Greenville Public School District
Virtual Learning Handbook

GPSD Virtual Learning Reopening Model

Department of Instructional Programs

Greenville Public School District / 412 South Main Street/ Greenville, MS 38701

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GPSD Virtual Learning Re-opening Instructional Model

Introduction

As part of GPSD's commitment to academic success, the district will provide Virtual Instruction to ensure ALL children have access to equal opportunities to learn. Our district developed this plan with guidance from the MDE, our administrators, district leadership team, parent surveys, school board members and community stakeholders to ensure we could meet the needs of all our students.

Our district will be incorporating innovative learning opportunities for students through online learning modalities and student menus, as such we will utilize administrators, district content specialists, model teacher leaders, lead teachers, content strategists, school improvement coordinators, title I services etc. to facilitate training for all staff.

Student Re-Start Date: August 24, 2020

Virtual (Distance/Online) Learning Hours

PK: Start Time: 8:00 End Time 12:30

Elementary: Start Time: 8:00 End Time 12:30

Middle: Start Time: 8:00 End Time 12:30

High School: Start Time: 8:00 End Time 12:00

** Independent Study for All students -1:30-2:30 p.m. **

Greenville Public School Schedules

Students Login to CANVAS on or before 7:45a.m. daily **7:45 am -8:00 am Morning Check-in** Instructional Screen Time (8:00 a.m. - 12:30 p.m.) **Brain Breaks** will be built into the daily schedules		
	P-K-School Daily Schedule (Monday- Friday)	
	8:00-8:30 a.m.	Whole Group (Morning Board)
	8:30-9:00 a.m.	ELA (Introduction of theme, Literature for theme and read-aloud)
	9:00-9:30 a.m.	Movement (Move to Learn)
	9:30-10:00 a.m.	Phonics (Letter of the Week)
	10:00-10:30 a.m.	Mathematics
	10:30 a.m. -10:50 a.m.	Social/Emotional
	10:50-11:35 a.m.	Special (P.E., Library, Art, Computer)
	11:35-11:30 a.m.	Remediation
	11:30-12:00 a.m.	Science
	12:00-12:30 a.m.	Closure (Close lesson/explain at home hands-on activities)
	1:30-2:30 p.m.	**Daily Independent Study** : Interventions, Enrichment/Tutorial

Students Login to CANVAS on or before 7:45a.m. daily **7:45 am -8:00 am Morning Check-in** Instructional Screen Time (8:00 a.m. - 12:30 p.m.) **Brain Breaks** will be built into the daily schedules		
	K-School Daily Schedule (Monday – Friday)	
	8:00-8:15 a.m.	Morning Routines
	8:15-8:35 a.m.	SAXON
	8:35-9:05 a.m.	Language and Literacy
	9:00-9:10 a.m.	*Brain Break* (Move to Learn)
	9:10-9:40 a.m.	Mathematical Thinking
	9:40-9:50 a.m.	*Brain Break*
	9:50-10:10 a.m.	Social Studies
	10:10-10:20 a.m.	*Brain Break*
	10: 20-10:40 a.m.	Scientific
	10:40-11:00 a.m.	Health
	11:00-12:30 p.m.	Online Instruction: IReady/STAR/MyOn/AR
	1:30-2:30 p.m.	**Daily Independent Study**: Interventions, IEP/Tutorial Enrichment

Students Login to CANVAS on or before 7:45a.m. daily **7:45 am -8:00 am Morning Check-in** Instructional Screen Time (8:00 a.m. - 12:30 p.m.) **Brain Breaks** will be built into the daily schedules	**Elementary School Daily Schedule**	
	1st- 3rd **Monday- Thursday**	4th-5th **Monday- Thursday**
	• ELA/Writing/SS- 8:00 a.m. – 10:15 a.m. • Mathematics- 10:15 a.m. – 12:00 a.m. • Science- 12:00 a.m. – 12:30 p.m. • Special Areas: Music, Art, P.E., Library **– Friday only** 8:00 a.m.-12:30 p.m.	• ELA/Writing/SS- 8:00 a.m. – 9:30 a.m. • Mathematics- 9:30 a.m. – 11:00 a.m. • Science- 11:00 a.m. – 12:30 p.m. • Special Areas: Music, Art, P.E., Library **– Friday only** 8:00 a.m.-12:30 p.m.
	****Daily Independent Study** for all students: Interventions, Enrichment/Tutorial- 1:30-2:30 p.m. **Office Hours (Feedback to students/parents) - 12:30 - 3:30 p.m.	

	Middle School Daily Schedule			
	Monday – Thursday		**Core Subjects (subjects may vary)**	**Friday Only**
Students Login to CANVAS on or before 7:45a.m. daily **7:45 am -8:00 am Morning Check-in** Instructional Screen Time (8:00 a.m. - 12:30 p.m.) **Brain Breaks** will be built into the daily schedules	8:00 a.m. – 8:50 a.m.	1st Period	ELA, Math, Sci, SS, Elective	ELECTIVE #1
	8:55 a.m. – 9:45 a.m.	2nd Period	ELA, Math, Sci, SS, Elective	ELECTIVE #2
	9:50 a.m. – 10:40 a.m.	3rd Period	ELA, Math, Sci, SS, Elective	WOW/ Interventions Group A
	10:45 a.m. – 11:35 a.m.	4th Period	ELA, Math, Sci, SS, Elective	WOW/ Intervention Group B
	11:40 a.m. – 12:30 p.m.	5th Period	ELA, Math, Sci, SS, Elective	
	12:30 p.m. – 1:30 p.m.	Teacher Break/Lunch		
	1:30 p.m. – 3:30 p.m.	Office Hours *Remediation/Enrichment* *Interventions* *Tutorial*	**School Level PD/ PLC** *Monday & Wednesday* ***District Level PD/ PLC*** *Tuesday & Thursday*	

	High School Daily Schedule					

Students Login to CANVAS on or before 7:45a.m. daily

7:45 am -8:00 am Morning Check-in

Instructional Screen Time (8:00 a.m. - 12:30 p.m.)

