



## M/S & ASRD Distance Learning Plan

In collaboration with the Educational Services Elementary Team, the Pomona Unified SELPA is dedicated to supporting teachers and students as we move into this 21st Century learning experience together. As we explore what the schedule and experience will be for teachers and students, we are mindful of the fact that we have varying skill levels and student needs. The schedules below show an implementation plan of PUSD’s Distance Learning Model for our students in the Moderate/Severe and ASRD programs. The goal is for our students to maintain skills.

Guidance for Daily Distance Learning	
<ul style="list-style-type: none"> <li>● <u>Week of April 6th</u> - Teachers should focus on connecting with students/families and set the expectations for their engagement. Teachers can use phone calls to connect to students and parents to share their schedules. Teachers should start using Zoom in a basic manner to become familiar with the system. It can be used to do a brief check-in with students to practice how to engage on the system.</li> <li>● <u>Week of April 13th</u> - Begin using the Unique Learning Systems lessons. Teachers should start experimenting more with Zoom and find ways to engage students in lessons online, including asking and answering questions and discussions.</li> <li>● <u>Week of April 20th</u> - Small group instruction can begin this week to work with students that need additional support.</li> <li>● All teachers will provide daily engagement in the learning process by using multiple distant learning approaches, preferably online platforms such as Zoom Conference and/or Google Classroom</li> </ul>	<ul style="list-style-type: none"> <li>● A suggested schedule is below, however, given the individual needs of our students, face to face time needs to be scheduled when the parent/student are available.</li> <li>● All teachers will have an opportunity for weekly collaborative time to develop online learning remotely.</li> <li>● All teachers will have access to training remotely to support their delivery of online learning activities (i.e. training videos, access to TTS).</li> <li>● Once a week, all teachers should review student IEP’s and update progress as necessary.</li> </ul>

- Education Specialists assigned to M/S and ASRD programs are included in the district recommended academic schedules, including planning/office time:

**Recommended Academic Schedule for Elementary Sites:**

\*\*\*(K-8 Elementary teachers will follow the Elementary Distance Learning Plan)

Monday	Tuesday	Wednesday	Thursday	Friday
Instruction Window 9am-1:30pm	Instruction Window 9am-1:30pm	Instruction Window 9am-1:30pm	Instruction Window 9am-1:30pm	8-10 Late Start Friday
1:45-3:00pm PD, Open Zoom meetings for individualized support, Staff Forum	1:45-3:00pm PD, Open Zoom meetings for individualized support, Staff Forum	1:45-3:00pm Teacher Planning time	1:45-3:00pm PD, Open Zoom meetings for individualized support, Staff Forum	10am-:300pm Teacher Planning, practice, collaboration Staff Forums

**Recommended Academic Schedule for Secondary Sites:**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p><b>Period 1</b> (11:00 am- 12:00 pm)</p> <p><b>Period 2</b> (12:30 pm - 1:30 pm)</p>	<p><b>Period 3</b> (11:00 am- 12:00 pm)</p> <p><b>Period 4</b> (12:30 pm - 1:30 pm)</p>	<p><b>Period 5</b> (11:00 am- 12:00 pm)</p> <p><b>Period 6</b> (12:30 pm- 1:30 pm)</p>	<p><b>Period 0</b> (11:00 am- 12:00 pm)</p> <p><b>Period 7</b> (12:30 pm - 1:30 pm)</p> <p><b>Office Hours</b> 1. Teachers check-in and support students via e-mail and/or a phone call. 2. Teachers have a Google Form sign up sheet for students to sign up for specific/individualized help.</p>	<p><b>Meeting and Collaboration:</b> Time for Zoom Meetings: LSF, Dept Mtgs, PLC's, Teacher Collaboration Time and Training, Special Education Team (SET) Mtgs. Time to complete: IEP goal progress reports and record keeping.</p>

- Classroom curriculum for the M/S and ASRD programs, Unique Learning Systems (ULS), will be implemented remotely.
- Each education specialist can create a Google classroom or use existing platform (i.e. Class DoJo) for students and families to access.
- Link to the Unique Learning Systems (ULS) curriculum will be posted in classrooms.
- Students are provided access to the ULS curriculum by creating “student view” on Unique Learning Systems.
- ULS “My Plan” for students is created by the teacher
  - Create schedule (time blocks) in ULS

