considerations</b></p> <p>When considering a transition to online delivery, the following has been taken into consideration. These include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Ensuring all students in the school or district will have equal access to the learning and required materials, including technology.</li><li>• Ensuring the online learning system can effectively support the district's different learning and teaching needs, including the ability to provide differentiated instruction as well as one-on-one support for students who need it. Regardless of where the learning is happening, supports identified on a student's Individualized Education Program (IEP) must be provided if the district is operating.</li></ul>
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- Ensuring students can access the assessments associated with dual credit coursework.
  - Ensuring the systems in use are secure and will not allow for the release of protected student or staff information.
  - The ability to provide school meals.
- Taking a traditional school environment online is not a simple task – nor is it one that has been attempted without serious consideration of the practicality and risk.  
*(Taken from 'MDE COVID-19 Guidance and Resources for School Districts Updated March 18, 2020')*

**AVAILABLE INTERNET RESOURCES**

**(Comcast Internet)** K-12 . Comcast is offering free internet service to low-income families during the coronavirus outbreak. <https://www.internetessentials.com/>

**(ATT Internet)**

**access**  
from AT&T

Making Home Internet affordable for you

Get started

**Access from AT&T**  
For eligible limited income households<sup>1</sup>

**\$10/mo plus tax**  
For speeds 5Mbps - 10Mbps

**\$5/mo plus tax**  
For speeds 768Kbps - 3Mbps

You will receive the maximum speed available at your address.

Includes data allowance of 150GB or 1TB depending on speed available in your area. \$10 charge for each additional 50GB. See details

<sup>1</sup> Access from AT&T provides wireline Home Internet to limited income households who participate in the Supplemental Nutrition Assistance Program or receive Supplemental Security Income benefits in California.

**COVID-19: AT&T's Commitment**

Now more than ever it's important you have access to the Internet to stay in-touch with your family, friends, work and school. That's why AT&T will continue to offer you an affordable way to connect.

In response to the public health crisis, Access from AT&T is temporarily:

- Offering **two months of free service** to new Access customers who order by April 30, 2020. \$5/mo or \$10/mo thereafter, depending on your speed.
- **Expanding eligibility** based on income<sup>2</sup> and to households participating in National School Lunch Program/Head Start
- **Waiving all home internet data overage fees**

Learn **MORE** about AT&T's COVID-19 response.

<sup>2</sup> Household income based on 135% or less than the federal poverty guidelines.

✔ No commitment    ✔ No deposit    ✔ Free Install    ✔ Free In-home Wi-Fi

<https://www.att.com/shop/internet/access/#/>

**Instructional Delivery Requirements**

- Online System Equipment Requirements**
- USATestPrep, Algebra Nation, NewsELA, Zoom: Cellphone, Tablet, Desktop Computer

	<ul style="list-style-type: none"> <li>● iReady: Tablet, Desktop Computer (NOTE: I-Ready is NOT available on the cellphone)</li> </ul> <p><b><u>Paper - Based Instruction</u></b> iReady, USATestPrep, NewsELA</p> <p>The computer -based system must include:</p> <ul style="list-style-type: none"> <li>● Access to the internet with data</li> <li>● Apple or Android based system</li> <li>● Storage space to download internet apps to the cellphone or tablet (I.e., NewsELA App)</li> </ul>
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### Deliverables

	<ul style="list-style-type: none"> <li>● <b>ELA:</b> I-Ready, USATestPrep, NewsELA, Studies Weekly, Zoom</li> <li>● <b>Math:</b> I-Ready, Algebra Nation, USATestPrep, Zoom</li> <li>● <b>Science:</b> USATestPrep, Newsela Science, Zoom</li> <li>● <b>Social Studies:</b> USATestPrep, Newsela Social Studies, Zoom</li> <li>● <b>Health:</b> Newsela Social-Emotional Learning Collection, Zoom</li> </ul>
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### Implementation Plan