Brain Breaks will be built into the daily schedules

Monday -Thursday

	Monday & Wednesday	Tuesday & Thursday
8:00 a.m. – 9:00 a.m.	1st Period	5th period
9:05 a.m. - 10:05 a.m.	2nd period	6th Period
10:10 a.m. -11:10 a.m.	3rd Period	7th Period
11:15 a.m. -12:15 p.m.	4th Period	Virtual Office Hour
12:20 p.m. -1:20 p.m.	Lunch (Grab and Go or Delivery)	
1:20 p.m. - 2:20 p.m.	Online Instruction (USATestprep, Algebra Nation, etc.)	
2:25 p.m. - 3:30 p.m.	Virtual Office Hours	

Friday

TIME	SATP Courses/Individual Support	Other Courses
8:00 a.m. – 9:00 a.m.	US History -Live Face2Face	Live Office Hours/ Online Instruction
9:05 a.m. - 10:05 a.m.	Biology 1 -Live Face2Face	
10:10 a.m. -11:10 a.m.	Algebra 1 -Live Face2Face	
11:15 a.m. -12:15 p.m.	English 2- Live Face2Face	
12:20 p.m. -1:20 p.m.	Lunch (Grab and Go or Delivery)	
1:20 p.m. - 2:20 p.m.	Counselors	
2:25 p.m. - 3:30 p.m.	Online Instruction	

(Cohorts 1-3- A/B Schedule)

Early College Daily Schedule

Monday -Friday

Cohort A will use set schedule on Mondays and Wednesdays. **Cohort B** will use Cohort A schedule on Mondays and Wednesdays. The two will then flip schedules.

Brain Breaks will be built into the daily schedules

	Year 3 (C/0 2022)	Year 2 (C/0 2023)	Year 1 (C/0 2024)
	Cohort A/B	Cohort A Cohort B	Cohort A Cohort B
1st Block: 8:30 a.m. – 9:30 a.m.	Dual Enrollment	EC Psychology ACT Reading	EC Foundations of Bio ACT Science
2nd Block: 9:40 a.m. – 10:40 a.m.	Dual Enrollment	ACT English CCR	EC Foundations of Alg ACT Math
3rd Block/Lunch : 10:50 a.m. – 11:50 a.m.	Dual Enrollment	EC Genetics ACT Science	EC English I ACT English
Lunch 12:00 p.m. – 12:30 p.m.			
4th Block: 12:40 p.m. – 1:40 p.m.	Dual Enrollment	EC Algebra II ACT Math	EC World History CCR
5th Block: 1:50 p.m. – 2:30 p.m.	Junior Seminar	Sophomore Seminar	Freshman Seminar

Students Login to CANVAS on or before 7:45 a.m. daily Instructional Screen Time (8:00 a.m. - 12:30 p.m.) **Elective Courses** will be offered each **Friday** **8:00 am – 12:30 pm**	**Manning Restart**	
	Elementary Schedule Monday- Thursday	Secondary Daily Schedule Monday- Thursday
	• **Morning Check-in- 8:00-8:10 a.m.** • ELA/Writing/SS- 8:10 a.m. – 10:15 a.m. **Brain Break 10:15 am – 10:25 am** • Mathematics- 10:25 a.m. – 11:25 a.m. • Science- 11:25 a.m. – 12:30 p.m. • Independent Study- 1:30 pm -2:30 pm	• **Morning Check-in- 8:00-8:10 a.m.** • ELA/Writing/SS- 8:10 a.m. – 10:15 a.m. **Brain Break 10:15 am – 10:25 am** • Mathematics- 10:25 a.m. – 11:25 a.m. • Science- 11:25 a.m. – 12:30 p.m. • Independent Study- 1:30 pm -2:30 pm
	****Daily Independent Study** for all students: Interventions, Enrichment/Tutorial- 1:30-2:30 p.m. **Office Hours (Feedback to students/parents) - 12:30 - 3:30 p.m.	

Virtual Learning Plan

How will Virtual (Distance/Online) Learning be provided?

The method of delivery of instruction will change from face to face to virtual learning with the district approved online platform (CANVAS). Virtual Learning will consist of synchronous and asynchronous learning for students with online access, as well as options for synchronous and asynchronous learning for students who must rely on instructional packets as their main resource for viewing and accessing materials for their classes. Teachers will facilitate virtual instruction by adhering to a list of non-negotiable (s) for engaging students in the online experience. Adaptive assessments, targeted learning paths, teacher resources and progress monitoring gives teachers all the tools they need to meet the individual needs of all our students.

Greenville Public School District recognizes that some families do not have internet access in their homes. As such, we will be offering at home learning packets to support student learning. Learning packets will contain materials for two weeks of instruction. These packets should be completed and returned to the school for students to receive credit for school attendance and as a means of providing grades for the specified term. The methods of instruction and materials to be used are explained below.

