TUPELO
PUBLIC SCHOOL DISTRICT

Distance Learning Guidebook

2020-2021

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Purpose

To provide an optimal learning experience for all students with offline and online instructional opportunities through distance learning.

Overview

Tupelo Public School District's Distance Learning Plan provides ALL students with the opportunity to access educational content and resources via synchronous and asynchronous methods of instructional delivery. The plan also includes procedures for intermittent school closures to ensure the learning process continues during these unscheduled events. The plan encompasses each grade level's procedures for providing instruction, school management logistics, services for student subgroups, and expectations for students, staff, and parents. We realize nothing can replace the face-to-face interaction between an effective classroom teacher and his/her students; however, we also believe that students can still receive a quality education via distance learning.

Commitment for Distance Learning

If you as the parent choose distance learning for your child, you are agreeing to the following:

- I have reliable internet access at my residence, or I have transportation that will allow my child to access Wi-Fi spots throughout the city or in the parking lot of a TPSD school.

- If I choose distance learning, I acknowledge that I am making that commitment for at least the first semester and cannot change my mind and switch back to traditional learning during the semester.

- I understand distance learning will be more organized, routine, and rigorous than when schools were closed from March – May of 2020.

- I understand that self-motivation of my child and commitment from my child and, we as parents, are required to make distance learning effective.

Learning Format

Synchronous –

This is where learning takes place in real-time. Students login and participate in real-time instruction virtually as if they were sitting in the physical classroom.

Asynchronous –

This is where learning takes place through multiple avenues without real-time instruction. Teachers upload videos and assignments for students to view and complete on a more flexible schedule.

For the 2020-2021 school year, the Tupelo Public School District will offer its distance learning students both options listed above. There will be some schools who are able to provide a more structured, organized concurrent schedule for distance learning students just as they would if they were present for traditional school. On the other hand, there will be some schools, due to staffing issues and dependent upon the number of distance learning students, who will allow a more flexible distance learning schedule for those students who are still able to complete class assignments and requirements at his/her own pace.

Resources

- TPSD Website – www.tupeloschools.com
  (click on the COVID-19 Updates tab for further information regarding distance learning.)

- WebEx – https://www.webex.com
  WebEx is used for video conference, online meetings, webinars, and synchronous learning.

- Chromebook
  - THS & K-2
    https://www.dell.com/en-us/work/shop/2-in-1-laptops-tablets/chromebook-11-3100-2in1/spd/chromebook-11-3100-2-in-1-laptop/s002c31002n111us
  - 3-8
    https://www.dell.com/en-us/work/shop/dell-laptops-and-notebooks/chromebook-5190-for-education/spd/chromebook-11-5190-laptop

- Textbooks

- iReady

- Lexia

- SplashLearn

- Wonders Digital Resources

- Canvas (Learning Management System – LMS) – http://tupelo.instructure.com/
  Canvas will be the hub for student assignments.

- Digital Textbooks

- Novels for grades 3-5

- Remind

- AR

- Ebooks

- Envison

Use of Resources

Students at the K-5 level will be assigned a Chromebook to use at school as well as textbooks to keep at school and textbooks to keep at home. Students at the 6-12 level will be assigned a Chromebook to use at school and will also be allowed to take the Chromebook home each night. Additionally, they will be assigned textbooks to keep at school and textbooks to keep at home. In the event of intermittent school closures, ALL students will be allowed to take the Chromebooks home to use for distance learning.

Advisory Time

Advisory time is a time for teachers, students, and even parents to work in unison to ensure the needs of each and every student are met as they relate to distance learning. Advisory time is a two-fold process – it is a time for teachers to check-in with their distance learning students so students can still engage in a personal connection with the teacher; it is also used for office hours for teachers to answer any questions or concerns parents or students may have about assignments, grades, and expectations. In addition, grade level counselors are always available to support students with academic, social, or emotional needs. Please initiate contact by e-mail or calling the school.

After Hours Support

Members from the district's technology department will be on call Monday-Thursday from 4 PM – 8 PM to answer any technical support questions you may have. The phone number to contact them is 662-690-5034.

Wi-Fi Access Map

https://www.tupeloschools.com/covid-19-updates

https://www.google.com/maps/d/edit?mid=1D9DWi0FWdIw63duN7oa2GIhgp0Ebjy4P&usp=sharing

What if I have questions?

Questions about the class, grades, and/or assignments:
- Your child's teacher.

Accommodations for students with disabilities:
- Your child's special education teacher or 504 Coordinator at your child's school.

Accommodations for English Learners:
- EL Coordinator (Lea Ann Dunklee) – (662) 690-5023

Technology-related problems:
- During the school day contact your child's school.
- Afterhours support, contact (662) 690-5034 Monday – Thursday from 4:00 PM – 8:00 PM.

