



# DISTANCE LEARNING PLAN

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# OVERVIEW

## Purpose Statement

Gulf Shores City Schools (GSCS) believes every student deserves the best education possible at all times. In cases where schools have to close, GSCS believes learning should continue with as little disruption as possible. For this reason, the distance learning plan was created to ensure the on-going education of our students.

While the activities included in the learning plan are optional, we strongly encourage children to complete these activities if possible. Continuing the learning process during school closure will help children stay on track for grade-level success. We know that education is of the utmost importance to your family, and we want to support our children during this time.

## Available Resources

Grade levels 2 through 12 have access to a computer that can be taken home if needed and access to a learning management system (LMS) to view and complete assignments. The LMS will also serve as the communication platform between the students and teachers. Details specific to each school can be found later in this plan.

GSCS utilizes several platforms to communicate with parents / guardians. SwiftK12 is utilized for rapid communication with parents / guardians. Using SwiftK12, schools can send text messages, emails, and phone calls to all parents / guardians at the same time, keeping everyone informed in a timely manner. Next, our website at [gsboe.org](http://gsboe.org) is updated as new information becomes available. Finally, social media is updated as new information becomes available.

# GULF SHORES ELEMENTARY SCHOOL'S (GRADES PreK-1) PLAN

## Responsibilities

### Teachers

Teachers will prepare a minimum of two weeks of learning activities. Teachers will communicate assignments to parents / guardians each week using Remind or email. Printed copies of materials will be available if needed. Teachers will poll parents / guardians to make sure they are signed up for Remind, and if parents / guardians cannot sign up for Remind, the teacher will communicate learning activities to those parents / guardians via email.

If needed, teachers should be prepared to prepare additional lessons if schools are closed more than two weeks.

### Parents / Guardians

Parents / Guardians will be responsible for communicating any questions to the student's teacher if questions arise while the student completes any work.

Parents / Guardians should stay up to date on communications coming from the school and the central office. Information will be communicated via SwiftK12, social media, and the website. SwiftK12 is GSCS's rapid notification system and is the primary communication tool used by the school and central office. SwiftK12 uses information provided to the school during registration. This includes phone numbers and email addresses. If any of this information has changed, please contact the school to have the information updated.

# GULF SHORES ELEMENTARY SCHOOL'S (GRADES 2-5) PLAN

## Available Resources

Currently, students in grades 2-5 at Gulf Shores Elementary School (GSES) have a Chromebook and will be allowed to take it home during emergency school closures. GSES will use Google Classroom as the LMS. All activities and related communication will run through the LMS.

## Responsibilities

### Teachers

Teachers will prepare a minimum of two weeks of learning activities. Instruction will be provided through a combination of written, online, or video resources and posted to the LMS. Printed copies of materials will be available if needed. Teachers will be available during the day to answer student questions that are posted to the LMS.

Teachers will ensure students are able to log into the LMS before the distance learning plan is activated and will also ensure students understand how to use the LMS of choice. This includes, but is not limited to, viewing activities and instructional material, completing and turning in activities, and asking questions.

Students who experience a technical issue during the school closure, should contact their teacher or Joey Drews at [jdrews@gsboe.org](mailto:jdrews@gsboe.org).

If needed, teachers should be prepared to prepare additional lessons if schools are closed more than two weeks.

### Students

Students are responsible for reporting any technical issues with their Chromebook to the school prior to leaving campus. The availability of technical support may be limited, so it is vital that any issues are resolved before any school closures. If technical support is needed during the closure, students should let a teacher know.

Students are responsible for initiating communications with teachers via the LMS if there are questions or concerns regarding assignments or any related content.

### Parents / Guardians

GSCS understands that some families may not have access to reliable internet. If this applies to your family, please contact the central office to request a hotspot. It is important to GSCS that all students have access to learning materials provided during emergency school closures.

Parents / Guardians should stay up to date on communications coming from the school and the central office. Information will be communicated via SwiftK12, social media, and the website. SwiftK12 is GSCS's rapid notification system and is the primary communication tool used by the school and central office. SwiftK12 uses information provided to the school during registration. This includes phone numbers and email addresses. If any of this information has changed, please contact the school to have the information updated.

# GULF SHORES MIDDLE SCHOOL'S PLAN

## Available Resources

Currently, all students at Gulf Shores Middle School (GSMS) have a Chromebook and are allowed to take it home on a nightly basis. If the distance learning plan is activated, students will still be allowed to take the device home. GSMS will use either Google Classroom or Canvas as the LMS. All activities and communication will run through the LMS.

## Responsibilities

### Teachers

Teachers will prepare a minimum of two weeks of learning activities. Instruction will be provided through a combination of written, online, or video resources and posted to the LMS. Printed copies of materials will be available if needed. Teachers will be available during the day to answer student questions that are posted to the LMS.

Teachers will ensure students are able to log into the LMS before the distance learning plan is activated and will also ensure students understand how to use the LMS of choice. This includes, but is not limited to, viewing activities and instructional material, completing and turning in activities, and asking questions.

