



# UNITED COMMUNITY SCHOOL

## Comet Pride!

### Return to Learn **Continuous** Learning Plan

United Community School is committed to supporting students, families, and staff. The **Required Continuous Learning Plan** is intended to assist staff, students and families in providing for the meaningful continuation of learning in the event that buildings or the district would need to close for an extended period of time.

*This **Required Continuous Learning Plan** would be implemented as soon as possible following the announcement of a closure for the district or a specific classroom/group of students. The goal would be to move to full implementation in as timely a way as possible. In order to accommodate the circumstances of distance learning, we will need to compact and/or prioritize curriculum in ways that will require collaboration across teachers.*

- This delivery model is done via distance learning in the event that school buildings are closed due to the pandemic. Teaching and learning will take place in two different ways: the first is synchronous learning sessions, where students and teachers meet together virtually. The second is through asynchronous learning, where instruction and learning occurs at different times (examples: pre-recorded video lessons, email exchanges, online discussion boards).
- There are two ways we may utilize Required Continuous Learning (online learning):
  - The Iowa Department of Education, in consultation with the Department of Public Health, approves of the temporary move to primarily remote learning for an entire building or district because of public health conditions; or
  - The school, in consultation with state and local public health, determines that individual students or classrooms must temporarily move to primarily remote learning

#### **Delivery Platform**

If a distance learning model is deployed, teachers and students will use the following digital learning management system, or platform, to engage in learning:

PK-1st: Seesaw ([parent tutorial here](#))

2nd-6th: Google Classroom ([parent tutorial here](#))

| <b>General Guidelines for Distance Learning</b> |   |
|---|---|
| Offline Work                                    | <ul style="list-style-type: none"> <li>● Staff will avoid the need for students to require printing at home.               <ul style="list-style-type: none"> <li>○ Teachers will use editable PDFs when needed</li> </ul> </li> <li>● All tasks must be able to be completed on a device or if completed in a non-virtual way, then it must be uploaded as a picture.</li> </ul>   |
| Deadlines                                       | <ul style="list-style-type: none"> <li>● Teachers will provide students ample time to complete assignments and opportunities for individual/small group support.</li> <li>● Teachers will make sure that all directions for tasks are clear and detailed, to allow for students to complete with minimal adult support.</li> </ul>  |
| Online Learning Environment                     | <ul style="list-style-type: none"> <li>● Teachers will use district supported platforms such as Google Classroom, Seesaw, online textbooks, Google Drive, etc..</li> </ul>  |
| Live Online Learning                            | <ul style="list-style-type: none"> <li>● Students will have the opportunity to interact with one another and the teacher.</li> <li>● All video “Live Online” learning opportunities will be recorded and posted for students who are unable to participate in the live session.</li> <li>● Not all lessons will have a “live” portion.</li> </ul>   |
| Video Conferencing Guidelines                   | <ul style="list-style-type: none"> <li>● Students should be seated at a table and/or desk.</li> <li>● Students should be in school appropriate dress.</li> <li>● Students should maintain class etiquette.</li> </ul>   |
| Assessment                                      | <ul style="list-style-type: none"> <li>● Teachers will assess students to ensure learning is taking place.</li> <li>● Teachers will monitor student progress through “progress monitoring” assessments.</li> </ul>  |
| Office Hours                                    | <ul style="list-style-type: none"> <li>● Designated office hours will be established PK-6th, so both parents and students can connect with teachers about concerns, to ask questions, and to gather feedback. Teachers and building teams will also develop a schedule for checking in with students routinely about social emotional well-being.</li> </ul>  |
| PK-6th Student Roles and Responsibilities       | <ul style="list-style-type: none"> <li>● Engage in lessons and discussions created for classrooms</li> <li>● Act and dress appropriately for online learning sessions               <ul style="list-style-type: none"> <li>○ Sit away from background clutter, so you are easily visible</li> <li>○ Mute your microphone when not speaking</li> <li>○ Wear school appropriate dress</li> <li>○ Identify a space in your home where you can work effectively and successfully</li> </ul> </li> <li>● Practice effective communication with your teachers and fellow students               <ul style="list-style-type: none"> <li>○ Attend Zooms and wait your turn to speak</li> </ul> </li> <li>● Turn in assigned work on time</li> <li>● Complete work with honesty</li> <li>● Use technology tools and resources appropriately</li> </ul> |

# Preschool

## Priorities

- Learning will be mainly focused around literacy and numeracy to maintain current skill and build knowledge around prioritized content from the Early Learning Standards.
- Students will have both online and offline learning opportunities provided Monday through Friday.
- The primary tools for communication between teachers and families will be parent provided email addresses and Seesaw.
- Teachers will provide live online learning that will also be recorded and made available to students to watch at any time. The live online learning sessions will follow the provided schedule. Not all lessons will be conducted via live online learning.
- The following schedules were built with the intention of keeping a consistent schedule, so families could plan for their child(ren)'s live (synchronous) learning.

