

# At Home Learning Playbook

The EISD Instructional Team developed an “EISD Playbook” to provide district level expectations for teachers, students, and parents when using remote instruction. Campus specific teacher and student schedules are included as well as remote learning drill preparation. During remote instruction, EISD will ensure that all teachers are providing rigorous, TEKS-based instruction while prepared to address the socio-emotional needs of our students.

Students will receive all necessary support to improve their academic performance while engaging in asynchronous instruction. Students will have daily virtual access to their teacher(s) to receive instruction and intervention, submit assignments, ask questions, and receive social and emotional support through the district LMS or via Zoom.

PreK through 5th grade <b>Asynchronous</b> Required Minimum Daily Minutes	6th through 12th grade <b>Asynchronous</b> Required Minimum Daily Minutes
180 instructional minutes	240 instructional minutes

PreK through 5th grade <b>Synchronous</b> Daily Real Time Communication	6th through 12th grade <b>Synchronous</b> Daily Real Time Communication
Minimum of 30 minutes	Minimum of 30 minutes

## EXPECTATIONS

All student and parent expectations for asynchronous learning is outlined below and in student/parent handbooks as well as posted on the district website. Asynchronous learning will require support from caring adults and a commitment from students to learn material on their own time, interacting intermittently with teachers and staff via the computer or other devices. Students will have the same instruction and follow the same grading and attendance guidelines as if on campus.

### Asynchronous Learning Expectations

- Log in and attend assigned daily attendance meetings via zoom
- Complete activities and assignments each day
- Show evidence of engagement and demonstrate mastery of standards
- Communicate with teacher when needing additional assistance
- Have adequate WiFi and access to a learning device, chromebook or laptop

### Teacher Expectations

- Work on campus from 7:35 am – 3:45 pm, unless an Executive Order mandates otherwise
- Not work or be employed by other entities self or public, during work hours as they are still being paid by district
- Follow IT guidance on computer program installation and student information safety
- Monitor Student Progress
- Upload weekly lesson plans into LMS or lesson plan template
- Input grades weekly into the Ascender program
- Follow the same district grading system and guidelines for remote students as they do attending in person

- Communicate with parents/students via email, google phone, and zoom
- Attempt to return calls/emails within 24 hours

### **Student Expectations**

- Follow a schedule and spend the required amount of time in the learning platform (M-F)
- Become familiar with the learning platform; Seesaw (PreK-2) and Google Classroom (3-12)
- Complete assignments and activities daily
- Take responsibility for coursework and advocate for themselves
- Participate in Zoom meetings with teachers during scheduled tutorials/intervention times
- Check your email throughout the day
- Dress and speak appropriately when participating in live meetings/chats
- Follow student code of conduct while participating in live meetings/chats
- Show academic integrity by completing assignments themselves and submit original ideas

### **Parent Expectations**

- Facilitate academic support and encouragement as a learning partner to motivate and guide your child throughout the school year
- Ensure your child is on track with assignments and coursework
- Ensure your child is reaching out to their teacher or remote learning liaison for assistance
- Assist in supporting your child's needs by establishing and managing the daily schedule
- Consider creating a designated learning space for your child at home to learn comfortably and with minimal distractions
- Maintain communication with your child's teacher by phone, email messages, and/or online meetings to create a learning partnership in the district-approved communication channels
- Help your child own their learning.
- Provide support and encouragement, and expect your children to do their part
- To the extent appropriate remove yourself from the classroom when your child is meeting with a teacher in a Zoom or chat

EISD has set up a “Help Desk” form on the district website with dedicated staff who read and respond to inquiries daily to help support students and parents with remote learning and technology integration. If you experience problems with the district provided chromebook, have problems logging in, or have trouble connecting to your home WiFi or district provided hotspot us the “Help Desk” form and someone in the technology department will reach out to you.

When students need support or assistance with an assignment or resource, students should contact their teacher during specified times listed in the campus master schedules and posted in the LMS.

