



F D A Distance Learning Plan

Updated March 13th 2020



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Introduction to FDR Distance Learning Plan (DLP)

This document has been created to describe FDR's strategy to continue teaching and learning in the event of an extended campus closure. This document does not include our emergency plans as those measures are maintained in the FDR Emergency Manual. We believe that an emergency can occur due to different natures and we believe FDR Distance Learning Plan (DLP) will provide a flexible teaching and learning framework with guidelines that can be implemented at various scenarios.

FDR will convene a Crisis Management Team (CMT) in the event that a major emergency crisis occurs that can result in an extended campus closure. Circumstances will vary when FDR might close its campus and implement this DLP. For example, in the event of a natural disaster such as an earthquake, huaycos/flooding, tsunami, health risks like viral pandemics and more, a number of days may pass before conditions have stabilized to the point that the implementation of this DLP is appropriate.

FDR's approach to distance learning is based in the fact that the learning experiences teachers design in a regular school day cannot be simply replicated through distance learning. Also, teachers will practice and experiment with new teaching methods to provide content and effective feedback to support student learning and growth. ¹

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¹ Some content and text adapted from the ASIJ Distance Learning Plan.



General Guidelines for the FDR Community

- Modified schedules will be created and shared out to the FDR community. These schedules will include synchronous (occurring at the same time) and asynchronous (occurring at different times) learning activities.
- Some families have more than one child attending school; children may have to share a computer particularly at the primary level.
- While parents may be expected to assist in the management of the learning process, ES/MS/HS parents would not be expected to be placed in the role of teacher; in most cases, students should be able to independently carry out the tasks assigned by teachers including access to the material.
- The goal is for learning to be authentic. Learning activities can occur online or offline (e.g. reading, exercising, drawing, playing, constructing, writing, etc., are perfectly acceptable virtual school day tasks that can be documented through photographs, videos, and reports or turned in remotely upon return to school).²

Considerations

- Families have a variety of situations, students will be required to have online access.
- Distance Learning days can include tasks that can be documented via pictures or videos to be submitted as verification.

Expectations

- EC3-GR5 homeroom teachers and G1-G5 Spanish teachers will communicate through email to their corresponding students & parents no later than 9 a.m. (Peru time GMT-5)
- MS/HS teachers will post in PowerSchool the content and assignments no later than 9 a.m. (Peru time GMT-5) or at the end of the virtual class meeting.
- Teachers will be available online to students and parents from Monday to Friday 8:00AM to 3:30PM (Peru time GMT-5).

IT/EdTech Support

- The IT Dpt. will be available to support teachers, students and parents.
 - Low Priority: Creating a ticket by sending an email to ithelpdesk@amersol.edu.pe
 - High Priority: Call our FDR DLP HelpLine (01) 6804626 only available when FDR DLP officially starts.
 - Learning Innovation coaches will be available for online live support for teachers and students (dplotzki@amersol.edu.pe) (cpuppo@amersol.edu.pe). Each coach will have 15 minutes appointment slots in Google Calendar available to provide remote assistance.
 - Learning Innovation coaches will be delivering a 1-hour help-me-out group session at 1:00 PM (Peru time GMT-5) everyday to support teachers, answer questions and provide coaching when necessary.
 - Learning Innovation coaches will broadcast training webinars (2 per week) modeling effective digital tools for distance teaching and learning.

² Some content adapted from [International School Services Online Learning resources](#).



Roles and Responsibilities³

Many stakeholders will contribute to the effective implementation of the FDR DLP.