## Approximate Time Frames for Learning

| Preschool          |  |
|--------------------|--|
| 20 Minutes Per Day | <b>Emergent Literacy:</b> Focused on language development, vocabulary, comprehension, and phonological awareness |
| 20 Minutes Per Day | <b>Emergent Numeracy:</b> Focused on counting, sorting, and patterning   |
| 20 Minutes Per Day | <b>Holistically Focused Activities:</b> Support cognitive, physical, and social development                      |

| Preschool Online Learning Schedule |           |  |
|------------------------------------|-----------|--|
| Days                               | Times     |  |
| Daily                              | 8:30-9:00 | <ul style="list-style-type: none"> <li>• Live Online learning will take place daily for 30 minutes.</li> <li>• The teacher will end the meetings for all participants at the conclusion of the Live Online learning sessions.</li> <li>• Link for Live Online learning will be communicated through the classroom platform.</li> <li>• Live Online learning will start and end on time.</li> <li>• Live Online learning will be recorded and linked to the classroom platform to be viewed at another time.</li> <li>• A routine for taking attendance will be established for each Live Online learning session.</li> <li>• The time reflected in the table includes 30 minutes of live online learning daily. The remaining learning time will be fulfilled through teacher provided lessons on the classroom platform and scheduled by families.</li> </ul> |

## Kindergarten-6th Grade

### Priorities

- Learning will be mainly focused around literacy and numeracy to maintain current skills and build mastery of essential standards.
- Students will have both required online and offline learning opportunities. These required learning opportunities are provided Monday through Friday.
- The primary tools for communication between teachers and families will be parent provided email addresses and Google Classroom or SeeSaw. K-1st use Seesaw and 2nd-6th use Google Classroom.
- Teachers will provide live online learning that will also be recorded and made available to students to watch at any time. The live online learning sessions will follow the provided schedule. Not all lessons will be conducted via live online learning.
- The following schedules were built with the intention of keeping a consistent schedule, so families could plan for their child(ren)'s live (synchronous) learning.

| Kindergarten to 3rd Grade  |  |
|--|--|
| 30 Minutes Per Day   | Literacy                                       |
| 30 Minutes Per Day   | Math   |
| 30 Minutes Per Day   | Science and/or Social Studies                  |
| 30 Minutes Per Day   | Music, Physical Education, Art and/or Guidance |
| Total Distance Learning Time: 120 minutes/day  |  |
| <i>Time frames for learning includes both Live Online learning and independent practice on the classroom platform.</i> |  |

| Kindergarten to 3rd Grade Online Learning Schedule |       |                           |   |
|--|-------|---------------------------|---|
|  | Days  | Times                     |   |
| Kindergarten                                       | Daily | 8:45-9:15<br>10:00-10:30  | <ul style="list-style-type: none"> <li>● Live Online learning will take place two times daily for 30 minutes. This learning may be individual students, small groups of students, or the whole class.</li> <li>● The teacher will end the meetings for all participants at the conclusion of the Live Online learning sessions.</li> <li>● Link for any Whole Group Live Online learning will be communicated through the classroom platform.</li> <li>● Live Online learning will start and end on time.</li> <li>● Any Whole Class Live Online learning will be recorded and linked to the classroom platform to be viewed at another time.</li> <li>● A routine for taking attendance will be established for each Live Online learning session.</li> <li>● The time reflected in the table includes approximately 300 minutes of live online learning weekly. Not all live online learning times will involve all students in the class. The remaining learning time will be fulfilled through teacher provided lessons on the classroom platform and scheduled by families.</li> </ul> |
| 1st Grade  | Daily | 9:00-9:30<br>10:15-10:45  |   |
| 2nd Grade  | Daily | 9:15-9:45<br>10:30-11:00  |   |
| 3rd Grade  | Daily | 9:30-10:00<br>10:45-11:15 |   |

| 4th to 6th Grade   |  |
|--|--|
| 30 Minutes Per Day   | Literacy   |
| 30 Minutes Per Day   | Math   |
| 30 Minutes Per Day   | Science  |
| 30 Minutes Per Day   | Social Studies   |
| 30 Minutes Per Day   | Music, Physical Education, Art, Band(5th/6th), and/or Guidance |
| Total Distance Learning Time: 150 minutes/day  |  |
| <i>Time frames for learning includes both Live Online learning and independent practice on the classroom platform.</i> |  |

