



DECA PREP
Updated Virtual Learning Plan
2020-2021

Put Students First • Demand Success • Invest
Deeply in Relationships • Do What's Right • Prove
Education Changes Lives • Find Joy

Dear DECA PREP Families,

As we prepare to engage in Virtual Learning, we are so grateful that our students have such strong supports at home. Even now it's so important that we're working to provide our children with an excellent education that will put them on the path to college. Being out of the physical school building cannot be the reason that our children lose ground or that we see any learning gaps widen.

Over the spring and summer, our staff has spent countless hours preparing this plan and thinking through each piece with incredible intention. We will continue to deliver quality instruction and support for our students and we are thankful that we get to do it in partnership with you.

This plan reflects the collaboration of teachers, coaches, PREP administrators, and district administrators in working to be clear and transparent with all stakeholders - students, parents, teachers, and staff. This outlines many areas of our virtual learning plan including expectations for you as parents and family members, digital tools, and platforms that we'll be using to support student learning, and sample student schedules. We worked as a team to lay out these guidelines but also realize that, in the newness of this learning environment, may have missed some items. Please know that we are always available for questions and are here to support you as you work with your children at home. Now, more than ever before, it's important that we approach this new learning with patience and grace for all - students, parents, teachers, coaches, administrators - so that we can work to put the best in front of our students each day as we work to #DemandSuccess and #DoWhat'sRight for our school community!

We are in this together!

Mrs. Aileen Ernst

Mrs. Devon Richardson

Ms. Andrea Davis

Methods of Communication

Our Methods of Communication			
Channel	Audience	Description	Tutorial Links
School Office	Staff and Parents	<p>The school office will be open daily, Monday-Friday, from 9:00 am to 3:00 pm.</p> <p>Please contact Ms. Kelli Wynn in the main office at (937) 610-0110 or kwynn@daytonearlycollege.org</p>	
Email	Staff, Parents, Students	<p>Teachers and staff will predominantly communicate with each other and parents/families via email.</p> <p><i>Teachers/staff will work to respond to all emails (and phone calls/texts) within 24 hours. Not all responses will be immediate due to filming lessons, teaching small groups, etc. We appreciate your flexibility and understanding with this!</i></p> <p><i>The school office will send out a Monday message to families each week with updates and other needed info.</i></p>	You know how to do this :)
Zoom	Staff, Parents, Students	Teachers will mainly use Zoom to create opportunities for interactive learning, community building, and virtual meetings with students, each other, and parents/families.	Zoom Help Center
Google Hangouts	Staff, Parents, Students	Google Hangouts will be our secondary platform for meetings with each other, with families, and with students. (This will be used mainly for last-minute meetings.)	Hangouts Help Center
One Call	Parents	If there are messages that we need to get out to all parents or specific groups of parents, we will use One Call to ensure families are getting the exact same message.	
Social Media (Facebook & Instagram)	Parents, Community, & Public	We will update the school Facebook and Instagram pages often with the most recent communication.	DECA Facebook DECA PREP Instagram

For Parents

10 Guidelines for Parents

The transition to virtual learning at the start of this year will be challenging for all of us - including families! We're asking you to think differently about how to support your children; to create structures and routines that allow your children to be successful; and to monitor and support their learning. We can't do this without you! Some students will thrive with virtual learning, while others may struggle. The ten guidelines provided below are intended to help you think about what you can do to help your child find success with distance learning. There are also more resources available [here](#).

**These guidelines are adapted and at times copied verbatim from the Brightworks Distance Learning plan and the American School in Japan.*

1. **Establish routines and expectations** - From the beginning of this plan, it's important that parents establish routines and expectations around learning at home. We are encouraging you to set regular hours for your children's work. Your child's teacher will communicate with you about meet up times (where your child and their teacher may interact virtually) and work expectations for the day. Your child will need to move regularly and take breaks as they work. It's important to set these expectations early - not days after starting when you notice that your child is struggling with a lack of a routine.
2. **Define the physical space for your child's work** - Look for a space/location where your child will learn most of the time. This should be a public/family space NOT the child's bedroom. It should be a place that can be quiet at times (and has a strong wireless connection). Above all, it should be a space where parents can be present and monitor their learning!
3. **Monitor communication for your child's teacher** - Teachers will communicate with you through email, Google Classroom, and their website. We also want you to contact your child's teachers if issues

arise. Please remember that our teachers are also juggling their own families as well and be respectful of their quiet hours. If you need extra, immediate support, please reach out to our admin team. We also encourage you to ask your children to explain the learning platforms (Google Classroom, etc.) that their teachers are using if they're old enough!

