

Glasgow Middle School

Distance Education Plan

Effective April 20, 2020

This plan operates under the guidance of the EBR DE Contingency Plan and LDOE DE Guidance. The plan offers a framework for consistency across virtual classrooms and classes at Glasgow Middle School.

Important Dates

Date	Activities	Lead
April 20	Chromebook Distribution Day 1	Administrative and Office Staff
April 21	Chromebook Distribution Day 2	Administrative and Office Staff
Week of April 20	Continued contact with parents. Practice runs with Microsoft Teams	All Teachers and Administration
April 27	Online Distance Learning Lessons Begin	All Teachers
April 29	Chromebook Distribution Day 3- Office Hours Ms. Howard 9-12 for tech issues.	Administrative and Office Staff
May 6	Office Hours Ms. Howard 9-12 for tech issues.	Principal
May 13	Office Hours Ms. Howard 9-12 for tech issues.	Principal
May 21	Teacher Grades Due 2:00	Teachers
May 22	Final Teacher Checkout	Administration
TBD	Chromebook Return	TBA

Chromebook Distribution

- Parents will complete the EBR Technology Usage signature page upon arrival to the carpool lane. Students will be issued a chromebook and the property control number will be recorded. We will send out information concerning the return of the Chromebook sometime during the summer months.
- Checkout Dates: 4/20, 4/21, 4/29. Office hours will be held by Ms. Howard each Wednesday from 9-12 for chromebook issues.
- Use: Chromebooks are monitored to ensure that students are using the devices for school assignments. Parents will be notified by administration if an alert about Chromebook use is received.

Expectations for Distance Learning

- **All instruction and assignments will be graded and averaged into the student's 3rd 9 weeks grade. Any work completed will be included to improve their grade, but we will follow "no harm" policy to ensure no student's grade declines during the distance learning model.**
 - Students should be actively engaged in the lessons that are posted in Google Classroom daily.
 - Technology issues should be sent to eorr@ebschools.org and ehoward1@ebschools.org. Please include the student's name and parent's email address.
 - Teachers will use Google Classroom to guide instruction and will also have Live Microsoft Teams meetings. Please let the teacher know if you have any specific needs during this time. A list of all teachers' email addresses can be found under "Parent Resources" at www.glasgowmiddle.org.
 - Assignments will include videos, online program assignments, projects, and other activities to ensure the work is differentiated and engaging.
 - Student completion of assignments will continue to help their grades.
- **Teacher Office Hours →**
 - An overview of office hours/ live meetings can be found on Glasgow Middle's homepage, facebook page, and has been listed in the individual teacher's Google Classrooms. Please be sure to follow us on Facebook to ensure you have the most up-to-date and accurate information.
- **Parent Contacts →**
 - Parents may email teachers for informational purposes or to schedule an online conference. A list of all teachers' email addresses can be found under "Parent Resources" at www.glasgowmiddle.org.
- **Student Schedule →**
 - Students should work on the assignment from each class daily (ELA, Math, Science, Social Studies, Elective, & PE). Assignments have been shortened to allow for daily review.
 - Teachers are submitting weekly lessons plans that correspond to Google Classroom assignments. If you have any questions, please reach out to the teacher first.

Parent Expectations for Distance Learning

Activity	Expected Actions	Deliverables
Communication	Correct Phone # and Email	- Ensure the school has your correct phone number and a working email address to contact you. - Ensure you check this email a few times a week for school updates.
	Stay Updated	Make sure you follow the school on social media.
Instruction	Monitor Student Participation	- Make sure your child logs into Google Classroom daily. - Email your child's teacher with any questions you have throughout the process.

Staff Expectations for Distance Learning

Activity	Expected Actions	Deliverables
Planning	Lesson Plan Outline	- Recorded Video giving overview of assignments or reviewing content. This can be you or something you found that has been screened for appropriateness. - Assignment in online Program to support reviewed content - ELA- My Perspectives, CommonLit, IXL - Math- IXL - Science- IXL - Social Studies - IXL - Teacher assignment or feedback form. - Link and times you will be available on Microsoft Teams for feedback.
	Grading and Feedback	- Feedback should be <i>student-specific</i> and include comments in addition to grades. - Grades should reflect growth. - Missing assignments will initiate parent contact and follow-up for support, reasons, and modifications, when necessary.
Office Hours	Available for Students	- Available on MS Teams/Google Classroom for individual and group support. - Inclusion schedules appointments for extended support.
	Available for Parents	Available by email.

Activity	Expected Actions	Deliverables
Parent Follow-up	Active outreach and communication with parents	• Initiating Parent-contact regarding student absence, missing work, incomplete work, or academically struggling.
Faculty Meeting	Whole-Faculty Meetings	• All faculty and staff attend the same Microsoft Team meeting each Thursday at 11:00 • Reminders, PD, and Policy and Procedure Updates • Dates and Deadlines for year-end close-out.