## **MEALS**

EISD will offer breakfast and lunch for students who are quarantined, or a campus/district closure. Parents may complete the google form under the Cafeteria tab on the district website. The form **MUST** be completed weekly, the Sunday of the week the student will be off campus. Parents may pick up meals daily at the east side door of the Elementary Cafeteria behind the Middle School.

# SCHEDULES

Each campus instructional team developed a schedule for staff and students to follow in the event of a class, campus, or district closure.

## Elementary Pk-2

### Elementary Student Schedule

Time/Period	Subject
8:00 am -8:30 am	Get ready for school
8:30 am -9:00 am	Morning Meeting (synchronous)
9:00 am- 9:45 am	English Language Arts/Reading/Writing/SPED Inclusion
9:45 am -9:55 am	Break
9:55 am -10:40 am	Math/SPED Inclusion
10:40 am -10:50 am	Break
10:50 am -11:35 am	Science/SPED Inclusion
11:35am -12:05 pm	Lunch
12:05 pm -12:50 pm	Social Studies/SPED Inclusion
12:50 pm -1:35 pm	Small Group Support / Intervention/SPED/Dyslexia
1:35 pm -2:20 pm	Specials GT/Music/PE

### Elementary Staff Schedule

Time	Activity
8:30 PreK & ECSE 9:00 Kindergarten 9:30 First Grade 10:00 Second Grade *Spec. Ed. Time will be included with grade level zoom times	Morning Meeting Zoom (synchronous)
8:30-11:30	Virtual Office Hours
11:30-12:15	Lunch
12:15-3:30	Planning / Prep / Recording

# Intermediate 3-5

## Intermediate Student Schedules by Grade Level

Time	Grade Level/Activity
8:00 - 9:00 am	Time to wake up and get ready for your day! Get dressed, brush your teeth, and have a nutritious breakfast!
8:15 - 9:00 am	<b>3rd</b> Grade Dyslexia Zoom with Mrs. Nicholson
9:00 - 9:30 am	<b>3rd</b> (Sherman/Townsend HR) <b>Math</b> Zoom OR Work on math assignments in Google classroom.
9:30 - 10:00 am	<b>3rd</b> (LaPrade HR) <b>Math</b> Zoom OR Work on math assignments in Google classroom.
10:00 - 10:30 am	<b>3rd</b> (Sherman/Townsend HR) <b>ELAR</b> Zoom OR Work on ELAR assignments in Google classroom.
10:30 - 11:00 am	<b>3rd</b> (LaPrade HR) <b>ELAR</b> Zoom OR Work on ELAR assignments in Google classroom.
11:00 - 11:30 am	<b>3rd</b> (Sherman/Townsend HR) <b>Science/Social Studies</b> Zoom OR Work on assignments in Google classroom.
11:30 - 12:00 pm	<b>3rd</b> (LaPrade HR) <b>Science/Social Studies</b> Zoom OR Work on assignments in Google classroom.
12:00 - 12:30 pm	Lunch
12:00 - 12:45 pm	<b>3rd</b> Grade Dyslexia Zoom with Mrs. Nicholson (Monday, Wednesday)
12:30 - 1:00 pm	PE
1:00 - 1:30 pm	Music
1:30 - 2:00 pm	Select a book and read or listen to <a href="http://www.getepic.com">www.getepic.com</a>
2:00 - 2:30 pm	STEM Challenge Activity
2:30 - 3:45 pm	<b>3rd</b> Grade GT with Mrs. Smith
2:30-3:45 pm	Teacher Hours available through Zoom for questions

