BOERNE E-LEARNING OPTION PLAN

BOERNE INDEPENDENT SCHOOL DISTRICT

2020-2021

Boerne E-Learning Option

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Introduction

Boerne ISD will continue a focus of high-quality rigorous instruction that supports the whole child while also taking multiple precautions to protect both students and staff in school operations. We recognize that these are challenging times for all families, but we are committed to maximize learning for all students and keep that as our highest priority. We will offer parents the option of either in-person instruction or the Boerne E-Learning Option. In both instances, students are expected to participate and remain engaged in instruction daily. **Please note that paper instructional packets will not be available as they were during the Spring 2020 school closure**. We continue to adjust and modify our remote instructional framework to meet the needs of all students.

Instructional Models - The first day for both instructional models will be Wednesday, August 12, 2020. E-learning and in-person learning will follow the same scope and sequence and pacing.

- **In-person instruction –** Students attend school daily and follow safety, sanitation, and social distancing expectations.
- *Boerne E-Learning Option –* Students will receive instruction which is delivered in real-time and will be expected to complete and submit assignments as communicated by the remote learning teacher(s). In this method, the instruction may include various forms of digital and online learning and could include pre-recorded video lessons or learning tasks for students to complete. Teachers may supply supplemental instructional resources to work along with the district's Learning Management Systems (Google Classroom or Seesaw). Grading practices for the *Boerne E-Learning Option* will be consistent with those for in-person instruction.

    - **For the *Boerne E-Learning Option*, each student will be required to work on and submit their assignments on a device (laptop, tablet, etc). Each student will also need a web camera and microphone.**

    - **BISD Grading Standards will apply to all instructional settings.**

For both in-person and the *Boerne E-Learning Option*, the campuses must provide instruction of the required curriculum for the grade level, subject or course, per TEC, §28.002. Ongoing progress monitoring is a critical component of both the in-person and E-Learning instructional models. **This will include monitoring of attendance, grades, formative/summative assessments, and other systems which help teachers know how students are progressing.**

Please Note:

In-person instructional design and expectations have been planned by each campus team and information will be disseminated by the campus principal.
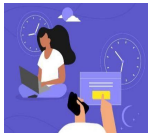
The purpose of the remaining part of this plan is to detail the Boerne E-Learning Option's instructional design and sample student schedules and to explain student expectations.

Boerne E-Learning Option

The Texas Education Agency (TEA) denotes two important definitions as it pertains to remote learning.

Synchronous instruction refers to live, scheduled, interactive classes with teachers and students in real-time, teacher-supported work time, and scheduled, timed, online tests.

Asynchronous instruction refers to self-paced instruction with intermittent teacher interaction. There is pre-assigned work with remote formative assessments on the Learning Management System (LMS) that ensure continued information on student progress. BISD uses Seesaw for PK-2, and Google Classroom for 3-12 as their LMS. Students will also watch pre-recorded videos of instruction with guided support.

The Boerne E-Learning Option will include a blend of Synchronous and Asynchronous instruction.

BISD E-Learning teachers will design remote instruction to incorporate the requirements listed below with set designated times students must log in to live instruction. At the same time, they will also allow the flexibility of students engaging with teachers and completing assignments at varied times throughout the day to ensure screen time is kept to what is age appropriate for the child.

Required Instructional Minutes

For the Boerne E-Learning Option, remote instruction, TEA further directs that teachers will take and post attendance as if the student were physically present in the on-campus classroom. In this type of environment, BISD will provide students a minimum number of daily instructional minutes for students to earn full-day attendance credit, as follows:

- Pre-K through 2nd grade – ADA for Foundation School Program (FSP) funding purposes is not available in a remote synchronous method.

- 3rd through 5th grade – 180 instructional minutes

- 6th through 12th grade – 240 instructional minutes

The daily instructional minutes need not be consecutive. School districts have been given the flexibility to meet the remote synchronous method requirements if the daily instructional minute minimums above are met, even if part of the day includes asynchronous activities.