School Personnel Roles & Responsibilities

Leadership Team	<ul style="list-style-type: none"> - Create and distribute FDR Distance Learning Plan - Establish clear channels of communications between faculty, staff, families, and students - Support faculty and students/families shifting to a distance learning environment - Help teachers implement DLP and ensure high-quality learning experience for all students - Monitor and celebrate teaching and learning
Learning Innovation Team	<ul style="list-style-type: none"> - Support all teachers and teams in the implementation of FDR DLP - Provide models and examples of outstanding distance learning units and lessons - Recommend new methods techniques for providing feedback to students - Support teachers and teams as they design new methods to assess student learning - Support teachers and teams in developing strategies to differentiate their instruction
Subject or Homeroom Teachers (including Spanish)	<ul style="list-style-type: none"> - Collaborate with other members of your team or department to design distance learning experiences for your students - Communicate frequently and as needed with your students and their parents - Provide timely feedback to support your students' learning - Teach, model, and deliver class content
Learning Support Teachers	<ul style="list-style-type: none"> - Collaborate regularly with subject/ classroom teachers, particularly co-teachers and teachers of students who access Learning Support - Provide consultation to teachers to design distance learning instruction with learner variability in mind promoting engagement and various ways to represent and express learning. - Provide supplementary instruction and strategies to support students' distance learning and IEPs and academic interventions as feasible. - Continue collaborating with families and other relevant members in the student's IEP team.
EAL Teachers	<ul style="list-style-type: none"> - Collaborate with co-teachers to design and teach learning experiences for English Language Learners - Provide supplementary learning activities for EAL students, either in the curriculum or with additional targeted learning needs
Counselors	<ul style="list-style-type: none"> - Serve as liaison for communication with students/families in crisis - Maintain, deliver, and/or share social-emotional lessons and provide support - Host office hours from 8:00AM to 3:30PM for students to access counseling services virtually
Librarians	<ul style="list-style-type: none"> - Collaborate with colleagues to find resources for high-quality distance learning experiences and research - Regularly check in with subject and classroom teachers to identify ways to support their design of distance learning experiences

³Heavily relied on ASIJ Distance Learning Plan as we secured written consent from ASIJ IT Director.

	<ul style="list-style-type: none"> - Maintain and update online library site for obtaining resources - Be available for teachers and students as needed for support
EC3-GR5 Specialists	<ul style="list-style-type: none"> - Collaborate and communicate with classroom teachers on how to integrate music, art, and physical education into classroom projects and experiences. - Staying mindful of the instruments or resources families may not have in their home, develop a bank of activities for students and share these with classroom teachers
Teaching Assistants	<ul style="list-style-type: none"> - Communicate regularly with classroom teachers to identify ways you can support students and contribute to this FDR Distance Learning Plan. - Follow the classes progress closely as T.A.s will be expected to cover for their cooperating teacher(s) should he or she, for any reason, be unable to complete the daily communications with students and parents.
IT Support Team	<ul style="list-style-type: none"> - Continually monitor the needs of teachers, students, and parents and troubleshoot their challenges, as needed - Be available in person or remotely to provide on-demand tech support help

Student Roles & Responsibilities

- Establish daily routines for engaging in the learning experience (example, 8AM start).
- Identify a comfortable, quiet space in your location to learn effectively and successfully. Lighting and space for books, electronics (if needed) and a comfortable chair contribute to an effective learning environment.
- Regularly check your email or PowerSchool (if applicable) to check for announcements and feedback from your teachers
- Complete assignments with integrity and academic honesty
- Be a good digital citizen and comply with the FDR Digital Citizenship Agreement
- Do your best to meet timelines, commitments, and due dates
- Include physical activity and mindfulness practices
- Students are expected to be dressed in appropriate clothing following school guidelines

For questions about...	Contact
A course assignment, tasks or feedback	Corresponding teacher
A personal or social-emotional concern	Counselor
Other issues related to learning or questions you might have	Associate Principal or Principal
A technology-related problem or issue	Low Priority: Creating a ticket by sending an email to ithelpdesk@amersol.edu.pe High Priority: Call our FDR DLP HelpLine (01) 6804626



Parent/Guardian Roles & Responsibilities

- Establish routines and expectations
- Identify a space in your home for your child to work without distraction on their assigned work, where you can also occasionally monitor them as is normal practice
- Monitor communications (email, PowerSchool - if applicable) from your children's teachers and encourage good digital citizenship practices
- A daily check-in with your child about progress on learning experiences and see if they have questions or need support
- Establish times for reflection, mindfulness, and relaxation practices for you and your children
- Encourage physical activity and/or exercise

For questions about...	Contact
A course assignment, tasks or feedback	Corresponding teacher
A personal or social-emotional concern	Counselor
Other issues related to learning or questions you might have	Associate Principal or Principal
A technology-related problem or issue	Call our FDR DLP HelpLine (01) 6804626



Elementary School

EC3-GR3 Parent & Student Guidelines

After receiving notice from the Superintendent about initiating FDR DLP, families will receive an email from the ES Principal with division-specific information.