Delivery of instruction for students will include:

More about Virtual online instruction and Learn at Home Packets may be found in GPSD Attendance Procedures

Virtual Online Instruction (with technology) will receive:	Learn at Home Packets (without technology) will receive:
- Live online teacher-led instruction every day from **8:00-12:30pm** - Recorded lessons available online for students/parents every day **Additional learning activities** will be assigned to students *beyond* the 12:30 pm time frame. - Daily Support- A teacher or his/her designee will make daily contact via online, telephone, email with the student(s) and parent to provide instructional support with assignments and answer any questions they may have. - Teacher Office Hours – A schedule of teacher's office hours will be posted on the district website that will allow students and parents the opportunity to contact the teacher for additional supports - Students may also contact their teachers through CANVAS/Google Classroom and/or by email. They are encouraged to do so whenever necessary. - With online learners, teachers will monitor who is submitting assignments online and attending live classes or virtual check-ins on CANVAS as well as through School Status. - Ongoing support will be provided to students and families throughout this process	- Weekly Learn at Home Packet with instructions for completion every day from **8:00-12:30pm** - Learn at Home Packet will be aligned with virtual instruction - Instructional recordings of the lessons will be made available on YouTube so that they may be accessed by students utilizing a Smartphone **Additional learning activities** will be assigned to students *beyond* the 12:30 pm time frame - Daily Support- A teacher or his/her designee will make daily contact via telephone with the student(s) and/or parent to provide instructional support with assignments and answer any questions they may have. - Teacher Office Hours – A schedule of teacher's office hours will be posted on the district website that will allow students and parents the opportunity to contact the teacher for additional supports. - With students who are not participating in online learning, teachers will reach out to families via phone (school status) or email and track who is returning written assignments to school. - Ongoing support will be provided to students and families throughout this process

Support Services: Students with Disabilities	Support Services: Students with Disabilities
➢ Students with disabilities will be provided lessons, classwork and other activities that have been adapted based on the individual needs of the student. ➢ Students with disabilities will receive additional small group and 1-on-1 assistance and instruction through the virtual learning program. ➢ Students with disabilities will have extended access via technology, support from assistant teachers and other resources to ensure that they receive the educational support and services needed to be successful. ➢ Additionally, students with significant cognitive disabilities will have access to TeachTown, an online resource tool that addresses, among other things, the social emotional and individual goals as identified on each students' IEP. ➢ **Related Services**- Speech therapy, occupational and physical, counseling etc., will be provided via tele-therapy when appropriate and feasible. Resources needed to ensure student success, including lunch, will be delivered door-to-door by paraprofessionals. ➢ Instruction by the Regular Teacher ➢ Instruction by the Inclusion Teacher (Tutoring or Remediation on IEP Goals) ➢ Social Worker (social, emotional, and behavior sessions)	➢ Learn at Home Packets will be provided to students with disabilities that include lessons, classwork and other activities that have been adapted based on the individual needs of the student. ➢ Instruction by the Regular Teacher ➢ Instruction by the Inclusion Teacher (Tutoring or Remediation on IEP Goals) ➢ **Related Services-** Speech therapy, occupational and physical, counseling etc., will be provided via tele-therapy when appropriate and feasible. ➢ Social Worker (social, emotional, and behavior sessions)
Support Services: EL	**Support Services: EL**
➢ Collaborate with classroom teachers to plan and deliver virtual learning instruction through Lexia Learning that is accessible to ELL students. Provide support to classroom teachers to provide accessible learning materials. ➢ Manage ILP's and Check in with ELL Families/Students on an at least weekly basis.	➢ Provide support to classroom teachers to provide accessible learning materials. ➢ Manage ILP's and Check in with ELL Families/Students on an at least weekly basis. ➢ Participate in virtual support meetings with student and parents as needed

- Participate in virtual support meetings with student and parents as needed - Engage in collaboration with peers - Post regular office hours	- Engage in collaboration with peers - Post regular office hours
Support Services: Gifted	**Support Services: Gifted**
- Collaborate with classroom teachers to plan and deliver distance learning that is accessible to Gifted and talented students. Support classroom teachers to provide accessible learning materials. - Manage student portfolios and check in with Gifted and talented Families/Students on an at least weekly basis.	- Support classroom teachers to provide accessible learning materials. - Post regular office hours - Manage student portfolios
Support Services: Counselors - GPSD is dedicated to the education of the whole individual- intellectually, socially, emotionally, culturally and physically.	**Support Services: Counselors**
- Counselors will provide virtual counseling based on ASCA virtual learning guidance and ethics - Deliver core curriculum by providing virtual lessons using the districts platform (Major Clarity) - Continue to be responsive to the needs of our students by collaborating with parents/families and providing resources - Provide indirect services by consulting and collaborating and making referrals with teachers, parents and administrators virtually, electronically or via phone call - Provide a list of outside resources for parents and post on our district website - Provide 24/7 emergency hotline numbers and links	- Check in with students via phone to provide support for students in need or in crisis. - Deliver core curriculum by providing paper-based lessons to students. - Contact parents via phone regarding concerns about attendance/participation of students. - Provide 24/7 emergency hotline numbers and links
Support Services: Social Workers	**Support Services: Social Workers**
School Social Workers will collaborate with Administrator & Teachers regarding concerns as related to students/parents/families.	School Social Workers will conduct home visit, when needed, for the purpose of placing notices

- School Social Workers will adhere to Virtual Office/hour that teachers, parents and/or student could call in for social work/support services (as in last school term).
- School Social Workers will make parental contact with parent to check-in on student's social/emotional well-being.
- School Social Workers will provide a list of services that could be utilized by parents/community.
- School Social Workers be available to parents, during school hours, by district phone/email.
- School Social Workers will conduct home visit, when needed, for the purpose of placing notices on the doors of parents, regarding school task/assignment concerns.
- School Social Workers will attempt contact with parents regarding school attendance; while also working with the attendance clerk and attendance officer.
- School Social Workers will make referrals to outside services as determined necessary.
- School Social Workers will use various school/district approved communication tools (phone/email/online platforms) to facilitate contact with identified families of students (and students themselves as appropriate) in order to assess any potential needs of the students/families.
- Provide community resources and supports as needed.
- Follow up with all community resources to be up to date with the current services available during this time.
- School Social Workers Conduct group zoom meetings on Mondays to assist parents and students with needs.
- School Social Workers will make parental contact to check-in on students (referred by staff) for social/emotional well-being.
- School Social Workers will utilize school status to contact students and parents.