Other things to note:

- Time students spend participating in work-based learning opportunities can continue to be included in the daily instructional minute calculation.
- Work-based learning opportunities could include internships, externships, apprenticeships, and mentorships. This method also allows students who are taking career and technical education (CTE) courses to continue teacher-led instruction.
- Special education students who are coded mainstream can receive their regular instruction and special education services through this remote instruction method, as well, unless their individualized education programs (IEPs) reflect that the services must be provided on campus.

BISD is required to maintain daily schedules that document the amount of instruction a student is scheduled to receive on a given day. The schedule should detail the amount and type of instruction being provided and should also include the official attendance time. Sample schedules are provided in this document.

Roles & Responsibilities

Students

- Follow the designated schedule communicated by the home campus to attend class during synchronous times and face to face interaction during asynchronous learning.
- Check Boerne ISD email regularly.
- Complete daily activities and assignments.
- Participate daily in scheduled learning activities, including small group instruction, intervention, and tutorials.
- Use proper etiquette during online learning
- Take responsibility for asking for help, asking questions, and taking advantage of tutorial sessions.
- Turn in schoolwork daily at the direction of the assigned teacher.
- Show up to synchronous instruction ready to learn, on time, dressed appropriately, and follow online etiquette including using video and showing your face during class.
- Follow and abide by the Boerne E-Learning option academic integrity code
- Attendance will be taken daily; you need to log in to your assigned classes on time.

Parents/Guardians

- Make certain your child follows their assigned schedules and attends all classes on time daily.
- Monitor and ask for evidence that your child is on track with assignments and coursework.
- Check for links to teacher lessons.
- Provide your child with assistance on their day-to-day activities except for designated independent work.
- Assist in supporting your child's needs by establishing and managing the daily schedule communicated by the teacher and the campus.
- Create a designated learning space at home for your child to learn comfortably.
- Maintain communication with your child's teacher by phone, email messages, conference period, and/or online meetings to create a learning partnership.
- Allow your child to struggle; it is allowed and encouraged! Do not help too much. Becoming independent takes lots of practice.
- Monitor District communications for updates.

Principals

- Implement structures and protocols for checking in with the teachers and staff responsible for executing remote learning.
- Establish a mechanism for tracking student engagement and interaction, which also accounts for student attendance.
- Ensure that updates and expectations about the school's remote learning program are communicated to students and families. This includes tips for student success, directions for accessing any online platforms, escalation pathways for administrative support, and assurances about student privacy.
- Monitor E-Learning instruction regularly.

Teachers

- Directly responsible for the creation of E-Learning lessons and delivery of this instruction aligned with the district's curriculum and Year-At-A-Glance and pacing documents.
- Assign appropriate flexible learning activities and assignments for students with consideration of the remote learning environment.
- Foster a sense of community and connectedness among students whenever possible. Collaborate with colleagues to review and improve online lessons/activities
- Clearly communicate classroom norms and expectations for all online interactions and collaboration.
- Keep in close contact with parents regarding student's E-Learning progress.

Elementary E-Learning

Pre-K, Kinder, 1st & 2nd Core Classes	There will be daily teacher-student interactions, which includes direct instruction, group work, independent practice, and assessment. Live sessions will also be recorded for students to access later if needed. 1. There must be daily progress through Seesaw; teachers will provide feedback. 2. Students must be able to complete and turn in assignments daily. 3. Teachers will schedule tutorials and intervention time as needed.
Pre-K, Kinder, 1st & 2nd Specials (Elective) Classes	Students will receive instruction for Music, Art, PE, Tech Applications, and Challenge Lab classes; BISD teachers will provide lessons for these areas.
3rd, 4th & 5th Grade Core Classes	Students will receive a blend of daily synchronous and asynchronous instruction in all core content areas. Students will receive: 1. 180 minutes of daily in-person instruction followed by independent work time 2. Structured daily schedule and attendance time using Google Classroom 3. Teachers scheduled tutorials and intervention time as needed.
3rd, 4th & 5th Grade Specials (Elective) Classes	Students will receive instruction for Music, Art, PE, Tech Applications, and Challenge Lab classes; BISD teachers will provide lessons for these areas. ● Details are being developed for P.E. programs to align with the TEKS course expectations
Dual Language	Students in the Dual Language program will receive a blend of daily synchronous and asynchronous instruction in the areas of Math ,Language Arts, Social Studies and Science while keeping the language of instruction model in each grade level. Additional teacher time will be designated each day for added language and content support.
Whole Child Services	BISD Elementary counselors will work closely with E-Learning teachers to: 1. Ensure Social and Emotional Learning is embedded throughout instruction. 2. Meet with students as needed. 3. BISD's Whole Child Counseling Team is always available to listen, share feelings, and offer support for every student. You can contact your counselor by calling their campus line or by submitting this Google form. Your counselor will get in touch with you soon.