Students will have unplugged and online learning activities designed to engage the students in experiences aligned to the FDR curriculum.

Daily Checklist

- 1) Identify a learning location.
- 2) Parents, open and read your email for any new communication from the school or teachers.

Communication

Colegio Roosevelt will initially communicate with parents through email. Class content, tasks, and assignments will be delivered via Seesaw by your teacher and should be completed at home throughout the day (asynchronously). Ongoing communication will be shared through both email and Seesaw.

EC3 through 3rd grade students will be using Seesaw to submit tasks and assignments. 3rd grade students may also be using GSuite tools to complete and submit tasks and assignments.

The GSuite tools include:

- Google Drive = Digital storage
- Google Docs = Word processing
- Google Sheets = Spreadsheet
- Google Drawing = Draw/Design
- Google Slides = Presentation

Resources

FDR Library <http://fdrlibrary.amersol.edu.pe> includes the FDR library catalogs for EC, ES, and MS/HS, access to, e-books and passwords for subscriptions.



Early Childhood/Elementary School: [Specific guidelines, expectations and learning plan](#)



GR 4-5 Parent & Student Guidelines

After receiving notice from the Superintendent about initiating FDR DLP, families will receive an email from the ES Principal with division-specific information.

Students will have unplugged and online learning activities designed to engage the students in experiences aligned to the FDR curriculum.

 Daily Checklist	 Communication
<p>1) Identify a learning location.</p> <p>2) Students, open and read your amersol email for any new communication from the school or teachers.</p> <p>3) Parents, open and read your email for any new communication from the school or teachers.</p>	<p>Colegio Roosevelt will initially communicate with parents through email. Class content, tasks, and assignments will be delivered via Seesaw by your teacher and should be completed at home throughout the day (asynchronously). Ongoing communication will be shared through both email and Seesaw.</p> <p>4th and 5th grade students will be using Seesaw and GSuite tools to complete and submit tasks and assignments.</p> <p>The GSuite tools include:</p> <ul style="list-style-type: none"> ● Gmail = Communication ● Google Drive = Digital storage ● Google Docs = Word processing ● Google Sheets = Spreadsheet ● Google Drawing = Draw/Design ● Google Slides = Presentation

Resources

FDR Library <http://fdrlibrary.amersol.edu.pe> includes the Elementary FDR library catalogue, e-books and login credentials for subscriptions.

Early Childhood/Elementary School: [Specific guidelines, expectations, and learning plan](#)





Middle and High School

Student Guidelines

After receiving initial notice from the Superintendent about initiating FDR DLP, families will receive an email from the MS or HS Principal with division-specific information.

Students will have unplugged and online learning activities designed to engage the students in experiences aligned to the FDR curriculum.

 Daily Checklist	 Communication
<ol style="list-style-type: none"> 1) Identify a learning location 2) Have the class schedule visible (printed if possible) 3) Update your Google Calendar with the classes and times assigned for that day or week 4) Open and read your amersol email for any new communication from the school, advisor or teachers. 5) Check PowerSchool for any new notifications (missing assignment, new grades, feedback, etc) 6) Open Zoom 	<p>Colegio Roosevelt will always communicate through email to your amersol account.</p> <p>Class content will be delivered synchronously (real-time) and asynchronously. All classes delivered synchronously are <u>recorded</u> and uploaded into PowerSchool Unified Classroom - Class Pages.</p> <ol style="list-style-type: none"> A. <i>Synchronous virtual classes [Zoom Tool]</i> <ul style="list-style-type: none"> ● Students join the class on mute ● If you have a question, click the button "raise your hand" and type the question in the chat box ● Virtual classes will not be longer than 30 minutes B. <i>Asynchronous class content</i> <ul style="list-style-type: none"> ○ PowerSchool Unified Classroom <ul style="list-style-type: none"> classroom.powerschool.com <ol style="list-style-type: none"> i. Select "Class Pages" ----> Select the class

Resources

FDR Library <https://fdrlibrary.amersol.edu.pe> includes our FDR library catalog, e-books and login credentials for subscriptions.