4. **Begin and end each day with a check in** - Starting your child's day with a check-in is a great way to help them build routine! In the morning, ask what your child is working on that day. What help do they need? This brief conversation matters! It helps your child process what they have to do for their teachers, organize themselves, and set priorities. Establishing regular check points throughout the day helps to keep them on track!
5. **Take an active role in helping your children process and own their learning** - Kids (and adults) learn best when they have time to process what they're learning with others. During the regular school day, your children have dozens of opportunities to socially process what they are learning by asking questions, working in groups, and more. While some of these social interactions will be re-created on virtual platforms, others will not. Aside from the check-ins, you should regularly circle back and engage with your children about what they're learning or working on. Still, it's important that your child owns their work - don't complete assignments for them, even when they are struggling!
6. **Establish times for quiet and reflection** - A huge challenge for families with multiple children will be how to manage all of their children's needs, especially when those children are different ages and have different needs. There may be times when siblings need to work in different rooms to avoid distraction. You may even have to experiment with headphones (no music necessary) to block out distractions!
7. **Encourage physical activity, exercise, and/or creativity** - Make sure your children remember to move and exercise! This is vitally important to their health, well-being, and learning. Our special area teachers will be teaching live weekly lessons on Zoom that students

can join or use the video when they finish their work or when they need a break - take advantage of these! Think also about how your children can pitch in more around the house with chores or other responsibilities - don't let them off the hook!

8. **Remain mindful of your child's stress or worry** - It's so important that we help children manage the worry, anxiety, and range of emotions they may experience because of COVID-19 and the school closure. It may be hard not to transfer your own stress or worry on to them but try your best! They will be out of sort, whether they admit it or not, and need as much normal routine as you all can provide!
9. **Monitor how much time your child is spending online** - We do NOT want your children staring at computer screens for 7-8 hours a day. Please give our teachers and staff grace and remember that we are not experts in distance learning and that it is going to require some trial and error before we get it all the way right. We will work to check in with you and adjust based on what we're seeing at home. We thank you in advance for your patience and partnership!
10. **Keep your children social, but set rules around their social media interactions** - For the first few days of this extended closure, your children may find this exciting. That initial excitement, however, will wear off when they start to miss their friends, classmates, and teachers. Help your children maintain contact with friends and see them in person when circumstances permit. Please also be sure to keep an eye on their social media use - especially during this extended closure. Older students will rely more on social media to communicate with friends. Social media apps like Snapchat, TikTok, Instagram, etc. are not official, school-sanctioned channels of communication. Please remind your children to be polite, respectful, and appropriate in their communications!

Roles and Responsibilities

Parents	
<ul style="list-style-type: none"> • Establish routines and expectations. Be proactive in giving your child the structure they need to be successful! • Define the physical space for your child's work. Make that space public and visible. • Monitor communications from your children's teacher. Staying in touch with your teacher will give you the context you need to help your child. • Begin and end each day with a check-in. Get clear on goals and reflect on work! • Take an active role in helping your children process and own their learning. Help them process; don't do the work for them. • Establish times for quiet and reflection. Everyone needs some quiet time! • Encourage physical activity and/or exercise. Movement makes us more productive. • Remain mindful of your child's stress or worry. Help your children process this experience and be mindful of the impact of your own stress levels. • Monitor how much time your child is spending online. We don't want our students in front of a screen for 8 hours a day. Help them unglue and give us feedback on our assignments. • Keep your children social, but set rules around their social media interactions. Kids need to be social. Help them do this in a kind and responsible way. 	
Question about . . .	Contact
A project or assignment	Your child's teacher
A technology issue	help@daytonearlycollege.org
Personal or social-emotional concern	Your child's teacher
DECA PREP's approach to Distance Learning	aernst@daytonearlycollege.org

For Students

Guidelines for Students

Just because our school is closed and we aren't meeting in person every day, doesn't mean that learning is going to stop. Your teacher is still going to be checking in every day to help you learn new material, review what you've already learned, and keep growing your brain. To make the most of this experience, we have a few suggestions and guidelines for you!

1. **Establish Routines** - You may have a lot of freedom with your schedule but with that freedom can come procrastination! Make sure you create a to-do list and stick to a schedule. By setting aside the same time each day to tackle your lessons, you can stay on track!
2. **Find a good workspace** - Find a quiet place where you won't be distracted and won't be tempted to tab over to YouTube or Netflix. In fact, close those tabs! It can be helpful to sit near someone else who is working in a focused way as well!
3. **Check for messages from your teachers** - Start your day by checking your email and Google Classroom. Ask your parent if your teacher sent out the agenda and list of things to do each day.
4. **Establish time for quiet and reflection** - Everyone needs downtime to reflect and relax. This closure may be difficult in unexpected ways. Keeping a journal and making time to reflect on this experience can help you process it.
5. **Make sure to exercise** - Studies show that exercise not only makes you healthier, it can make you happier and more productive. Put time aside each day to move around.
6. **Use technology as a tool and don't spend your whole day in front of the computer or on the iPad** - It's easy to get distracted by Netflix or go down a YouTube wormhole. During this time, your computer is

your connection point to your teacher and classmates. Make sure to use it for learning, not just for entertainment.