Sample PK/ECSE E-Learning Schedules

SAMPLE E-Learning Daily Schedule (Pre-K/ECSE) *Specific times subject to change based on grade level/ campus schedules*			
Synchronous - Live face-to-face with the teacher, will be recorded for students to access in Seesaw.			
Blend of Synchronous/Asynchronous - Live small groups for some students and independent practice for other students.			
	Full Day PK	**Half Day-AM ECSE**	**Half Day -PM ECSE**
	Breakfast	Breakfast	
7:35 - 7:50 (15 min)	Morning Meeting	Morning Meeting	
7:50 - 8:05 (15 min)	Circle Time Introduce Centers	Circle Time Introduce Centers	
8:05 - 9:30 (85 min)	Centers/Small Group Instruction	Centers/Small Group Instruction	
9:30 - 9:45 (15 min)	Snack	Snack	
9:45 - 10:00 (15 min)	Literacy Shared/Interactive Reading	Literacy Shared/Interactive Reading	
10:00 - 10:20 (20 min)	Circle Time Math and Science Discovery	Circle Time Math and Science Discovery	
10:20 - 10:50 (30 min)	Outdoor Learning	Outdoor Learning	
10:50 - 11:05 (15 min)	Group Time Music and Movement	Group Time Music and Movement	
11:05 - 11:35 (30 min)	Lunch	Lunch	Lunch
11:35 - 11:50 (15 min)	Rest Time		Literacy Shared/Interactive Reading
11:50 - 12:10 (20 min)			Circle Time Math and Science Discovery
12:10 - 12:20 (10 min)			Snack
12:20 - 1:45 (85 min)	Centers/Small Group Instruction		Centers/Small Group Instruction
1:45 - 2:00 (15 min)	Group Time Music and Movement		Group Time Music and Movement
2:00-2:30 (30 min)	Outdoor Learning		Outdoor Learning
2:30-3:00 (30 min)	Review of the Day/Goodbye Time		Review of the Day/Goodbye Time

Sample K-2 E-Learning Schedules

	SAMPLE E- Learning Daily Schedule (K-2) *Specific times subject to change based on grade level/campus schedules
Synchronous - Live face-to-face with the teacher, will be recorded for students to access in Seesaw.	
Blend of Synchronous/Asynchronous - Live small groups for some students and independent practice for other students.	
	Breakfast
7:35-7:50 (15 min)	Morning Meeting./ Announcements
7:50-8:30 (40 min)	Reading & Word Study (Phonics, Spelling, Fluency) Daily Lesson
8:30-9:20 (50 min)	Reading Small Group/ Independent Daily Work/ Istation
9:20-9:35 (15 min)	Recess
9:35-9:45 (10 min)	Writing Daily Lesson
9:45-10:05 (20 min)	Writing Small Group/ Independent Daily Practice
10:05-10:35 (30 min)	Lunch
10:35-11:00 (25 min)	Math Daily Lesson
11:00-12:05 (65 min)	Math Small Group/ Independent Daily Practice/ Imagine Math
12:05-12:20 (15 min)	Recess
12:20-12:40 (20 min)	Science and Social Studies Daily Lesson
12:40-1:20 (40 min)	Science and Social Studies Independent Practice/ Small Group Support
1:20-2:10 (50 min)	CAMP Rotations
2:10-2:40 (30 min)	Focused Instruction/ Intervention/ Enrichment
2:40-3:00 (20 min)	Support with Independent Work/ Daily Wrap-up/ Sharing