Middle School: [specific guidelines, expectations and learning plan](#)

High School: [specific guidelines, expectations and learning plan](#)

Parent Guidelines

	EC3 - G3	G4 - G5	G6 - G12
	Students have no email or LMS access	Students have access to the Google Suite tools	Students have access to PowerSchool Learning
Daily routines	Read your email Read the Monday Messenger		
Assignments delivery	<ul style="list-style-type: none"> Parents receive work assignments via Seesaw and communicate with their children. Parents communicate with homeroom teachers via email if/when questions arise. 	<ul style="list-style-type: none"> Students and parents receive work assignments via Seesaw. Students and parents communicate with homeroom teachers via email if/when questions arise. 	<ul style="list-style-type: none"> Powerschool will continue to be our <u>learning platform</u> where class content is delivered, assignments collected and assessed. Zoom will be the tool used by teachers to deliver their virtual classes. Invitations to join these virtual classes are sent through Google Calendar to the student's amersol accounts. Recorded virtual classes will be uploaded to each course class page in PowerSchool.
Digital tools and current subscriptions	<ul style="list-style-type: none"> IXL RAZ-Kids SeeSaw Weebly Khan Academy BrainPop Eureka Digital Suite 	<ul style="list-style-type: none"> IXL RAZ-Kids SeeSaw Weebly Khan Academy BrainPop Eureka Digital Suite Zearn 	<ul style="list-style-type: none"> Khan Academy IXL Kognity (IBDP)
How-To Tutorials for parents	Seesaw Tutorial for Parents	Seesaw Tutorial for Parents	<ul style="list-style-type: none"> FDR Tech.Integration YouTube Channel (bit.ly/FDRPSparents) to help you use PowerSchool





Teacher Guidelines

	EC3 - G3	G4 - G5	G6 - G12
	Students do not have an email or Learning Management System (LMS) access	Students have access to the Google Suite tools	Students have access to PowerSchool Learning
General	<ul style="list-style-type: none"> Gather from specialist teachers information to share with parents. Email parents as needed and post to Seesaw before 9AM (Peru time GMT-5). See Specific guidelines, expectations, and learning plan 	<ul style="list-style-type: none"> Gather from specialist teachers information to share with students and parents. Email parents as needed and post to Seesaw before 9AM (Peru time GMT-5). See Specific guidelines, expectations, and learning plan 	<ul style="list-style-type: none"> MS/HS teachers will post in PowerSchool the content and assignments no later than 9 a.m. (Peru time GMT-5) or the end of the virtual class meeting. No new work will be posted after 9 a.m. You will use the tool called ZOOM (Single-Sign-On with your amersol) for your synchronous virtual classrooms. Use Google Calendar to invite your students (with their amersol) to your virtual classroom with Zoom. The recorded virtual classroom must be uploaded to your PowerSchool Class Page block named (Recorded virtual classrooms).
Resources	<ul style="list-style-type: none"> Teachers have access to different digital tools. We have created a Choice Board that <i>may</i> help you select the tool you need, based on the student learning objectives and desired tasks. If you need help or technology tips and tricks with Google or PowerSchool, make sure you check the FDR Tech Integration YouTube Channel (bit.ly/FDRtech) You can still create an IT Help desk ticket by emailing ithelpdesk@amersol.edu.pe 		

Video Communication Tool Tutorial



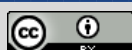
TEACHER

#	Steps	How-To Video
1	Create a student Google contacts group (Gmail) for each of your current classes in PowerSchool.*	Link
2	Go to Chrome Webstore and add the Zoom Scheduler extension to the browser.*	Link
3	Use the Zoom Chrome extension to schedule a meeting (Single-Sign-On with Google) and set meeting settings.*	Link
4	Use the Zoom tools (Chat, record in the cloud, share files, share screen, mute participants, end meeting).*	Link
5	Post your virtual live class recording in your PowerSchool Class Page.*	
	Share by hyperlink (<i>recommended</i>)in PowerSchool	Link
	Share by embedding to PowerSchool	Link