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- School Social Workers will make referrals to outside services as determined necessary.
- School Social Workers will provide a list of services that could be utilized by parents/community.
- School Social Workers will make parental contact to check-in on students (referred by staff) for social/emotional well-being.
- School Social Workers will utilize school status to contact students and parents.
- School Social Workers will attend school zoom meetings and webinars.
- School Social Workers will additional services will be provided as needed.

➢ School Social Workers will attend school zoom meetings and webinars. ➢ School Social Workers will additional services will be provided as needed.	
Support Services: Nurses	**Support Services: Nurses**
➢ Virtual office hours (Zoom or Canvas) ➢ Phone conference (those without technology). ➢ Provide resources as needed. ➢ Checked Immunization compliance via MIIX. ➢ Will be available for virtual IEP/IHP meetings. ➢ Will continue to coordinate outside services (vision/dental etc.) as approved following CDC guidelines. ➢ Provide health related educational materials as needed. ➢ Be available to and work with Administration, Supervisors and staff to accomplish academic goal as needed within our scope of practice.	➢ Home visits as needed following CDC guidelines ➢ Phone conference (those without technology). ➢ Be available to work with parents/staff to accomplish academic goal as needed within our scope of practice.
Librarians	**Librarians**
➢ Instruct students with weekly library CANVAS modules incorporating the following components: a book or story students read or listen to; comprehension assessment; vocabulary component (will be included with comprehension assessment); discussion question; AR Quiz, independent reading component (myON) ➢ Collaborate with teachers to create library myON book bundles, projects, and CANVAS modules ➢ Communicate students' progress on library assignments to parents and students	➢ Provide weekly printed passages to be included with At Home Packets from myON that include comprehension and vocabulary questions ➢ Communicate students' progress to parents and students ➢ Communicate students' progress to teachers ➢ Provide students with assistance as needed
Attendance	**Attendance**
➢ GPSD will collect student daily attendance through its learning management system CANVAS as well as through School Status	➢ GPSD Teachers will reach out to families via phone and school status to monitor/track

for student who participate in online learning. ➤ An Automatic Reminder will be sent through School Status as a reminder to login everyday between 8:00 a.m. and 12:00 p.m.	student attendance for students that do not participate in online instruction.
Grading	**Grading**
➤ Teachers will record student's grades in the learning management system CANVAS for students participating in virtual online learning by giving daily assignments to students that also acknowledges the completion of work. A minimum of 2 grades per subject per week is required. ➤ Progress reports will be made available weekly, and final grades will be posted in SAM or on the School Status Parent Portal.	➤ Students that do not participate in online instruction will pick up Learn at Home packets at his/her base school and return packets weekly for grading (minimum of 2 grades per subject per week). ➤ Feedback will be provided to parents and students on Mondays of the following week. ➤ Parents can check student's grades on school status or personally contact the school for student progress. ➤ Additionally, weekly progress reports will be mailed to parents that do not have any access to a phone or technology.
GPSD Assignments/Homework Hotline- If parents or students have difficulty completing an assignment or if a question arises about the work assigned, students will have the following options to receive live help/assistance.	**GPSD Assignments/Homework Hotline-** If parents or students have difficulty completing an assignment or if a question arises about the work assigned, students will have the following options to receive live help/assistance.
➤ Students can email his/her teacher through CANVAS during their Office Hours and receive an online response to questions/concerns ➤ Scheduled tele-conference using the App Calendly will be encouraged to schedule individual appointments for teacher phone conferences.	➤ Scheduled tele- conferences will be scheduled by the teacher via phone, school status or letter with the student/parent for teacher conferences ➤ All teachers will be available electronically for four 1/2 hour blocks. They will make every effort to schedule one of those blocks during the time(s) that their subject "meets".

➢ All teachers will be available electronically for four 1/2 hour blocks. They will make every effort to schedule one of those blocks during the time(s) that their subject "meets". ➢ Our Technology Department will be available during regular school hours (Monday-Friday, 7:30 am - 3:00 pm). You can email them anytime at askgpsd@gville.k12.ms.us the department will also be emailing instructions on how to access Live Chat Support during school hours.	
Student Discipline Expectations	**Student Discipline Expectations**
➢ Students are expected to follow and adhere to the Student Code of Conduct as outlined in our 2020-21 Student Handbook.	➢ Students are expected to follow and adhere to the Student Code of Conduct as outlined in our 2020-21 Student Handbook.
Schedules- The student schedules are designed to offer structure and coordinate availability with subject specific teachers. We strongly recommend students navigate their virtual day by following this schedule. Each class has been allotted a minimum of **30 minutes of instruction** however some assignments may require more or less time.	**Schedules-** The student schedules are designed to offer structure and coordinate availability with subject specific teachers. We strongly recommend students navigate their virtual day by following this schedule. Each class has been allotted a minimum of **30 minutes of instruction** however some assignments may require more or less time.
➢ School schedules have been created for each school/grade level and will be provided to parents on the district and school website. Student schedules will also be shared with parents via School Status and in student CANVAS accounts for easy access. ➢ Each student and parent will receive a syllabus or course learning plan that outlines the expectations for all students in the course or grade by Nine Weeks. It will include important dates, deadlines, guidance for makeup work, major test requirements,	➢ School schedules have been created for each school/grade level and will be provided to parents on the district and school website. Student schedules will also be shared with parents via School Status and included in the student Learn at Home Packets. ➢ Each student and parent will receive a syllabus or course learning plan that outlines the expectations for all students in the course or grade by Nine Weeks. It will include important