Sample 3-5 E-Learning Schedules

	SAMPLE E- Learning Daily Schedule (3rd - 5th) *Specific times subject to change based on campus schedules	
Synchronous - Live face-to-face with the teacher, will be recorded for students to access in Google Classroom.	
Blend of Synchronous/Asynchronous - Live small groups for some students and independent practice for other students.	
	Breakfast
7:35-7:50 (15 min)	Morning Meeting/ Announcements
7:50-8:40 (50 min)	Reading and Word Study (Phonics, Spelling, Fluency) Daily Lesson
8:40-9:05 (25 min)	Reading Small Group/ Independent Daily Work/ Istation
9:05-9:15(10 min)	Break
9:15-9:35 (20 min)	Writing Daily Lesson
9:35-9:50 (15 min)	Writing Small Group/ Independent Daily Practice
9:50-10:50 (60 min)	Math Daily Lesson
10:50-11:20 (30 min)	Math Small Group/ Independent Daily Practice/ Imagine Math
11:20-11:30 (10 min)	Recess/Snack
11:30-12:20 (50 min)	CAMP Rotations
12:20-12:50 (30 min)	Lunch
12:50-1:10 (20 min)	Social Studies Daily Lesson
1:10-1:20 (10 min)	Social Studies Independent Practice/ Small Group Support
1:20-1:30 (10 min)	Recess
1:30-2:00 (30 min)	Science Daily Lesson
2:00-2:20 (20min)	Science Independent Practice/ Small Group Support
2:20-3:00 (40 min)	Focused Instruction/ Intervention/ Enrichment

Middle School E-Learning

6th – 8th Core Classes	There will be daily teacher-student interactions, which include direct instruction, group work, independent practice, and assessment. These will also be recorded for students to access later, if needed. Students will: 1. Follow an assigned A/B Schedule 2. Engage in at least 240 minutes of daily face-to-face instruction followed by independent work time 3. Show daily progress and complete assignments through Google Classroom where teachers will provide feedback 4. Be available for tutorials and intervention as determined by the teacher.
6th – 8th (Elective) Classes	Elective courses will be offered with a blend of asynchronous and synchronous instruction. Elective class requirements are the same as core classes listed above. Details are being developed for P.E. programs to align with the TEKS course expectations.
6th - 8th Fine Arts	All fine arts courses will be available on the *Boerne E-Learning Option*.
7th & 8th Athletics	Students enrolled in Athletics will be required to attend in-person instruction every meeting time. District transportation will not be available.
Whole Child Services	BISD Middle School counselors will work closely with E-Learning teachers to: 1. Ensure Social and Emotional Learning is embedded throughout instruction. 2. Meet with students as needed regarding individual planning and guidance curriculum. 3. Ensure access to Career, College, and Military Readiness opportunities to support future-ready learning and planning. 4. Be available to meet with students receiving remote instruction via phone with parent consent. 5. BISD's Whole Child Counseling Team is always available to listen, share feelings, and offer support for every student. You can contact your counselor by calling their campus line or by submitting this Google form. Your counselor will get in touch with you soon.