Time	Grade Level/Activity
7:30 - 8:00 am	<b>4th</b> Grade Dyslexia Zoom with Mrs. Nicholson
8:00 - 9:00 am	Time to wake up and get ready for your day! Get dressed, brush your teeth, and have a nutritious breakfast!
9:00 - 9:30 am	<b>4th</b> Grade (JBass/Falk HR) <b>Math</b> Zoom OR work on math assignments in Google classrooms
9:30 - 10:00 am	<b>4th</b> Grade (Reed/MBass HR) <b>Math</b> Zoom OR work on math assignments in Google classrooms
10:00 - 10:30 am	<b>4th</b> Grade (JBass/Falk HR) <b>ELAR</b> Zoom OR work on ELAR assignments in Google classrooms
10:30 - 11:00 am	<b>4th</b> Grade (Reed/MBass HR) <b>ELAR</b> Zoom OR work on ELAR assignments in Google classrooms
11:00 - 11:30 am	<b>4th</b> Grade (JBass/Falk HR) <b>Science/Social Studies</b> Zoom OR work on science/social studies assignments in Google classrooms
11:30 - 12:00 pm	<b>4th</b> Grade (Reed/MBass HR) <b>Science/Social Studies</b> Zoom OR work on science/social studies assignments in Google classrooms
12:00 - 12:30 pm	Lunch
12:00 - 12:45	<b>4th</b> Grade Dyslexia Zoom with Mrs. Nicholson (Tuesday, Thursday, Friday)
12:30 - 1:00 pm	PE

1:00 - 1:30 pm	Music
1:30 - 2:00 pm	Select a book and read or listen to <a href="http://www.getepic.com">www.getepic.com</a>
2:00 - 2:30 pm	STEM Challenge Activity
2:30 - 2:45 pm	<b>4th</b> Grade GT with Mrs. Smith
2:30-3:45 pm	Teacher Hours available through Zoom for questions

<b>Time</b>	<b>Grade Level/Activity</b>
8:00 - 9:00 am	Time to wake up and get ready for your day! Get dressed, brush your teeth, and have a nutritious breakfast!
9:00 - 9:30 am	5th Grade (Brenner/Ishmael HR) Math Zoom OR work on math assignments in Google classrooms
9:30 - 10:00 am	5th Grade (Hall/Thornberry HR) Math Zoom OR work on math assignments in Google classrooms
10:00 - 10:30 am	5th Grade (Brenner/Ishmael HR) Reading Zoom OR work on reading assignments in Google classrooms
10:30 - 11:00 am	5th Grade (Hall/Thornberry HR) Reading Zoom OR work on reading assignments in Google classrooms
11:00 - 11:30 am	5th Grade (Brenner/Ishmael HR) Science Zoom OR work on science assignments in Google classrooms
11:30 - 12:00 pm	5th Grade (Hall/Thornberry HR) Science Zoom OR work on science assignments in Google classrooms
12:00 - 12:30 pm	5th Grade (Brenner/Ishmael HR) ELA/Social Studies Zoom OR work on ELA/social studies assignments in Google classrooms
12:30 - 1:00 pm	5th Grade (Hall/Thornberry HR) ELA/Social Studies Zoom OR work on ELA/social studies assignments in Google classrooms
1:00 - 1:30 pm	Lunch
1:30 - 2:00 pm	PE
2:00 - 2:30 pm	Music
2:30-3:00 pm	Select a book and read or listen to <a href="http://www.getepic.com">www.getepic.com</a>
2:30 - 3:45 pm	5th Grade GT with Mrs. Smith
2:45 - 3:30 pm	5th Grade Dyslexia Zoom with Mrs. Nicholson and Mrs. Shipp
3:00 - 3:30 pm	STEM Challenge Activity
2:30 - 3:45 pm	Teacher Hours available through Zoom for questions