enrichment materials, and other details needed for students to be successful in their class(es).	dates, deadlines, guidance for makeup work, major test requirements, enrichment materials, and other details needed for students to be successful in their class(es).
Digital Resources	**Resources**
➤ GPSD uses a variety online learning programs to support daily instruction and social emotional learning, including Accelerated Reader/myON, Aplus, iReady, Moby Max, Panorama, USA Test Prep, and the ACT's online practice test site. Students have personal accounts to access these programs and others at home or anywhere with internet access to get additional enrichment every day. There are also many educational websites and online tools that are excellent home learning resources for students in every grade level.	➤ GPSD will utilize the same or similar instructional materials and resources from educational textbooks, materials, websites and other resources for students in every grade level.
Professional Development:	**Professional Development**
➤ GPSD will provide virtual professional development for all instructional staff, parents and students to fully prepare them to be successful with CANVAS, Clever, iReady, Nearpod, Peardeck and all other programs or apps that will be used in instruction. Parents and students will receive notices of trainings through the district webpage, Facebook page, and Twitter. In addition notices will be sent out through School Status. Implementation surveys will be sent out to staff, parents, and students to determine the need for repeat trainings, individualized trainings, and "next steps" trainings. Professional development will continue throughout the school year to ensure success.	➤ CANVAS. Clever, iReady, Nearpod and Peardeck trainings will be recorded and posted on the district webpage for parents and students to refer to at any time.

Assessments:	Assessments:
➤ GPSD will use diagnostic, snapshot, and benchmark assessments to gain data for school, teacher, and student improvements. At this time GPSD will implement MDE's Student Assessments unless a waiver is approved for the state. All district assessments will be taken virtually.	➤ Paper versions of diagnostics, snapshot and benchmark assessments will be provided to students to gain data for school, teacher and student improvements. State assessments will he proctored for students without technology.

Greenville Public School District Attendance Procedures

Virtual Model

Greenville Public School District students will be provided a Daily Schedule for virtual course completion. Students will be able to access all assignments in Canvas at any time. The virtual day is designed with routine and should include the following ordered steps:

Steps 1: Students will login into Canvas LMS

- ➢ In Global Navigation, click the Courses link, then click the All Courses link
- ➢ Select a course, then click Roll Call assignment and complete
- ➢ Attendance Complete

Step 2: Students will complete daily assignments for that course and proceed to the next course

- ➢ Students will complete daily assignments in Canvas for each class on their schedule
- ➢ All Roll Call assignments and daily assignments must be completed by 11:59 pm daily, unless otherwise noted by teacher
- ➢ Roll Call assignments completed after 11:59 pm will warrant the student being absent that day.
- ➢ Daily Assignments completed after 11:59 pm will be deemed late, and will lose up to 10 points for every day assignments are late. (Consequences for late assignments will be uniform across the district)
  Attendance: Teachers will take attendance during live face to face instruction as well as at the end of each day for all virtual students, and input student attendance in SAM7. Secretaries/Attendance Clerks will run a SAM7 report each morning by 8:00 a.m. to capture attendance for the previous day.
  **An "ALL CALL" will go out to parents the following morning, informing them if their child was counted absent for virtual learning.
  Homeroom: Students should use the Homeroom block to read morning messages from their teachers *(on CANVAS Classroom Portal)* and explore the assignments they have for that day.
  Participate: Navigate through the virtual day by completing assignments and interacting online
  Reflection: Complete the "Daily Exit Ticket" at the end of each day

Learn At Home Packets

- Learn at Home packets will be provided to students who do not have technology in his/her home.
- Learn at home packets may be delivered to students home or picked up from a specified location at the student base school.
- Packet locations will be marked plainly at each school site. Principals will post their packet locations on their school website or Facebook page and parents will also be notified by the schools' All-Call platform (School Status) as to where the packets will be located at each school.
- The **first** Learning packet will be disseminated Friday, August 21, 2020 from **8:00 a.m. - 4:30 p.m.** at the student base school. Completed packet will be returned at the same time and location on Friday, September 4, 2020. A new packet will be provided/delivered upon the return/completion of the prior packet.
- Packets must be signed out for each student at the time of pick up and signed back in at the time of return
- Packets will be returned at the time that parents are scheduled to pick up new packets for their students.
- A calendar reminder of when packets are due will be attached to the packet at the time of pick up as well as posted on the school's Facebook page and on the District's Webpage.
- Packets will last for **two weeks** of at-home engagement and will be provided to students in the areas of English, Math, Science, Social Studies as well as his/her elective courses.
- Parents should note that it is important to return all learning packets at the end of each **two-week period** of instruction and new packets of instructional materials should be collected at that time.
- The learning packet for each subject will have a lesson and/or assignment that correlates to the days of the week (Monday – Friday).
- Complete the **Mastery Assignment Checklist Form** for each subject to ensure that you have returned and completed all assigned tasks for grading.
- Learning packet should be completed and placed in a designated mailbox by the student or parent at the student's base school for pickup each Friday by 4:30 p.m.
- Parents who are unable to return student learn at home packets must contact the student school **before noon** to schedule pick up with the school for the student.

- If no packet or an incomplete packet is left for pick up by the student/parent, the student will be counted absent for the days no assignment is submitted.
- An incomplete packet will result in a student earning a failing grade.
- Attendance will be marked by a specified designee at the student's base school once the packet is submitted.
- Attendance and a child's grades can be impacted if packets are not returned in a timely manner.
- Teachers are responsible for grading the learning packets and inputting grades.
- The learning packets were created by the Department of Instructional Programs along with the Model teacher leaders, Lead Teachers or Content Specialists.

<p style="text-align:center"><u>**Hybrid Model-**</u> (Will be reviewed at a later date)</p>

- Students will follow steps 1 and 2 of the virtual attendance procedure on the days they receive instruction at home
- Attendance will be taken by the classroom teacher on the days students are on the school campus
- All Roll Call assignments must be completed by 5pm daily.
- If students who participate in the Hybrid Model do not have technology or internet access, they will receive learning packs for the days they are off site.
- Learning packs must be returned to their classroom teacher when they return to their school site the following day.
- Lead Teachers/Assistant Principal will have access to all Learning Packets for each grade in their school.