High School E-Learning

9th – 12th Core and LOTE Classes	There will be daily teacher-student interactions, which include direct instruction, group work, independent practice, and assessment. These will also be recorded for students to access later if needed. Honors, Advanced Placement, and Northwest Vista College Dual Credit courses will follow the same requirements. Students will: 1. Follow an assigned A/B Schedule. 2. Engage in at least 240 minutes of daily face to face instruction followed by independent work time. 3. Show progress and complete assignments daily on Google Classroom where teachers will provide feedback. 4. Be available for tutorials and intervention as determined by the teacher.
9th – 12th (Elective) Classes	Elective courses will be offered with a blend of asynchronous and synchronous instruction. Elective class requirements are the same as core classes listed above. Details are being developed for P.E. programs to align with the TEKS course expectations.
Angelo State University Dual Credit	Angelo State University Dual Credit courses will follow Angelo State course schedules as they are already conducted online.
9th - 12th Fine Arts	Students enrolled in varsity level courses that lead to competition will be required to attend in-person instruction every class meeting. District transportation will not be available.
9th - 12th Athletics	Students enrolled in Athletics will be required to attend in-person instruction every class meeting. District transportation will not be available.
Career & Technical Education (CTE)	CTE courses require the practice and attainment of essential skills. It is important to note that the most effective delivery of CTE instruction is in-person instruction. BISD CTE courses that will require portions of the curriculum to be taught *in-person* include: Agriculture Mechanics and Metal Tech; Agriculture Equipment and Design Fabrication; Advanced Culinary Arts; Practicum in Culinary Arts; Welding II; Practicum in Manufacturing; Automotive Technology I; Automotive Technology II; Practicum in Transportation Systems.
Whole Child Services	BISD High School counselors will work closely with E-Learning teachers to: 1. Ensure Social and Emotional Learning is embedded throughout instruction. 2. Provide information on graduation, post-secondary opportunities, FAFSA, etc., via text, email, and websites. 3. Ensure access to Career, College, and Military Readiness opportunities to support future-ready learning and planning. 4. Be available to meet with students receiving remote instruction via phone with parent consent. 5. Provide responsive services to students receiving remote/virtual instruction. 6. The Counseling & Guidance Department will maintain current information regarding mental health and community services for students, families, and staff on the district website. 7. BISD's Whole Child Counseling Team is always available to listen, share feelings, and offer support for every student. You can contact your counselor by calling their campus line or by submitting this Google form. Your counselor will get in touch with you soon.

Secondary E-Learning Schedule Examples:

Sample outline of a secondary E-Learning class period.

- **Students log in to Google Meet**
  - 10 Minutes-Attendance/Warm-Up Activity
  - 40 Minutes - Direct Instruction
- **Students work offline**
  - 30 Minutes-Independent Practice
- **Students log in to Google Meet**
  - 10 Minutes - Check For Understanding (as designated by the teacher)

Sample Middle School Student Daily Schedule

A-Day

Period 1 8:35-10:05 am	Period 2 10:10-11:45 am	Lunch* 12:00-12:40	Period 3 12:45-2:20	Period 4 2:30-4:00 pm
6th Grade Math	6th Grade Science		P.E.	Art 1

*Lunch time is dependent on teacher assignment.

B-Day

Period 5 8:35-10:05 am	Period 6 10:10-11:45 am	Period 7 12:00-1:35	Lunch* 1:40-2:25	Period 8 2:30-4:00 pm
6th Grade ELAR	6th Grade Social Studies	Leadership		Digital Literacy 1

*Lunch time is dependent on teacher assignment.

Sample High School Student Daily Schedule

A-Day

Period 1 8:35-10:05 am	Period 2 10:10-11:45 am	Lunch* 12:00-12:40	Period 3 12:45-2:20	Period 4 2:30-4:00 pm
English 1	World Geography		Biology	Art 1

*Lunch time is dependent on teacher assignment.

B-Day

Period 5 8:35-10:05 am	Period 6 10:10-11:45 am	Period 7 12:00-1:35	Lunch* 1:40-2:25	Period 8 2:30-4:00 pm
Spanish I	Algebra 1		Health	Principles of Human Services

*Lunch time is dependent on teacher assignment.