STUDENT

#	Options	How-To Video
A	You can join the virtual live class through the Gmail invitation or through the Calendar invite sent by your teacher. You may have to install Zoom in your device. There is also a Zoom mobile app that can be used to join the virtual live class.*	Link
B	If you missed the live session, you can watch the recorded virtual class in your corresponding PowerSchool Class Page.*	Link

*[Access all these videos in our YouTube Channel \(bit.ly/zoomFDR\)](#)



FDR Subscriptions & Licenses

SUBSCRIPTIONS FOR ALL (Accessible to all teachers and all students)

- | | | | |
|---|---|--|--|
| <ul style="list-style-type: none"> • Atlas (Rubicon) • BrainPopJr • BrainPop | <ul style="list-style-type: none"> • Canva • Flipgrid • Google Suite | <ul style="list-style-type: none"> • IXL Math • KhanAcademy • PowerSchool | <ul style="list-style-type: none"> • NWEA • Zoom |
|---|---|--|--|

SUBSCRIPTIONS & LICENSES FOR TEACHERS ON DEMAND

Early Childhood	Elementary School	Middle School	High School	(Specialis.)
Comic Life Discovery Education Grammarly TimeCenter Seesaw Weebly Starfall Tumblebooks Twinkl	Book Creator Comic Life Discovery Education Eureka Digital Suite Grammarly Kahoot Mystery Science Nearpod PebbleGo PearDeck Q-Files RAZ Kids SpellingCity TimeCenter Tumblebooks TypingClub Weebly Xtra Math Zearn	Adobe Creative Cloud ASCA Carolina Biological S. Discovery Education Eureka Digital Suite Grammarly Hightail Kahoot Makerbot Nearpod Padlet PearDeck Realidades Pearson SketchUp SmartMusic Storyboardthat Teen Health Wellness Wiris	Adobe Creative Cloud CoSpaces Discovery Education Economist Online Mgz Grammarly InThinking Kahoot Kognity KUTA Software Makerbot Nearpod PearDeck Plickers Screencastify SketchUp SmartMusic Storyboardthat Sybelius TypingClub Turnitin Wiris	Adobe Creative Cloud Creately Embedly Grammarly 13 Learning Issuu Mindomo Minecraft Nero PearDeck TinkerCAD

SUBSCRIPTIONS FOR STUDENTS ON DEMAND

Early Childhood	Elementary School	Middle School	High School
Seesaw Starfall Tumblebooks Twinkl	Discovery Education RAZ Kids SpellingCity Tumblebooks TypingClub Weebly Xtra Math Zearn	Adobe Creative Cloud Discovery Education Storyboardthat Teen Health Wellness	Adobe Creative Cloud CoSpaces Discovery Education Grammarly SketchUp Storyboardthat TypingClub Turnitin
EC/ES Library Passwords: Research and more		MS/HS Library Passwords: Databases + Subscriptions	



Tech Tools - Choice Board

Presentation Tools

Google Slides



- Gr3+ Web-based, iPad
- collaborate and share online
- add text, images,

video

Tutorial: [101 Tutorial](#)

Prezi



- Gr4+ Web-based
- zoom in and out
- add text, images, video

Tutorial [How to use Prezi](#)

PowToon



- Gr4+ Web-based
- add text, images, audio and animated characters

Tutorials: [QuickStart Guide](#)

Publishing Tools

Book Creator



- KG+, iPad
- Exports as pdf or video

Tutorial: [Tutorial](#)

Comic Life



- Gr2+
- create a comic book
- add text, images and visual effects

Tutorial: [Basic Introduction](#)

Docs + Drawings



- Gr3+, Web-based, iPad

Tutorial:

- [Google Docs 101 Tutorial](#)

Graphic Design And Organizers

Google Drawings



- Gr3+
- Create charts and diagrams

Tutorial: [Google Drawing Basics](#)

Canva



- Gr4+
- create infographics, flyers, banners and more

Tutorial: [Canva 101](#)

Popplet



- Gr1+, web-based, iPad
- create mind maps

Tutorial: [Popplet](#)

Data Collection And Analysis

Google Forms



- G4+
- create surveys to easily gather and analyze data

Tutorial: [Forms 101](#)

Peardeck



- G1+
- G.Slides add on that turns presentations into interactive tasks.