|                | Days  | Times       |  |
|----------------|-------|-------------|--|
| Literacy       | Daily | 8:30-8:45   | <ul style="list-style-type: none"> <li>• Live Online learning will take place 4 times a day for 15 minutes. This learning may be individual students, small groups of students, or the whole class.</li> <li>• The teacher will end the meetings for all participants at the conclusion of the Live Online learning sessions.</li> <li>• Link for any Whole Group Live Online learning will be communicated through the classroom platform.</li> <li>• Live Online learning will start and end on time.</li> <li>• Any Whole Class Live Online learning will be recorded and linked to the classroom platform to be viewed at another time.</li> <li>• A routine for taking attendance will be established for each Live Online learning session.</li> <li>• The time reflected in the table includes approximately 450 minutes of live online learning weekly. The remaining learning time will be fulfilled through teacher provided lessons on the classroom platform and scheduled by families.</li> </ul> |
| Math           | Daily | 9:30-9:45   |  |
| Science        | Daily | 10:30-10:45 |  |
| Social Studies | Daily | 10:45-11:00 |  |
|                |       |             |  |

### General Guidelines during the Continuous Learning Timeframe

|                            |  |
|----------------------------|--|
| Technology                 | <ul style="list-style-type: none"> <li>● K-6 devices for pick-up             <ul style="list-style-type: none"> <li>○ Students take devices home the day of informed closure.</li> <li>○ Parents will complete technology agreement form</li> <li>○ K-1st iPads, 2nd-6th Laptops</li> </ul> </li> <li>● Wifi             <ul style="list-style-type: none"> <li>○ School wi-fi from parking lots can be accessed for internet use</li> <li>○ Packets will be available as needed for families in need</li> </ul> </li> <li>● Troubleshooting             <ul style="list-style-type: none"> <li>○ Troubleshooting information will be accessible through the school website</li> <li>○ Parents can email the technology department</li> <li>○ On-phone support from technology department will be available during scheduled call-in times</li> </ul> </li> <li>● Fixing Loan Devices:             <ul style="list-style-type: none"> <li>○ Parents will drop devices off at the main office and pick back up after they are fixed.</li> </ul> </li> </ul> |
| Outdoor Facilities         | <ul style="list-style-type: none"> <li>● Playgrounds and other outdoor school facilities will be open or closed per Governor's order.</li> </ul>   |
| Communication Expectations | <ul style="list-style-type: none"> <li>● Each teacher's weekly lessons will be posted on their platform (Seesaw or Google Classroom) each week no later than Friday at 3:30 p.m.</li> <li>● Teachers will make an individual phone call to each student every other week.</li> </ul>   |
| Truancy Policy             | <ul style="list-style-type: none"> <li>● Attendance and engagement of this plan is required.</li> <li>● United will follow our current attendance/truancy policy as necessary.</li> </ul>  |
| 504 Student Needs          | <ul style="list-style-type: none"> <li>● United's 504 building coordinator will meet with teachers, parents, and students when the closure occurs to determine a student's needs for virtual learning.</li> </ul>  |
| ELL Student Needs          | <ul style="list-style-type: none"> <li>● ELL teacher will communicate with students through Seesaw, Google Classroom, Zoom or email (use translation options if needed) each week during a closure.</li> <li>● ELL teacher will work with parents to determine the best delivery model for students.</li> </ul>  |
| TAG Student Needs          | <ul style="list-style-type: none"> <li>● TAG teacher will communicate with students through Zoom, Google Classroom, Seesaw, or email each week during a closure.</li> <li>● TAG teacher will communicate with parents initially when the closure occurs, and as needed during the closure.</li> <li>● TAG teacher will create independent projects to support the TAG student needs.</li> </ul>  |
| IEP Student Needs          | <ul style="list-style-type: none"> <li>● Printed materials will be sent home as IEP states.</li> <li>● Students on IEPs will have access to their general education and special education teachers.</li> <li>● Special education teachers will reach out to the parents every other week in coordination with the general education teacher, who will contact them in the alternating weeks.</li> <li>● A "Remote Learning Plan" will be created for each IEP. School personnel will work with AEA staff to develop an outlined template to be incorporated on page I of the IEP.</li> </ul>   |

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>● Families may be encouraged to send video or pictures of their student(s) practicing skills so they may be assessed by the special education teacher or direct service provider.</li><li>● Special education teachers and direct service providers will develop individualized plans to regularly monitor student progress and adjust instruction accordingly.</li><li>● Special education teachers and direct service providers will collaborate with general education colleagues to review the progress of each entitled student in the general education setting. Special education teachers will be provided access to their colleague's Seesaw or Google Classroom Pages to expedite this process. Special education teachers and direct service providers will continue to consult with their general education colleagues to modify and adapt curriculum, identify secondary texts and alternate materials and differentiate instruction. General Ed teachers will record their sessions on Zoom/Google classroom for students/teachers/parents to review at a later time.</li><li>● IEP Meetings will be scheduled by following the DE and AEA guidelines provided.</li></ul> |
|--|---|