4 Week Instructional Schedule
for
Learn at Home Pack and Virtual Instruction

Learn at Home Schedule **August 21, 2020- Packet Pick-up Date** **September 4, 2020- Packet Drop off Date**	**Virtual Schedule** **August 24, 2020- Online Start date**
Week 1 ➢ **Expectations/Protocol** ➢ **Pre-Assessment – Consist of standards from weeks 2-4**	**Week 1** ➢ Virtual Expectations/Protocol ➢ Pre-Assessment – Consist of standards from weeks 2-4
Week 2 ➢ **1st Standard from ELA, Math, Sci., and SS using At a Glance Document** ➢ **Exit Ticket of 1st Standard**	**Week 2** ➢ 1st Standard from ELA, Math, Sci., and SS using At a Glance Document ➢ Exit Ticket of 1st Standard
Return of Learn at Home Packet and Pick up new Packet (September 4, 2020)	
Week 3 ➢ **2nd Standard from ELA, Math, Sci. and SS At a Glance Document** ➢ **Exit Ticket of 1st and 2nd Standard**	**Week 3** ➢ 2nd Standard from ELA, Math, Sci. and SS At a Glance Document ➢ Exit Ticket of 1st and 2nd Standard
Week 4 ➢ **3rd Standard from ELA, Math, Sci. and SS using At a Glance Document** ➢ **Exit Ticket of 1st, 2nd, and 3rd Standard**	**Week 4** ➢ 3rd Standard from ELA, Math, Sci. and SS using At a Glance Document ➢ Exit Ticket of 1st, 2nd, and 3rd Standard
Return of Learn at Home Packet and Pick up new Packet (September 18, 2020)	
Snapshot- September 28, 2020- October 2, 2020	**Snapshot**- September 28, 2020- October 2, 2020

Teacher Online Learning Expectations

Here is a summary of what will be expected __from the teacher__ so students will be successful during the upcoming online learning:

Teacher's responsibilities are as follows:

1. Teachers will have all required technology such as laptops or tablets with them to provide remote instruction;
2. Attend all trainings that are offered throughout the year (CANVAS, Live Binder, District Trainings etc.)
3. Complete the Virtual Instruction Implementation Survey to assist the district and your school in a smooth implementation of virtual learning.
4. Check daily attendance through student log in on CANVAS.
5. Make a minimum of 20-25 parent contacts per week through School Status to address individual student needs.
6. Teachers will provide guidance and feedback on class work through email, the school website, or any other approved means of communication;
7. Teachers will be available for communication during normal work hours;
8. If a teacher is not available for distance learning due to illness or a personal day, the teacher will communicate with the students/parents within 24 hours of their return to work;
9. Teachers will provide instruction to all students along with appropriate and reasonable accommodations to those who are on a 504 plan or an IEP;
10. Communicate at least once a week through email or text using School Status and at least once a month through video conferences using CANVAS.
    a. Send a **code** to parents/students so that they can log in to CANVAS which is our district's learning management system.
    b. Use district email if additional support is needed during your regular working hours.
    c. If technical support is needed by you or a parent/student, you will forward the concern to IT support email at help.gville.k12.ms.us

What Schools Can Expect from Students with Online Learning

Information for Elementary Students:

Here is a summary of what will be expected <u>of you</u> so that you can be successful during the upcoming online learning:

Student's responsibilities are as follows:

1. Students will log in to CANVAS at the scheduled times for instruction. By logging in you will be counted present for that day. Login on time daily beginning the first day of school and **actively participate** in lessons;

2. Students will be available for their courses during instructional periods and will complete assignments given by their teachers;

3. Students will continue to follow the expectations set by their individual classroom teachers;

4. Students who do not have electronic access or are not provided a school district device, will complete educational activities through paper/written format;

5. Students will bring any questions or concerns to their individual teachers or an assigned designee

6. See teacher office hours for instructional or tutoring support

7. Any other responsibilities approved by the Board or the Superintendent.

What Parents Can Expect with Online Learning

Information for Elementary Parents:

Here is a summary of what <u>you and your child can expect</u> during the upcoming online learning:

1. Online learning will begin Wednesday, August 24, 2020.

2. You will be offered **CANVAS training** (GPSD Learning Management System) before school starts as well as during the school year.

3. Your child's teacher will **Communicate at least once a week** through email or text using School Status and **at least once a month** through video conferences using CANVAS. Additional contacts may be made if your child needs individual learning supports.

   a. Please read each communication carefully. There may be important information in messages needed to support your child's learning.

   b. <u>Your child's teacher will send you an</u> **access code** so that you can log in to CANVAS which is our district's learning management system. Please log into (https://gpsdk12.test.instructure.com/login/canvas) to get to CANVAS.

   c. For additional support, please contact **your child's teacher**.

   d. For technical support, (help.gville.k12.ms.us)

4. Your child's teacher will post a **daily/weekly** agenda and/or assignment list in CANVAS.

5. Your child's teacher will post screen recorded lessons in CANVAS **at least twice a week per subject.**
   a. Click here for a listing of GPSD elementary teachers. (add link) Teachers are alphabetized by school and grade. Select your child's teacher to view screen recorded lessons and agenda/assignment list. Teachers will be entering new videos **at least twice a week**
6. You child's teacher will post at least 2 grades per week per subject as well as student attendance in CANVAS and SAM. You will have access to this through **Active Parent.** If you do not already have an Active Parent account, please talk to the school's Social Worker to register for this. This will allow you to see your grades and attendance daily. Check your Active Parent account at least weekly to keep up to date on your child's grades, attendance, and work.
7. Parent may make contact during office hours:
   a. **Teachers, School Counselors, Nurses, and Social Workers will be available to address student needs.** Teachers Office hours are grouped by grade level can be found at www.gvillepublicschooldistrict.com under Virtual Learning/General Information tab.
   b. School counselors and nurses also hold office hours to provide social-emotional counseling and to ensure the basic needs of GPSD students are met. If you need to speak with a school nurse privately, please contact them via email.
   c. Email addresses, as well as counselor and nurse office hours can be found here. (add link)
   d. School Social workers may be contacted for community resources.
8. For additional support regarding the GPSD Online Learning Management System – CANVAS, please email (help.gville.k12.ms.us).