	<ol style="list-style-type: none"> <li>I. Use planning time for instructional planning and public relations (information sharing)       <ol style="list-style-type: none"> <li>A. All principals who have USATestPrep will contact them via email to request FREE offer of adding courses. Each principal will request all courses that apply to the student population.</li> <li>B. Each teacher in the district should activate a FREE Zoom account. (And provide documentation of account activation to principal)</li> <li>C. Each staff member is to complete a COVID-19 Travel/Contact/Symptom Questionnaire</li> <li>D. Identify a JCSD student work drop-off location in each of the 5 districts. These locations will be used for students who do not have an internet or cell phone.</li> <li>E. Participate in USATest Prep Webinar for use instructions (to assist teachers not familiar with this platform)</li> </ol> </li> </ol>
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	<p>F. ELA/Math Teachers assign I Ready lessons and submit no more than 1 double-sided hard copy of student assignments from iReady</p> <p>G. Science/Social Studies/Elective teachers assign USA TestPrep lessons and submit no more than 1 double-sided hard copy of student assignment from USATestPrep</p> <p>H. ALL teachers create and post a Zoom instructional session (aligned to latest benchmark data and test blueprint)</p> <p>I. Elective teachers create/post Zoom instructional session with performance tasks that can be completed in 1 week.</p> <p>J. All educators (administrators, teachers, counselors, etc.) should complete at least two Sanford Inspire Professional Development Modules each week. Certificates of completion should be emailed to the superintendent on Sundays no later than 11:59 pm. The link to Sanford Inspire Institute is listed below. You will need to sign up for an account to access the modules.  <a href="https://modules.sanfordinspire.org/modules/">https://modules.sanfordinspire.org/modules/</a></p> <p>II. Subsequent Weeks (if needed)</p> <p>Create instructional assignment weekly calendar (which assignments due/presented on which days of the week)</p>
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**Schedule**

	<p>The schedule below will be used for teachers to post Zoom lessons, provide instructional feedback via SchoolStatus, etc.</p> <table> <tr> <td><b>Monday</b></td> <td><b>Electives</b></td> </tr> <tr> <td><b>Tuesday</b></td> <td><b>ELA</b></td> </tr> <tr> <td><b>Wednesday</b></td> <td><b>Math</b></td> </tr> <tr> <td><b>Thursday</b></td> <td><b>Science</b></td> </tr> <tr> <td><b>Friday</b></td> <td><b>Social Studies</b></td> </tr> </table>	<b>Monday</b>	<b>Electives</b>	<b>Tuesday</b>	<b>ELA</b>	<b>Wednesday</b>	<b>Math</b>	<b>Thursday</b>	<b>Science</b>	<b>Friday</b>	<b>Social Studies</b>
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## Deliverables

	<p>The following areas have been identified as drop-off locations of hard copies of instructional materials. This meets the need of the student population who do not have access to a cellphone, tablet or desktop computer.</p> <p><b>The hard copies of the instructional materials will be delivered via school bus during the Monday ‘Grab-and-Go’ meal distribution 10:30 am to 12:00 noon.</b></p>
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## Resource Explanations

	<p><b>i-Ready</b></p> <p><i>i-Ready</i> is a comprehensive assessment and instruction program that empowers educators with the resources they need to help all students succeed. By connecting Diagnostic data and Personalized Instruction, <i>i-Ready</i> reduces complexity, saves educators time, and makes <u>differentiated instruction</u> achievable in every classroom. <i>i-Ready</i>:</p> <ul style="list-style-type: none"><li>• Provides user-friendly dashboards and clear reports with <b>actionable data</b> that give teachers a foundational understanding of students’ strengths and areas of need</li><li>• Enables educators to confidently determine each student’s <b>on-grade level proficiency</b> based on state and national standards</li><li>• Delivers online lessons that provide <b>tailored instruction and practice</b> for each student to accelerate growth</li><li>• Supports teachers with <b>in-the-moment resources</b> for remediation and reteaching at individualized, small group, and whole class levels of instruction</li><li>• Is <b>research-based and proven to work</b> – students who use <i>i-Ready Personalized Instruction</i> make <u>remarkable learning gains</u></li><li>• Includes <b>dedicated service and support</b> at every step of the implementation journey through <i>i-Ready Partners</i></li></ul>
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## **Algebra Nation**

Algebra Nation is the result of collaboration between The University of Florida and Study Edge, a leading education technology company. Both parties wanted to dramatically improve student achievement in Algebra 1 – a required course that is a key “gateway” to higher-level math courses and high-growth careers in STEM fields. In 2013, Algebra Nation launched in Florida and immediately began driving growth in student outcomes.

In 2016, we rebuilt our resources from the ground up to provide a customized experience for Mississippi’s Algebra 1 students and teachers. Our videos, workbooks, online practice tool, and teacher materials have all been rebuilt to align to the Mississippi College- and Career-Readiness Standards and validated by the Research & Curriculum Unit at Mississippi State University.

Thanks to a unique partnership with the Mississippi Department of Education and funding from the Mississippi state legislature, we will be launching Algebra Nation statewide for the 2018-2019 school year.

Algebra 1 students and teachers in Mississippi will have access to our dynamic content videos, workbooks, online practice and collaboration tools, and teacher materials 24-hours a day, 7 days a week from the web and mobile devices.