Personal, academic, social/emotional support:
- Your child's school counselor.

Active Student/Active Parent

- Active Student – https://activestudent.tupeloschools.com/Login.aspx?ReturnUrl=%2f (Active Student – Students may use this link to check grades, attendance, tardiness, and discipline. This is for students in grades 7-12.)

- Active Parent – https://activeparent.tupeloschools.com/Login.aspx?ReturnUrl=%2f (Active Parent – Parents may use this link for registration purposes and to check student grades, attendance, tardiness, and discipline.)

Attendance

Attendance Procedure for Synchronous Distance Learning (K-6):

- Distance learning will consist of a scheduled school day including required login times for scheduled instruction.
- Live instruction will be delivered daily with a TPSD teacher providing real time instruction, discussion, and engagement (scheduled times will vary by school site).
- Daily attendance will be recorded based on student's daily log in and participation in live instruction.
- Attendance will be recorded in SAM.

Attendance Procedure for Asynchronous Distance Learning:

> TMS/THS will use an Asynchronous Offline Mode (Digital-Virtual) to record attendance. Each teacher is to submit their attendance weekly each Friday by 3:30 and the last school day of each month. Attendance for students enrolled in distance learning will be measured by participating and completing weekly assignments in Canvas.

Grading

Traditional grading practices will be followed. Grading as well as promotion and retention will still follow policies just as in the past. There may be fewer grades given dependent upon intermittent school closures, and the number of major and minor grades may be adjusted.

- IHA –
  https://tupelo.msbapolicy.org/DistrictPolicies/ViewsAdmin/SelectedDocumentReadOnly/tabid/5911/Default.aspx?docId=254969
- IHE –
  https://tupelo.msbapolicy.org/DistrictPolicies/ViewsAdmin/SelectedDocumentReadOnly/tabid/5911/Default.aspx?docId=235091

Grades will still be required for promotion. State assessments are still required for either option.

Mississippi High School Activities Association (MHSAA)

According to MHSAA, students who attend classes via distance learning will still be able to participate and compete in activities.

English Learner (EL) Support

- ESL teams will check for understanding, monitor student progress, and provide feedback for EL students requesting distance learning.

- EL students will receive access to the same high-quality grade-level instruction as all TPSD students.

- Language Service Plan accommodations and modifications will be provided on all distance learning activities.

- Students will receive English langue acquisition services to increase English proficiency.

Special Education Services

- IEP teams will check for understanding, monitor student progress, and provide feedback for special education students requesting distance learning.

- Special education students will receive access to the same high-quality grade-level instruction as all TPSD students.

- Parents will be expected to participate in IEP meetings.

Distance Learning Expectations

Teachers	Students	Parents
Continue to nurture positive relationships with students and focus on the whole child (academic, mental, physical, and emotional).	Establish daily routines for engaging in the learning experience.	Seek assistance if you do not have reliable online access or no online access at all.
Establish routine, organization, and structure for students.	Identify a quiet space in your home to work each day.	Establish routines and expectations for your children.
Pace lessons as if it is a normal school day. Don't over plan or under plan.	Check regularly for assignments and announcements from your teacher.	Choose a learning space in your home that is quiet and conducive to learning.
Use the creative opportunities afforded by distance learning.	Complete assignments with integrity and academic honesty.	Communicate with your child's teacher(s) as often as needed.
Design asynchronous lessons. Synchronous lessons used when possible.	Communicate with your teacher if you need assistance.	Check-in with your child multiple times each day, preferably morning and night.
Think differently about assessments. Use the power of formative assessments more than summative assessments.	Comply with Tupelo Public School District's policy regarding online etiquette. Be a good digital citizen.	Be an active participant in your child's learning.
Utilize the opportunity to offer oral and written feedback as frequently as possible.	Follow the dress code as if you were physically in school (Policy JCDB).	Encourage physical activity within the day for your child.
	Communicate and behave with the same respect and consideration you would use in the classroom.	Monitor your child's emotional well-being.
		Monitor the amount of time your child is spending online, not just for educational purposes.

Q & A

1. **What will communication look like for distance learning?**

   There are several channels to utilize for communication purposes: e-mail, Canvas, WebEx, phone calls, School Status, Remind, texts, and the district website.

2. **Who should I call if I need technical support during the school's operating hours from 7:30-3:30?**

   If you need technical support related to your device or other distance learning issue, please contact your child's school and they will direct you to the person who will assist in addressing the issue.

3. **Will learning packets be available for distance learning?**

   TPSD will not make learning packets available for students who choose distance learning. However, if there's a school closure at any point during the school year, learning packets may be requested on a case-by-case basis. The parent agrees to contact the school if a learning packet is needed during a school closure.