District/School Online Learning Expectations

*Here is a summary of what the __district and school__ will provide to support **teachers** as we prepare for online learning:*

1. Provide virtual training(s) on CANVAS before school starts and every two weeks to ensure smooth implementation.
2. Provide a CANVAS Coordinator (Lead Teacher/Assistant Principal/Model Virtual Teacher) to respond to teacher needs and ensure smooth implementation.
3. Provide a Virtual Instruction Implementation Survey (bi-weekly, monthly or every nine weeks) that will provide input from students, parents and teachers regarding virtual implementation.
4. Provide district training(s) on how to teach virtually as well as content specific trainings and virtual resources.
5. Provide professional development throughout the year that will address instructional needs.
6. Provide virtual model lessons using GPSD teachers for each subject at each grade level.
7. Provide recorded virtual lessons for each subject at each grade level.
8. Provide instructional resources on Livebinder
9. Provide At-a Glance and Pacing Guides that are linked to virtual learning
10. Provide lesson plans to support virtual instruction for each subject at each grade level
11. Provide a testing checklist that will be used for student assessment
12. Ensure that work periods will be provided each day for planning that will afford teachers the opportunity to create instructional videos and offer student support

GPSD: 5 Steps for Students
On How to Log in to CANVAS

1. Step 1: Go to the district website www.gvillepublicschooldistrict.com
2. Click on Login with Clever
3. Step 3: Enter your **Username** (MSIS Number) 9 digit located on your virtual schedule and **Password (Date of Birth ex. 8/25/2000)**
4. Step 4: Click Log into Canvas
5. Step 5: Click on your teacher's class

Step 1: Go to the district website: www.gvillepublicschooldistrict.com

Step 2: Click on Login with Clever.

Step 3: Enter your **Username** (9-digit MSIS Number - ex. 001222236) and **Password (Date of Birth 8/25/2000)**

Step 4: Click Log in

Step 5: Click on your teacher's class
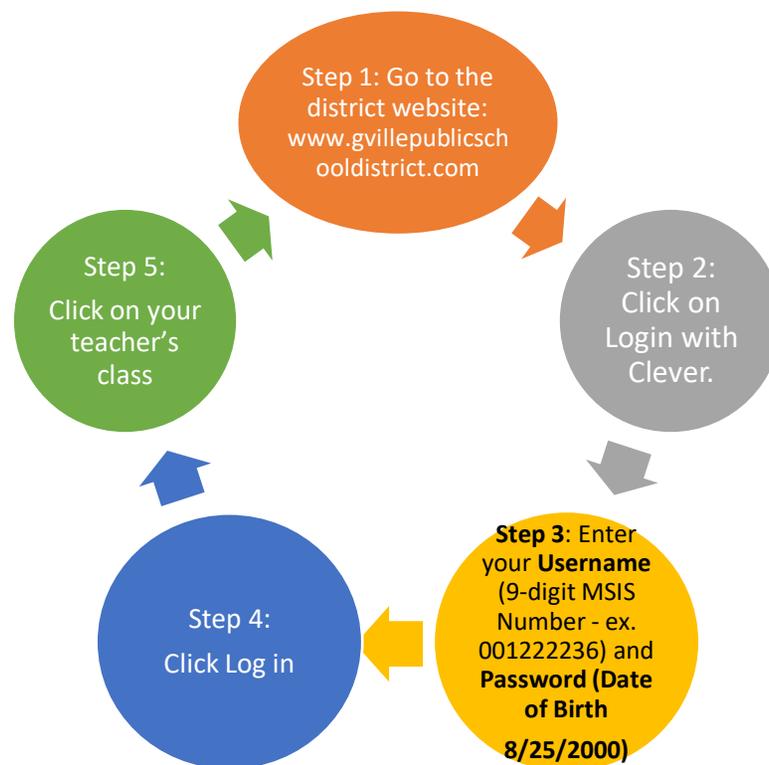
GETTING STARTED WITH CANVAS IN 10 STEPS

ACCESS A CANVAS COURSE ③

- In Global Navigation, click the Courses link, then go to the All Courses link. Courses are always listed alphabetically; you cannot reorder your courses manually.

CUSTOMIZE YOUR NOTIFICATIONS ②

- In **Global Navigation**, click on the **Account link** and go to the **Notification link.** Review and customize each.
  - We recommend receiving the "Conversation" messages ASAP as your preferred contact method. Students can always send you messages via the "Inbox/Conversations" in Canvas.

MODIFY YOUR CANVAS SETTINGS ①

- In Global Navigation, click on the Account link and go to the Settings link.
- Click on the icon to the left of your name to add a Profile Image.
- Click on the Edit Settings button on the right to modify your "Display Name" or to change your time zone.
- Click on Update Settings to save your changes

PUBLISH THE COURSE ⑩

- Access Home within the course menu at the left.
- Under Course Status at the top-right of the course, click on the Publish button. - **We recommend adding a "Welcome Announcement," as every student will be new to Canvas.**

VIEW THE COURSE AS A STUDENT ⑨

- Access Settings within the course menu at the left.
- Click on the Student View button.
- Preview the course as a student.
- Click on Leave Student View at the bottom right when done with the preview.