## **USATestprep**

USATestprep, LLC is recognized as a nationwide leader in curriculum resources and test preparation for high schools, middle schools, and elementary schools.

USATestprep's approach is designed to help the teacher help the students. Whether we're writing questions to assess a specific state standard, making a reporting feature that helps teachers identify student weaknesses, or adding a new game that gets students excited about using the site, we always take great care to ensure that each new feature engages the students and is easy to implement by the teacher.



## Studies Weekly

We integrate printed weekly units in newspaper format with web-based multi-media resources to share stories and teach standards. This print/web combined platform creates **high-level Student Engagement** and facilitates **Deep Learning** and **Critical Thinking**.

Our embedded lesson plans and assessments foster **Good Decision-Making skills** because we know that standards inform (cognitive domain) and stories inspire (affective domain). Thus, intellectual intelligence and emotional intelligence are engaged. Together, these learning experiences inspire human hearts, engage minds, and profoundly impact **student well being**.

## Zoom

Zoom is a web-based video conferencing tool with a local, desktop client and a mobile app that allows users to meet online, with or without video. Zoom users can choose to record sessions, collaborate on projects, and share or annotate on one another's screens, all with one easy-to-use platform. Zoom offers quality video, audio, and a wireless screen-sharing performance across Windows, Mac, Linux, iOS, Android, Blackberry, Zoom Rooms, and H.323/SIP room systems.

### *How Does It Work?*

#### *Joining a Meeting*

1. Go to Zoom.us
2. Click the "Join a Meeting" tab. You can find the tab on the top right corner of the homepage
3. When prompted, add your designated Meeting ID (The Meeting ID can be a 9, 10, or 11-Digit number). The Meeting ID should be provided by the host.
4. You're in!

#### *Start a Meeting*

1. Go to Zoom.us
2. Toggle over the "Host a Meeting" tab on the top right hand corner
3. Choose whether you would like to keep video chat on or off
4. Sign in using your login information or create a new account
5. Launch the Zoom application and open

6. Send out the meeting details, including the Meeting ID and/or link
7. You've created a meeting!

*Sharing Your Screen*

1. Zoom allows users to share their screen to the entire conference call! To do so, simply click "Share Screen" at the bottom of the window. Note: Only one person can use screen-share at a time, and one person must "Stop Sharing" before someone else can start sharing.
2. To stop sharing the screen, simply click "Stop Sharing."

**Newsela**

Newsela is a data base of current events stories tailor-made for classroom use. Indexed by broad theme (e.g. War and Peace, Arts, Science, Health, Law, Money), stories are both student-friendly and can be accessed in different formats by reading level. Use Newsela to differentiate nonfiction reading.

Newspaper writers rewrite a story four times for a total of five Lexile levels per story. All articles have embedded, Common Core aligned quizzes that conform to the reading levels for checking comprehension. An account is required to use Newsela, both for teachers and for students, but students sign up using a teacher or parent provided code rather than an email address. Teachers can create classes and assign reading-level specific articles to individual students or download printable PDF copies of the article in any of its reading-level versions. There is an upgraded fee-based Pro Version which allows teachers or administrators to track reading progress and students to take constructed response writing assessments, but many of the features are free and there is no outside advertising.

## WEEKLY SCHEDULE AT A GLANCE

### Continuation of Job Duties/Services During School Closure

Position	Assignments	Documentation
All administrators, directors, coordinators, etc.	<ul style="list-style-type: none"> <li>• Assist teachers with the Remote Learning Plan</li> <li>• Ensure everyone is following the Remote Learning Plan</li> <li>• Support employees, parents, and students as needed</li> <li>• Communicate with teachers, parents, and students via SchoolStatus, email, paper/ pencil.</li> <li>• Work with Superintendent on school, budget, and personnel matters</li> <li>• Continue planning for 2020-2021 school year</li> </ul>	<p>Document all work related assignments daily (be specific)</p> <p>Be available by phone and email during your regular work hours</p>
All certified teachers including coaches, media specialists, speech, etc.	<ul style="list-style-type: none"> <li>• Plan student assignments using curriculum resources</li> <li>• Keep it simple. Keep the length of the lesson in mind.</li> <li>• Distance learning assignments should not be punitive.</li> <li>• Communicate with parents/ students via SchoolStatus, email, paper/ pencil.</li> <li>• Communicate with parents/ students daily and respond to questions as requested.</li> <li>• Provide timely feedback to students/ parents.</li> <li>• Return phone calls and emails daily.</li> </ul>	<p>Document all work related assignments daily (be specific)</p> <p>Be available by phone and email during your regular work hours</p>