Additional Support Information

Extracurricular Activities	All BISD students will be allowed to participate in extracurricular activities. All current TEA/UIL COVID rules and regulations will be followed. ● August 3rd - Start date for athletic extracurricular activities for BHS ● August 12th - Start date for all extracurricular activities at BMSN, BMSS, and Voss ● September 7th - Start date for athletic extracurricular activities at CHS
Attendance	District funding and resources are linked to attendance. Attendance will be taken each day on E-Learning to ensure that students are actively engaged. Attendance will be taken during a specific time of the day to ensure appropriate documentation and accountability. Students are expected to participate and fully engage as communicated by the teacher to receive attendance credit. In addition, per Texas Education Code (TEC), §25.092, students must attend 90% of the days a course is offered to be awarded credit for the course and/or to be promoted to the next grade. This requirement remains in force during the 2020-21 school year. This requirement applies to both in-person and E-learning instruction.
Food Service	The Child Nutrition Department will be offering a "Nutrislice" phone application along with "Lunch Money Now" for parents to add funds to their student's account to pay electronically. Curbside pick up will be available at all campuses daily during select times. Please check with your campus or the Child Nutrition website for updates.
Technology	The District will make Chromebooks available for in-home use to students that meet certain qualification factors. An application process will be made available to families to make this request. Students will need high speed Internet access at home for E-learning. More information on internet options will be available for families who may not have access to high-speed internet and limited transportation. The district's Digital Literacy Team and IT Support Services will work in partnership to develop quality training for all remote learning tools including Seesaw, Google Classroom, and Google Meet.
District & State Testing	All students are expected to follow state and local testing requirements. E-Learning students will have access to all local assessments remotely. All state assessments are required by TEA to be administered on campus.. E-Learning students will be required to come In-person for these assessments. BISD has opted to participate in the Beginning of Year (BOY) assessments offered by TEA. These assessments will be STAAR released tests and the results of these tests will help teachers determine learning gaps from the '19-'20 school year. Data will be used to drive instruction and determine intervention needs. All BISD students will be scheduled to take these tests between August 17 and August 28.
Special Education/504	Boerne ISD is committed to providing each child with a Free Appropriate Public Education appropriate to meet their needs considering the current circumstances. This includes implementing the student's IEP fully. However, should a parent choose to have their child participate in courses through E-Learning, there may be a need for slight changes to the student's IEP based on instructional methods used in the remote environment. Campus staff will continue to collaborate with parents to develop appropriate plans to meet the needs of the student. For questions regarding Special Ed or Section 504 Boerne ISD Special Education department is available by phone at 830-357-2091 to provide support to parents and answer questions regarding services.

E-Learning Academic Integrity Code:

Academic dishonesty, cheating, plagiarizing, or other acts of academic dishonesty are directly counter to the principles of academic excellence and harm those students who engage in such activities—they cheat themselves of the opportunity to fully develop their intellectual abilities.

Students who opt for the E-Learning Option for any part of the 2020-2021 school year will abide by this academic integrity code. It will serve to reinforce a student's commitment to academic excellence, and all students must acknowledge this Honor Code as part of the *Boerne E-Learning Option.*

Below is a sample of what students and parents will sign as part of the E-Learning Option Agreement.

Boerne E-Learning Option Honor Code:

As a student, I know that academic honesty is critical to my own success, as well as to the mission of my school. I also understand that an Honor Code is, by its nature, limited not only to those situations spelled out in the code, but includes the spirit of honesty and ethics implied by the written code.

I agree that I will uphold not only the letter of this code but also its implied intent of ongoing commitment to full academic honesty. I attest that I will:

- *Never submit work of any kind that is not my own, nor ever give my work to other students to submit as their own.*
- *Never post exam or quiz answers on the Internet or in other public places, nor use answers from posted exams or quizzes.*
- *Never provide a forged document or signature to the school.*
- *Never plagiarize in written, oral, or creative work.*
- *Be well-informed about plagiarism and not use "lack of knowledge" as a reason for engaging in plagiarism.*
- *Never give or receive unauthorized assistance on assessments.*

My signature below confirms that I have read, and agree to abide by, the Boerne E-Learning Option and the BISD Student Code of Conduct.

Student/Parent Signature: _____