UPLOAD A SYLLABUS ④

- The Syllabus- You can copy content from Word documents or create original content inside of the Rich Content Editor. You can also link to your Syllabus by uploading it into Course Files as a PDF and linking it in the content selector.
- Access Syllabus within the course menu at the left.
  - To edit the Syllabus, click the Edit button.

ADD ASSIGNMENTS (GRADING COLUMNS) ⑤

- Access Assignments within the course menu at the left. - Under the assignments Click on the + Assignment link. Type in the Assignment name, select a Due Date (if applicable), and provide a total point possible. Choose a Submission Type
- Click on Save & Publish. Note: Make sure that you publish each assignment to make them available to students.

CREATE MODULES & UPLOAD FILES ⑥

- Access Modules within the course menu at the left. - Click on + Module on the right. Type in the Module name, edit settings, check mark the box if you wish to lock the contents of the module until a specific start date. Click on Add Module.
- Under a Module, click on the + icon to add items and content to the Module. - Select the type of item to add from the menu. If you are adding new items, look for the "New" option at the top of the list.

HIDE UNUSED COURSE NAVIGATION ⑦

- Access Settings within the course menu at the left.
  - Select the Navigation tab at the top center. Drag and drop unused menu items from the top to the bottom. Hide as many navigation links as necessary to simplify the student view.

SELECT YOUR HOMEPAGE LAYOUT ⑧

- Access Home within the course menu at the left.
  - Click on Choose Home Page. Select an option and click on Save.

Circle diagram text:

- ③ When you are logged into Canvas the course(s) you have been scheduled to teach will automatically appear
- ④ In Canvas you can upload your Syllabus as a Word or PDF Document, or you can choose to copy/paste the text of your Syllabus directly into Canvas.
- ② Notifications in Canvas is what tells the system WHAT information you wish to be sent outside of Canvas, HOW OFTEN, and WHERE it is sent.
- ⑤ Create an Assignment for everything you grade.
- ① You have the option of customizing your Settings by adding a Display Name, adding a Profile Image, and/or changing your time zone.
- ⑥ If you wish to add files to Canvas or provide students with web page links, Modules is the preferred way to organize your content.
- ⑩ In order for students to see a Canvas course, you need to publish it.
- ⑦ Prior to publishing a course, any unneeded navigation links should be hidden from the student so as to simplify their navigation.
- ⑨ Prior to publishing a course, it is a good idea to view the course under Student View in order to test it before it's fully published.
- ⑧ You can create a unique page or you can have the Syllabus, Modules, or Assignments be the Homepage.

Greenville Public School District — Leadership, Training, Achievement, Excellence

Greenville Public School District: Instructional Resources

CANVAS: LEARNING MANAGEMENT SYSTEM	**GOOGLE CLASSROOM-** Assignments can be uploaded into CANVAS

OFFICE 365 -NEW EMAIL PLATFORM

MICROSOFT TEAMS- PLATFORM IN OFFICE 365- USED TO CREATE CLASSES, INSTRUCTION, VIDEO CONFERENCING, ETC.

NEARPOD AND PEAR DECK: ENGAGEMENT TOOL FOR ONLINE INSTRUCTION

VIRTUAL PROGRAMS	ASSESSMENTS	INTERVENTIONS
ELEMENTARY PROGRAMS (PK-5)	**ELEMENTARY PROGRAMS (PK-5)**	**ELEMENTARY PROGRAMS (PK-5)**
PK	**PK-K**	**PK**
MOBY MAX	STAR (DIAGNOSTIC AND PM)	MOBY MAX (1 X WEEKLY)
SAXON	STAR EARLY LITERACY (BI-WKLY)	STAR EARLY LITERACY (1 XWEEKLY)
	TE21- BENCHMARK (QUARTERLY)	
K-5	**1-5**	**K-5**
I-READY (ELA/MATH- 45 mins per wk)	I-READY (DIAGNOSTIC AND PM)	I-READY (ELA & MATH) 45 mins 2 x weekly
SAXON (K-3)	STANDARDS MASTERY (BI-WKLY)	I-READY CENTRAL – FACE TO FACE INST.
USA TEST PREP (3-5/SCI)	TE21- BENCHMARK (QUARTERLY)	
STEMSCOPE (4-5/SCI)- DIGITAL		
ACCELERATED READER/myON (ALL SUBJECTS)		
MIDDLE PROGRAMS (6-8)	**6-8**	**6-8**
I-READY (ELA/MATH- 45 mins per wk)	I-READY (DIAGNOSTIC AND PM)	I-READY (ELA & MATH) 45 mins 2 x weekly
A-PLUS (ALL SUBJECTS)	STANDARDS MASTERY (BI-WKLY)	I-READY CENTRAL – FACE TO FACE INST.
USA TEST PREP (ALL SUBJECTS)	TE21- BENCHMARK (QUARTERLY)	

ACCELERATED READER/myON (ALL SUBJECTS)		
STEMSCOPE (6-8/SCI)- DIGITAL		
HIGH SCHOOL (9-12)	**9-12**	**9-12**
A-PLUS (ALL SUBJECTS)	A-PLUS (DIAGNOSTIC AND PM)	A-PLUS (45 mins/2 x times weekly)
USA TEST PREP (ALL CORE SUBJECTS)	ENCASE (BI-WKLY)	APLUS – FACE TO FACE INST. (30-45 mins wkly)
ACCELERATED READER/myON (ALL SUBJECTS)	TE21- BENCHMARK (QUARTERLY)	
STEMSCOPE (SCI)-DIGITIAL		
US HISTORY FROM 1877 TO PRESENT (DIGITIAL)		