4. **What if a student isn't responding to teacher communication and not completing assignments?**

   Step 1: Teacher will contact parents via Canvas, Remind, e-mail, or School Status.

   Step 2: Teacher will contact parents via phone call. Multiple attempts will be documented.

   Step 3: Teacher will contact administration if there is still no response or participation.

   Step 4: Administration will take necessary steps to contact parents to ensure expectations are being followed.

   Step 5: If administration is still unable to connect with parents, a report will be submitted to the attendance officer.

5. **Will I have to buy my own device for my child to participate in distance learning?**

   No, the Tupelo Public School District will provide devices for all distance learning students.

Guidance for Kindergarten – 5th Grade Distance Learning

- The primary tool for instruction will be Canvas.

- The primary tool for communication between teachers and parents will be School Status.

- Students will have assignments that will occur during real-time (synchronous) as well as some assignments based on previously uploaded videos (asynchronous).

- Students and parents are encouraged to reach out to teachers when they have questions.

- Reading aloud to parents and independent reading for pleasure are highly encouraged each night.

- Hard copy resources such as textbooks/workbooks will be sent home with students to use for distance learning as well as during school closures.

- Teachers will check in with ALL students individually or in groups to review assignments, check in on progress, and stay connected.

Guidance for Milam Distance Learning

- The primary tool for instruction will be Canvas.

- The primary tool for communication between teachers and parents will be School Status and Remind.

- Students will have assignments that will occur during real-time (synchronous). Asynchronous videos will also be available for students to view outside of the scheduled hours.

- Students and parents are encouraged to reach out to teachers when they have questions.

- Reading aloud to parents and independent reading for pleasure are highly encouraged each night.

- Hard copy resources such as textbooks/workbooks will be sent home with students to use for distance learning as well as during school closures.

- Teachers will check in with ALL students individually or in groups to review assignments, check in on progress, and stay connected.

Guidance for TMS Distance Learning

- The primary tool for instruction will be Canvas.

- The primary tool for communication between teachers and parents will be School Status.

- Students will have assignments that will occur based on previously uploaded videos (asynchronous).

- Students and parents are encouraged to reach out to teachers when they have questions.

- Independent reading for pleasure is highly encouraged each night.

- Hard copy resources such as textbooks/workbooks will be sent home with students to use for distance learning as well as during school closures.

- Teachers will check in with ALL students individually or in groups to review assignments, check in on progress, and stay connected.

- It will not be synchronous or real-time. Teachers will upload instructional videos, assignments, and activities daily to Canvas. Several of our textbooks, workbooks, and manuals will be uploaded to an online forum by the district and made accessible offline. Teachers will be available during distance learning office hours daily from 2:15-3:15. A schedule providing details of dates and times for Distance Learning material will be provided at a later date.

Guidance for THS Distance Learning

- The primary tool for instruction will be Canvas.

- The primary tool for communication between teachers and parents will be School Status.

- Students will have assignments that will occur based on previously uploaded videos (asynchronous).

- Students and parents are encouraged to reach out to teachers when they have questions.

- Independent reading for pleasure is highly encouraged each night.

- Hard copy resources such as textbooks/workbooks will be sent home with students to use for distance learning as well as during school closures.

- Teachers will check in with ALL students individually or in groups to review assignments, check in on progress, and stay connected.

Roles and Responsibilities During Distance Learning

Superintendent	- Decide on essential aspects of distance learning implementation. - Provide updates to all stakeholders.
Principals	- Ensure clear communication is disseminated to staff/students/parents. - Check Canvas accounts for accountability purposes. - Provide feedback to distance learning teachers just like you would traditional teachers. - Support teachers with communication and connectedness to families and students.
Inclusion Teachers	- Participate and attend your daily schedule. - Assist and teach during synchronous teaching where applicable and provide accommodations. - Teach small groups where applicable. - Upload lessons for asynchronous teaching. - Utilize Canvas to support your students and reach out to students and parents via Canvas, e-mail, School Status, or phone for additional support. - Monitor student progress and complete documentation.
Instructional Coaches	Support teachers with lessons.

	• Support teachers in the creation and delivery of video lessons. • Assist in professional development.
Media Specialists	• Provide digital media support to students and teachers. • Provide Canvas support to teachers and students. • Update e-book inventory for students.
Counselors	• Provide counseling over the phone or virtually for students who normally receive support. • Contact students who are not completing work and connect families with community resources for wrap around services. • Conduct parent conferences to support those students who are not participating in or attending classes. • Schedule 504 meetings and document MTSS as needed.
Assistants	• Support teachers with small group instruction. • Support teachers by conducting check-ins with students and parents. • Complete any documentation as assigned.