7. **Remember our community values when you chat or post on social media** - Take extra care to be kind and respectful on chat and social media. On these apps it can be hard for others to read your tone and comments or posts made in the heat of the moment live for far longer than words spoken in person. If you find yourself in a challenging social situation, reach out to a trusted adult for help!

Roles and Responsibilities

Students	
<ul style="list-style-type: none"> • Establish Routines • Create a focused physical and digital workspace. • Check messages from your teachers • Exercise! Movement makes us more productive! • Tech as a tool. We don't want you to be in front of a screen for 8 hours a day. • Remember our community values when you chat or post on social media. Be social but in a kind and responsible way. Think before you post. 	
Questions about . . .	Contact
A project or assignment	Your teacher
A technology issue	help@daytonearlycollege.org
Personal or social emotional concern	Your teacher Fill out the Weekly Wellness Check form

Digital Teaching Tools

Learning Platforms			
Platform	Audience	Description	Tutorial Links
Google Classroom	All Grades	<p>This is where most assignments are posted and tracked.</p> <p><i>Teachers may give supplemental paper materials or books as well at times.</i></p>	Help Center
Google Sites	All Grades	<p>These are websites for parents, students, families, and staff to access to find resources, teacher information, schedules, etc. to help support virtual learning.</p> <p> Kindergarten 1st Grade 2nd Grade 3rd Grade 4th Grade Specials DECA PREP Site </p>	

Collaborative Platforms			
Platform	Audience	Description	Tutorial Links
Zoom	Staff and Students	Teachers and staff will mainly use Zoom to create opportunities for interactive learning and community building with students and each other. This will also be used for virtual parent	Zoom Help Center

		engagement opportunities/meetings.	
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Additional Reading Resources			
Resource	Audience	Description	Tutorial Links
EPIC	Students and Families	Access to 40,000+ digital books online Families are able to create a free account (for 30 days) or use classroom provided account information.	Help Center
Storybook Online	Students and Families	The SAG-AFTRA Foundation's award-winning children's literacy website, Storyline Online, streams videos featuring celebrated actors reading children's books alongside creatively produced illustrations.	
YouTube Live	Staff, Students, and Families	Monday read aloud by PREP admin @ 2:00 Harambees @ 2:00 (scheduled every other Friday) Other scheduled events/gatherings	
Reading A to Z	Students and Families	Access to free, printable books by reading level and activities that coincide with the stories. Click here: Reading A to Z	

“Paper” Teaching Tools

Packet Pick-Up Procedures

Since our students are young learners, we realize that everything can’t be 100% digital for all students. Grade levels have worked paper assignments and activities, specific books to read, etc. into their plans for students as well. We will work as a building to facilitate getting these materials to families. For families unable to get to PREP to pick up materials, grade levels will also be required to have digital copies available for families and allow students to print them at home or write their answers on “blank” paper to practice on or turn in for a grade.

- Packet Pick-Up will happen about every two weeks and students will get two week’s worth of assignments at a time. It is important that families store these in a safe/consistent place at home to prevent them from getting lost.

Packet Pick-Up Dates:	Week of August 17th (during MAP testing) Monday, August 31st Monday, September 14th Monday, September 28th <i>(includes the 3 days the week of 10/12 too due to Fall Break)</i>
Times:	9:00 am - 3:00 pm 5:00 pm - 7:00 pm
Procedure:	Please park and walk into the school office to get your child’s materials. All parents and other visitors at PREP must wear a face covering to enter the building.

- Teachers will also provide digital (Google docs, PDFs, etc.) copies of assignments for families to print at home if they are unable/chose not to come to PREP for pick-up. If families are unable to pick-up and don’t have a printer at home, parents/guardians can help

students “re-create” the assignment on a blank sheet of paper to turn in.

Distance Learning Time Frames and Goals

DECA PREP

- PREP students will have new learning/activities daily Monday-Thursday each week. This will look like morning meetings/closing circles, teacher recorded videos and virtual/paper assignments, and live small group instruction. Students will not have new assignments on Friday. Fridays will be used for small group instruction/support, catching up with assignments, teacher communication with families, etc.
- The primary mode of communication for students and families within grades K-4 will be email and Google Classroom.
- We do not expect that your child will be sitting in front of their device for 2-3 straight hours. Teachers will design lessons that incorporate student/teacher interaction and also opportunities for students to practice independently. We ask that the assignments be submitted via a learning platform (Google Classroom). Your child’s teacher will indicate which assignments need to be submitted.
- We know that our youngest students will need more support than their middle and high school peers/siblings. We will do our best to provide you with sufficient directions and support but please reach out with questions!