<p>Special Education teachers</p>	<ul style="list-style-type: none"> <li>• <b>Conduct IEP meetings via phone or video conference as needed if out past April 3<sup>rd</sup></b></li> <li>• Communicate with regular education teachers (if applicable) and assist with planning (Zoom, Google Hangouts)</li> <li>• Plan student assignments using curriculum resources</li> <li>• Keep it simple. Keep the length of the lesson in mind.</li> <li>• Distance learning assignments should not be punitive.</li> <li>• Communicate with parents/ students via SchoolStatus, email, paper/ pencil.</li> <li>• Communicate with parents/ students daily and respond to questions as requested.</li> <li>• Provide timely feedback to students/parents.</li> <li>• Return phone calls and emails daily.</li> <li>• Continue IEP process/ documentation via software</li> </ul>	<p>Document all work related assignments daily (be specific)</p> <p>Be available by phone and email during your regular work hours</p>
<p>Teacher Assistants</p>	<ul style="list-style-type: none"> <li>• Assist classroom teachers with communicating and sending assignments to students/parents</li> <li>• Assist classroom teachers with communicating with parents/ students daily and responding to questions</li> </ul>	<p>Document all work related assignments daily (be specific)</p> <p>Be available by phone and email during your regular work hours</p>

	<ul style="list-style-type: none"> <li>• Return phone calls and emails from classroom teachers to them daily</li> </ul>	
Cafeteria/Child Nutrition Staff	<ul style="list-style-type: none"> <li>• Clean and disinfect school kitchens</li> <li>• Prepare meals for grab-and-go</li> </ul>	Document all work related assignments daily (be specific)
Counselors	<ul style="list-style-type: none"> <li>• Call students who have been in group counseling, individual counseling, behavior tiers, etc. to check on them</li> <li>• Contact teachers as needed to update them on specific students</li> <li>• Support teachers and administrators as needed</li> </ul>	Document all work related assignments daily (be specific)  Be available by phone and email during your regular work hours
Administrative Assistants, Secretaries, Bookkeepers (School, Department, District Office)	<ul style="list-style-type: none"> <li>• Relay any messages to appropriate staff via email</li> <li>• Support administrators and teachers as needed</li> </ul>	Document all work related assignments daily (be specific)  Be available by phone and email during your regular work hours
Maintenance Staff	<ul style="list-style-type: none"> <li>• Work on open maintenance work orders</li> <li>• Assist with making sure all schools are clean and sanitized</li> </ul>	Document all work related assignments daily (be specific)  Be available by phone and email during your regular work hours
Human Resources	<ul style="list-style-type: none"> <li>• Continue all duties</li> <li>• Continue processing all new hires</li> <li>• Continue processing contracts, etc.</li> <li>• Continue insurance and benefits duties</li> </ul>	Document all work related assignments daily (be specific)  Be available by phone and email during your regular work hours
Finance Department	<ul style="list-style-type: none"> <li>• Continue accounts receivable and payable</li> <li>• Continue purchasing</li> </ul>	Document all work related assignments daily (be specific)

	<ul style="list-style-type: none"> <li>• Continue payroll procedures</li> </ul>	Be available by phone and email during your regular work hours
Technology Department	<ul style="list-style-type: none"> <li>• Keep all technology, software, etc. running smoothly to support distance and digital learning</li> <li>• Research tools/software to support teachers or administrators</li> </ul>	<p>Document all work related assignments daily (be specific)</p> <p>Be available by phone and email during your regular work hours</p>
Transportation Department	<ul style="list-style-type: none"> <li>• Clean and disinfect buses</li> <li>• Prepare to deliver meals for grab-and-go</li> </ul>	Document all work related assignments daily (be specific)
Special Education Department	<ul style="list-style-type: none"> <li>• Research, create and plan lessons/resources to support teachers</li> <li>• Contact principals to support them as needed</li> <li>• Continue planning for 2020-2021 school year</li> <li>• Continue all special education duties remotely</li> <li>• Monitor services provided to SPED students at home</li> </ul>	<p>Document all work related assignments daily (be specific)</p> <p>Be available by phone and email during your regular work hours</p>
Coaches with Ground keeping duties	<ul style="list-style-type: none"> <li>• Maintain grounds around athletic and practice areas</li> <li>• Ensure all athletic buildings and facilities are locked and secured</li> </ul>	<p>Document all work related assignments daily (be specific)</p> <p>Be available by phone and email during your regular work hours</p>