### Intermediate Staff Schedule

Intermediate Staff Schedule - 2020-2021		At Home Learning	
		<b>Monday-Friday</b>	
<b>7:35-8:30</b>	Check emails/Plan/Check Google classrooms.		
<b>7:30-8:00</b>		<b>4th</b> Grade Dyslexia Zoom with Mrs. Nicholson	
<b>8:15-9:00</b>	<b>3rd</b> Grade Dyslexia Zoom with Mrs. Nicholson		
<b>8:30-9:00</b>	Special Education Services - Erwin, Eskue, Vega		
<b>9:00-9:30</b>	<b>3rd</b> Grade (Sherman/Townsend HR) <b>Math</b> Zoom	<b>4th</b> Grade (JBass/Falk HR) <b>Math</b> Zoom	<b>5th</b> Grade (Brenner/Ishmael HR) <b>Math</b> Zoom
<b>9:30-10:00</b>	<b>3rd</b> Grade (LaPrade HR) <b>Math</b> Zoom	<b>4th</b> Grade (Reed/MBass HR) <b>Math</b> Zoom	<b>5th</b> Grade (Hall/Thornberry HR) <b>Math</b> Zoom
<b>10:00-10:30</b>	<b>3rd</b> Grade (Sherman/Townsend HR) <b>ELAR</b> Zoom	<b>4th</b> Grade (JBass/Falk HR) <b>ELAR</b> Zoom	<b>5th</b> Grade (Brenner/Ishmael HR) <b>Reading</b> Zoom
<b>10:30-11:00</b>	<b>3rd</b> Grade (LaPrade HR) <b>ELAR</b> Zoom	<b>4th</b> Grade (Reed/MBass HR) <b>ELAR</b> Zoom	<b>5th</b> Grade (Hall/Thornberry HR) <b>Reading</b> Zoom
<b>11:00-11:30</b>	<b>3rd</b> Grade (Sherman/Townsend HR) <b>Science/Social Studies</b> Zoom	<b>4th</b> Grade (JBass/Falk HR) <b>Science/Social Studies</b> Zoom	<b>5th</b> Grade (Brenner/Ishmael HR) <b>Science</b> Zoom
<b>11:30-12:00</b>	<b>3rd</b> Grade (LaPrade HR) <b>Science/Social Studies</b> Zoom	<b>4th</b> Grade (Reed/MBass HR) <b>Science/Social Studies</b> Zoom	<b>5th</b> Grade (Hall/Thornberry HR) <b>Science</b> Zoom
<b>12:00-12:30</b>			<b>5th</b> Grade (Brenner/Ishmael HR) ELA/Social Studies Zoom
<b>12:30-1:00</b>			<b>5th</b> Grade (Hall/Thornberry HR) ELA/Social Studies Zoom
<b>12:00-12:45</b>	<b>3rd</b> Grade Dyslexia Zoom with Mrs. Nicholson (Mon,Wed)	<b>3rd</b> Grade Dyslexia Zoom with Mrs. Nicholson (Tues, Thurs, Fri)	
<b>1:00-2:00</b>	Check emails/Plan/Check Google classrooms.		
<b>2:00-2:30</b>	RTI Zoom with Mrs. Steinbach		
<b>2:30-3:45</b>	Intermediate GT Zoom (Tuesday-3rd Grade, Wednesday-4th Grade, Thursday-5th Grade)		
<b>2:30-3:45</b>	Teacher Office Hours/Planning/Parent Communication		
<b>2:45-3:30</b>			<b>5th</b> Grade Dyslexia Zoom with Mrs. Nicholson and Mrs. Shipp

## Middle School 6-8

### Middle School Student Schedule

Time/Period	Subject	Special Pop Support
8:00 am – 8:30 am	Social Studies (Zoom or Work in Google Classroom)	
9:00 am – 9:30 am	Science (Zoom or work in Google Classroom)	
10:00 am – 10:30 am	Math (Zoom or work in Google Classroom)	
11:00 am-11:30 am	SPED	Zoom with Mrs. Bledsoe
11:30 am – 12:00 pm	Lunch	
12:00 pm-12:30 pm	Tech/Health (Zoom or work in Google Classroom)	
1:00 pm-1:30 pm	Reading/Writing (Zoom or work in Google Classroom)	GT
2:00 pm-2:30 pm	Dyslexia/Art/Theater/Exploratory	Dyslexia work with Mrs. Nicholson via zoom
3:00 pm-3:30 pm	Ag/Band/PE/Athletics (Zoom or work in Google Classroom)	

### Middle School Staff Office Schedules

Time	Activity	Resources
10:00 am-11:00 am	Electives-Office Hours	
2:00 pm-3:00 pm	Core-Office Hours	
2 <sup>nd</sup> period teachers	Attendance check in via Google Form	

**Attendance Verification** will occur at 8:00 am. Every second period teacher will send a Google Form through Google Classroom to his or her students. Students will have from 8:00 am – 2:00 pm to respond to the form for attendance purposes. Teachers will submit absent students via a shared Google sheet to Mrs. Tolon by 3:30 pm. A student is absent if they did not answer the question or have not been engaged in the LMS by 3:30 pm of that same day.