Expected Time Engaged in Learning	
Kindergarten - 2nd Grade	2 1/2 hours per day <i>(not including Morning Meeting, small groups, Pathblazer, & Independent Reading time)</i>
3rd - 4th Grade	3 hours per day <i>(not including Morning Meeting, small groups, Pathblazer, & Independent Reading time)</i>

Grade Level Time Allotments (Approximate)

Kindergarten	
<i>Learning Component</i>	<i>Time per Day</i>
Morning/Afternoon Meeting	30 minutes
Writing	25 minutes
Skills Block	25 minutes
Reading Module	25 minutes
Math	25 minutes
Small Groups (2 reading and 2 math a week)	20 minutes

First Grade	
<i>Learning Component</i>	<i>Time per Day</i>
Morning/Afternoon Meeting	30 minutes
Reading Module (Mini Lesson and Practice)	30 minutes
Skills Block (Mini Lesson and Practice)	30 minutes
Writing (Mini Lesson and Practice)	30 minutes
Math (Mini Lesson, Number Talk, and Practice)	60 minutes
Small Groups (2 reading and 1 math a week)	25 minutes

Second Grade	
<i>Learning Component</i>	<i>Time per Day</i>
Morning/Afternoon Meeting	<i>Daily check in with teacher via Zoom</i>
Skills Block (Mini Lesson and Practice)	25 minutes
Interactive Read Aloud	20 minutes
Writing (Mini Lesson and Practice)	25 minutes
Math (Mini Lesson and Practice)	50 minutes
Science/Social Studies & Intervention Activities	Optional

Third Grade	
<i>Learning Component</i>	<i>Time per Day</i>
Morning/Afternoon Meeting	30 minutes
Reading Lesson & Practice, Exit Ticket	60 minutes
ALL Block Choice Board	30 minutes
Read Aloud	10 minutes
Writing Lesson & Student Activity	30 minutes
Math Lesson & Practice	45 minutes
Math Fluency and Exit Ticket	20 minutes

Fourth Grade	
<i>Learning Component</i>	<i>Time per Day</i>
Morning/Afternoon Meeting	30 minutes
Math Lesson <i>(including fluency, sprint, and exit ticket)</i>	60 minutes
Language Arts Lesson	60 minutes
ALL Block Small Group	30 minutes
Writing Lesson	30 minutes
Math Small Group	30 minutes
Read Aloud	10 minutes
Independent Reading	20 minutes

Special Area Classes - LIVE Weekly (Optional) Lessons!		
Class	Teacher	Meeting Information
Art	Mrs. Brumfield	Kindergarten and 1st Grade: Thursdays 1:00-1:30 Second - Fourth Grades: Tuesdays 1:00-1:30
Physical Education	Mrs. Pham	Kindergarten and 1st Grade: Fridays 1:00-1:30 Second - Fourth Grades: Wednesdays 1:00-1:30
STEM	Mrs. Williams	Kindergarten and 1st Grade: Tuesdays 12:00-12:30 Second - Fourth Grades: Thursdays 12:00-12:30

First Quarter Events - DECA PREP

August 13-14	Drive-Thru Open Houses
Week of August 17th	Virtual Home Visits (your child's teacher will contact you to schedule) Chromebook Distribution (all week from 8:30-4:00 in the main office) MAP Testing for K-4 Students
August 24	1st Day of School for All Students :)
August 31st	Packet Pick Up for Select Grades (to supplement remote learning activities) - 9:00 am - 3:00 pm and 5:00 - 7:00 pm in the Main Office <i>**Parents will need to park and come in to pick up materials.**</i>
September 4	Harambee @ 2:00 - The Link for Harambees will be on our PREP Google Site - More Info to Come!
September 9-10	Monthly Parent Info. Sessions September 9th - Kindergarten, First, and Second Grades @ 6:00 pm September 10th - Third and Fourth Grades @ 6:00 pm
September 14th	Packet Pick Up for Select Grades (to supplement remote learning activities) - 9:00 am - 3:00 pm and 5:00 - 7:00 pm in the Main Office <i>**Parents will need to park and come in to pick up materials.**</i>
September 18	Harambee @ 2:00
September 28th	Packet Pick Up for Select Grades (to supplement remote learning activities) - 9:00 am - 3:00 pm and 5:00 - 7:00 pm in the Main Office <i>**Parents will need to park and come in to pick up materials.**</i>
October 2	Harambee @ 2:00
October 7-8	Monthly Parent Info. Sessions October 7th - Kindergarten, First, and Second Grades @

	6:00 pm October 8th - Third and Fourth Grades @ 6:00 pm
October 14	House Celebration @ 2:00