Students who experience a technical issue during the school closure, should contact their teacher or Joey Drews at [jdrews@gsboe.org](mailto:jdrews@gsboe.org).

If needed, teachers should be prepared to prepare additional lessons if schools are closed greater than two weeks.

### Students

Students are responsible for reporting any technical issues with their Chromebook to the school prior to leaving campus. The availability of technical support may be limited, so it is vital that any issues are resolved before any school closures. If technical support is needed during the shutdown, students should let a teacher know.

Students are responsible for initiating communications with teachers via the LMS if there are questions or concerns regarding activities or any related content.

### Parents / Guardians

GSCS understands that some families may not have access to reliable internet. If this applies to your family, please contact the central office to request a hotspot. It is important to GSCS that all students have access to learning materials provided during emergency school closures.

Parents / Guardians should stay up to date on communications coming from the school and the central office. Information will be communicated via SwiftK12, social media, and the website. SwiftK12 is GSCS's rapid notification system and is the primary communication tool used by the school and central office. SwiftK12 uses information provided to the school during registration. This includes phone numbers and email addresses. If any of this information has changed, please contact the school to have the information updated.

# GULF SHORES HIGH SCHOOL'S PLAN

## Available Resources

Currently, all students at Gulf Shores High School (GSHS) have a MacBook Air and are allowed to take it home on a nightly basis. If the distance learning plan is activated, students will still be allowed to take the device home. GSHS will use either Google Classroom or Canvas as the LMS. All activities and communication will run through the LMS.

## Responsibilities

### Teachers

Teachers will prepare a minimum of two weeks of lessons. Instruction will be provided through a combination of written, online, or video resources and posted to the LMS. Printed copies of materials will be available if needed. Teachers will also be available during the day to answer student questions that are posted to the LMS.

Teachers will ensure students are able to log into the LMS before the distance learning plan is activated and will also ensure students understand how to use the LMS of choice. This includes, but is not limited to, viewing activities and instructional material, completing and turning in activities, and asking questions.

Students who experience a technical issue during the school closure, should contact their teacher or Joey Drews at [jdrews@gsboe.org](mailto:jdrews@gsboe.org).

If needed, teachers should be prepared to prepare additional lessons if schools are closed more than two weeks.

### Students

Students are responsible for reporting any technical issues with their MacBook Air to the school prior to leaving campus. The availability of technical support may be limited, so it is vital that any issues are resolved before any school closures. If technical support is needed during the closure, students should let a teacher know.

Students will have ample opportunities to ask questions of the teachers via the LMS. Students are responsible for initiating communications with teachers via the LMS if there are questions or concerns regarding activities or any related content.

### Parents / Guardians

GSCS understands that some families may not have access to reliable internet. If this applies to your family, please contact the central office to request a hotspot. It is important to GSCS that all students have access to learning materials provided during emergency school closures.

Parents / Guardians should stay up to date on communications coming from the school and the central office. Information will be communicated via SwiftK12, social media, and the website. SwiftK12 is GSCS's rapid notification system and is the primary communication tool used by the school and central office. SwiftK12 uses information provided to the school during registration. This includes phone numbers and email addresses. If any of this information has changed, please contact the school to have the information updated.

# CENTRAL OFFICE'S PLAN

## Available Resources

In the event the distance learning plan is activated, the central office's physical location will be open but will operate with a reduced staff. Other staff at the central office will be working remotely. Phone calls and emails to central office personnel will be responded to in a timely manner.

## Responsibilities

### Office of the Superintendent

The Office of the Superintendent is responsible for coordinating activities with the Alabama Department of Health, the Alabama State Department of Education, the City of Gulf Shores, and Baldwin County Emergency Management. The Superintendent will keep the community informed and up to date on the latest developments as they pertain to school closure.

### Technology Department

Staff will be available to provide technical support via phone and email. If an issue is determined to be hardware related, members of the technology department will make arrangements to meet the student and the parent / guardian to exchange hardware if available. The Technology Department will ensure all systems related to distance learning, including but not limited to the LMS, website, and SwiftK12 are operational during school closures.

### CNP

Drive through meals will be served daily starting Thursday, March 19 and continue until schools are reopened. The meals will be served at Gulf Shores High School from 11 AM to 12 PM. The meal will consist of lunch for the current day as well as breakfast for the next day.

In certain circumstances, meals may be delivered to central locations within our community. These locations will be announced publicly, so stay tuned to messages from the schools and central office.



# Frequently Asked Questions (FAQ)

Q. How do I connect a district device to my home WiFi?

A. On a MacBook Air, the instructions can be found [here](#). On a Chromebook, the instructions can be found [here](#).

Q. Can I print from my district device to my home printer?

A. Printing will not be required.

Q. Where can my child access online technology resources?

A. Students can go to their school website and select the Student Life Tab for resources available.

Q. What if my child forgets his/her username and password to log in to his/her laptop?

A. Contact the school office for login information.