# High School 9-12

## High School Student/Staff Schedule

Time/Period	Even/Odd Days	Comments
8:00-9:00	2nd/1st	Odd Date/Day      1,3,5,7 (Example: Feb. 1, March 5, April 17) Even Date/Day      2,4,6,8 (Example: Feb. 2, March 6, April 18) <b>First 15 minutes of class will have an open zoom. Teacher discretion to go longer than 15 minutes.</b>
9:00-10:00	4th/3rd	Attendance Verification during 9:00-10:00 am. Submit by 3:45 pm students that are absent, place absent students on the shared live Google Sheet document. <b>First 15 minutes of class will have an open zoom. Teacher discretion to go longer than 15 minutes.</b>
10:00-11:00	6th/5th	<b>First 15 minutes of class will have an open zoom. Teacher discretion to go longer than 15 minutes.</b>
11:00-12:00	8th/7th	<b>First 15 minutes of class will have an open zoom. Teacher discretion to go longer than 15 minutes.</b>
12:00-1:00	Lunch	
1:00-1:30	<b>Open Zoom</b>	All teachers. Any student can participate. (Reoccurring Zoom)
1:30-2:30	SPED ZOOM/Contact	Swift/Griffin: with Babovec, Fincher, & Gonzales to assist. (Lake, Pepe, Michniaki also assisting Ms. Holmes with attendance)
1:30-3:45	Instructional Time	This time is for Instructional planning, student/parent contact, PLC, Lesson Planning, Data Digs, Video Recording etc.

**Attendance Verification** will occur at 8:00 am. Every second period teacher will send a Google Message through Google Classroom to his or her students. Students will have from 8:00 am – 2:00 pm to respond to the question for attendance purposes. Teachers will submit absent students via a shared Google sheet to Mrs. Holmes by 3:30 pm. A student is absent if they did not answer the question or have not been engaged in the LMS by 3:30 pm of that same day.



# DRILLS

EISD will conduct At Home Learning Practice Drills for all students PK-12. The purpose of the drills is two-fold. Every student in the district will check for connectivity at home while completing an assignment. Parents, especially PK-5, will have the opportunity to view the LMS and how students will submit assignments if the district is closed at any time during the year. Each campus will conduct these drills periodically throughout the year.

## **PK-5 Staff Responsibility**

- Staff will break down the Chromebook carts
- Staff will ensure all Chromebook, mice, headphones and chargers are labeled correctly
- Staff will make sure forms are completed by students
- Staff will make sure directions are sent home with students regarding drill
- Staff will make sure students who are assigned hot spots have those to take home
- Staff will review with students purpose of the drill and explain in detail expectations
- Staff will assign a lesson in LMS scheduled for after 5:00 pm

## **PK-5 Student Responsibility**

- Students will sign all appropriate forms and acknowledgements
- Students will practice how to transport Chromebook and materials home
- Students will complete an assignment in LMS
- Students will teach their parent how to complete assignment in LMS
- Students will complete connectivity form

## **6-12 Staff Responsibility**

- Staff will review with students device agreement form and purpose of the drill
- Staff will assign a lesson in LMS
- Staff will have students teach parents how to complete an assignment in LMS if appropriate
- Staff will schedule assignment after 5:00 pm
- Staff will have students complete “check for connectivity form” the following school day

## **6-12 Student Responsibility**

- Students will follow the device agreement form signed at the beginning of the year
- Students will follow the Student Code of Conduct while participating in drill
- Students will complete an assignment in LMS
- Students will check for connectivity
- Students will complete connectivity form upon return to school