Tutorial: [Beginners Tutorial](#)

Kahoot!



- G5+
- game-based formative assessment tool

Tutorial: [How to create a Kahoot!](#)

Video Making + Screencasting Tools

iMovie



- Gr3+, web-based, iPad

Tutorial: [iMovie for Beginners](#)

Green Screen by DoInk



- Gr1+, iPad
- add images and videos as a virtual background

Tutorial: [Easy tutorial](#)

Screencastify



- Gr3+
- Chrome Extension
- Create screen capture movies

Tutorial: [Introduction Tutorial](#)

Collaboration Tools

Padlet



- Gr 6+
- Online curation
- Collect, organize and share everything on the web

Tutorial: [Padlet Introduction](#)

Flipgrid



- PreK+
- Video discussion tool
- Any device with internet access

Tutorial: [Flipgrid Tutorial](#)

Wakelet



- Gr6+
- Collect and share anything on the web and share it under one link

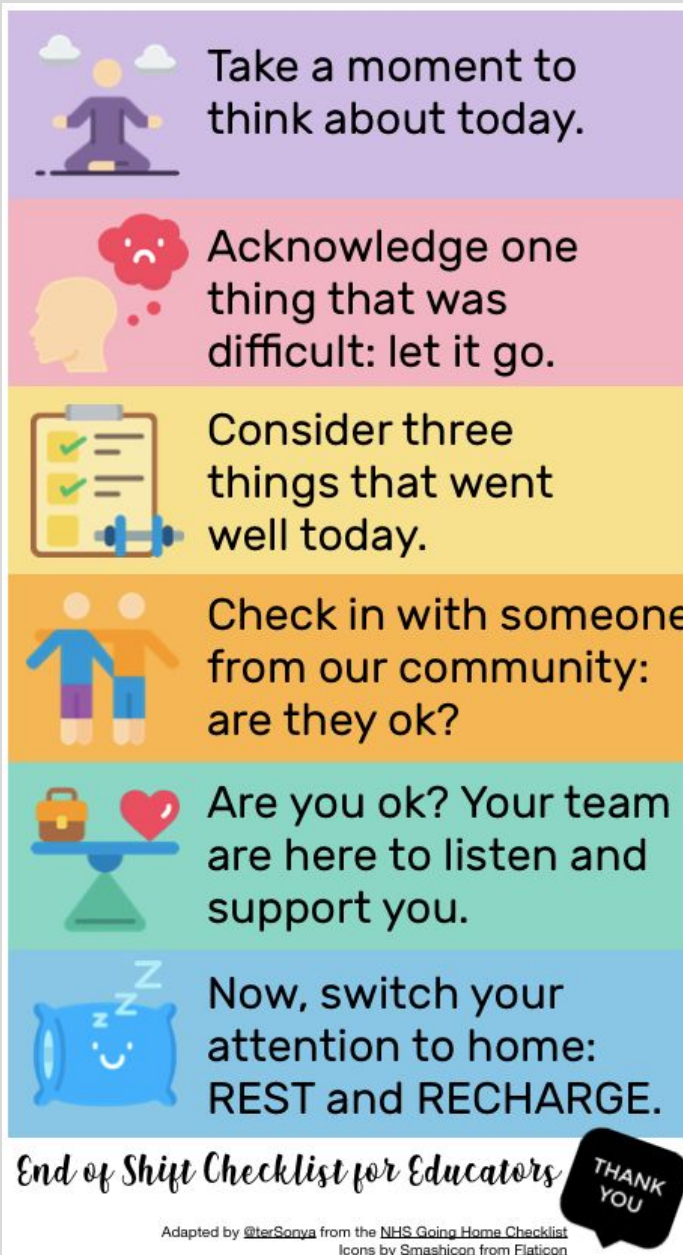
Tutorial: [Wakelete Tutorial](#)



Wellness Tips

EDUCATORS

STUDENTS



Take a moment to think about today.

Acknowledge one thing that was difficult: let it go.

Consider three things that went well today.

Check in with someone from our community: are they ok?

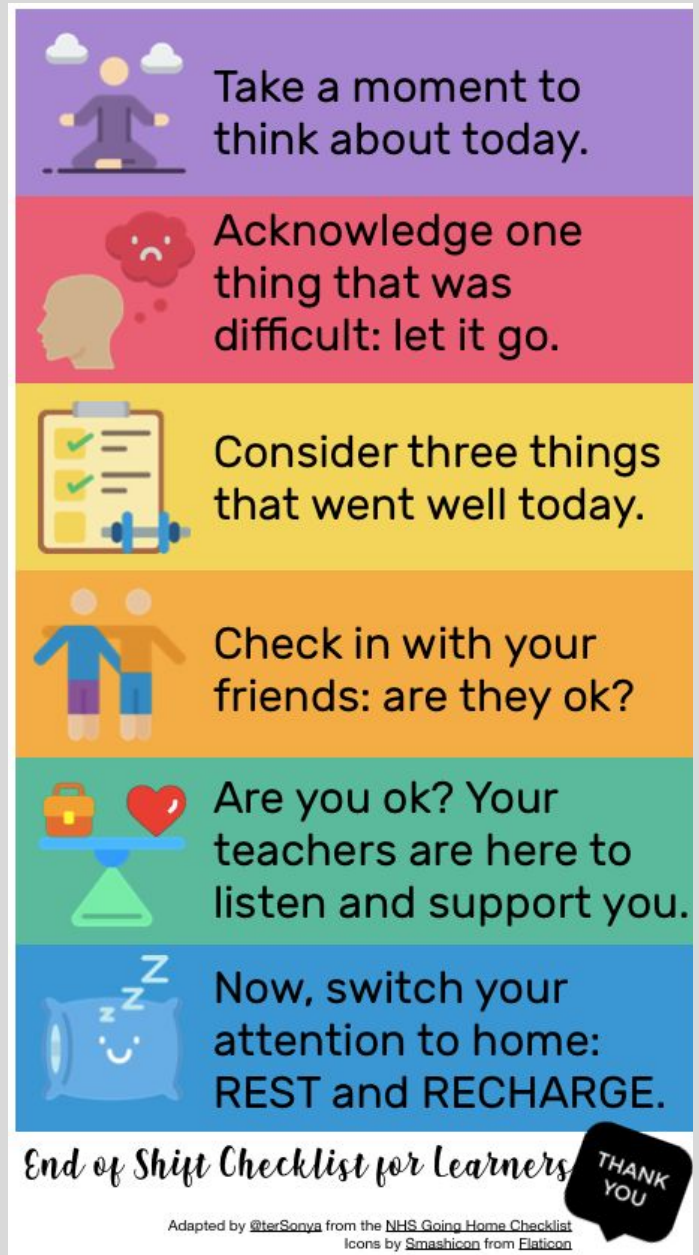
Are you ok? Your team are here to listen and support you.

Now, switch your attention to home: REST and RECHARGE.

End of Shift Checklist for Educators

Adapted by @terSonya from the NHS Going Home Checklist
Icons by Smashicon from Flaticon

THANK YOU



Take a moment to think about today.

Acknowledge one thing that was difficult: let it go.

Consider three things that went well today.

Check in with your friends: are they ok?

Are you ok? Your teachers are here to listen and support you.

Now, switch your attention to home: REST and RECHARGE.

End of Shift Checklist for Learners

Adapted by @terSonya from the NHS Going Home Checklist
Icons by Smashicon from Flaticon

THANK YOU



FDR DLP Sources

We want to acknowledge the following schools that have shared their plans publicly or directly with some or a particular staff member of Colegio Franklin Delano Roosevelt - The American School of Lima and that we have used it (content and format) to adapt it to our own version.

- Korea International School -Jeju
- The American Embassy School Delhi
- The American School in Japan
- International School of Beijing

We have received written consent by Warren Apel, ASIJ IT Director, to use and rely on ASIJ Distance Learning Plan.