- Upload lessons from “ULS Suggested Monthly Schedule”
- Indicate in the Google classroom which lessons teachers want students to complete. Suggested minimum of the following:
  - i.) At least one lesson daily for elementary
    - (1) One ELA activity weekly
    - (2) One math activity weekly
    - (3) One social studies/science activity weekly
    - (4) One educational game weekly
  - ii.) At least two lessons daily for secondary
    - (1) One ELA activity weekly
    - (2) One math activity weekly
    - (3) One social studies/science activity weekly
    - (4) One educational game weekly
    - (5) Activities from transition passport
  - iii.) Pre/post testing is not required
- Student participation is monitored with an online data collection system.
- Schedule face to face time with each student (and/or parent) daily for a minimum of two hours per week. Options to consider:
  - Whole class
  - Small groups
  - Individual interactions
  - Socialization time where students can simply interact with one another via Zoom
- Distance Learning Services Chart used for documentation
  - All attempts and communication with the student/family are logged; including time, date, phone number and person contacted
  - A record of all service minutes provided (Zoom time) will be kept; including length of time and date.
- Resources for teachers:
  - Distance learning professional development in Unique Learning Systems
  - Special Education has set up a google classroom for specialized program teachers (N2Y hub).
  - Weekly meetings for support with ULS implementation.
  - Technical support provided by Program Specialist holding “office hours” for support with ULS implementation
- Training plan to support distance learning for teachers in specialized programs:

<p><b>Thursday 11:00-1:00 <u>MS Teachers</u></b></p>	<ul style="list-style-type: none"> <li>● Check in</li> <li>● Update on district info</li> <li>● Tentative timeline of training/intervention</li> <li>● Priority learning: Zoom/Google classroom</li> <li>● Share Irishia's Google classroom: N2Y Hub <ul style="list-style-type: none"> <li>○ Survey who has Google classroom</li> </ul> </li> <li>● New ULS products have access</li> <li>● Overview of online ULS (Irishia) <ul style="list-style-type: none"> <li>○ Log in</li> <li>○ Profiles</li> <li>○ Online Access/Remote Instruction <ul style="list-style-type: none"> <li>■ Review the videos</li> </ul> </li> <li>○ Reports</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>●</li> </ul>
<p><b>Thursday 1:00-3:00 <u>ASRD Teachers</u></b></p>	<ul style="list-style-type: none"> <li>● Check in</li> <li>● Update on district info</li> <li>● Tentative timeline of training/intervention</li> <li>● Priority learning: Zoom/Google classroom</li> <li>● Share Irishia's Google classroom: N2Y Hub <ul style="list-style-type: none"> <li>○ Survey who has Google classroom</li> </ul> </li> <li>● New ULS products have access</li> <li>● Overview of online ULS <ul style="list-style-type: none"> <li>○ Log in</li> <li>○ Profiles</li> <li>○ Online Access/Remote Instruction <ul style="list-style-type: none"> <li>■ Review the videos</li> </ul> </li> <li>○ Reports</li> </ul> </li> </ul>
<p><b>Friday 11:00-12:00 MS/ASRD</b></p> <p><b>Group A</b></p>	<ul style="list-style-type: none"> <li>● ULS 101 <ul style="list-style-type: none"> <li>○ Foundations Videos <ul style="list-style-type: none"> <li>■ Q &amp; A in between</li> </ul> </li> <li>○ Split screen/walk through own section</li> </ul> </li> </ul>
<p><b>Friday 12:00-1:00 M/S ASRD/ATP</b></p> <p><b>Group B</b></p>	<ul style="list-style-type: none"> <li>● Setting up Teacher Schedules Group B (Irishia) <ul style="list-style-type: none"> <li>○ Already seen videos/discuss</li> <li>○ Setting up Teacher Plan based on ULS recommended schedule</li> <li>○ Student view data collection</li> <li>○ L3 activities</li> <li>○ Positivity (social narratives)</li> </ul> </li> </ul>

<p><b>Tuesday April 7th</b></p> <p>Group A (9:00)</p>	<p>Setting up Teacher Schedules</p> <ul style="list-style-type: none"> <li>○ Already seen videos/discuss</li> <li>○ Setting up Teacher Plan based on ULS recommended schedule</li> <li>○ Student view data collection</li> <li>○ L3 activities</li> <li>○ Positivity (social narratives)</li> </ul>
<p><b>Tuesday April 7th</b></p> <p>Group B (10:30)</p>	<ul style="list-style-type: none"> <li>● Reviewing Teacher Schedules</li> <li>● Troubleshooting Issues related to Student View</li> <li>● Collaborating regarding scheduling/meeting with students and parents</li> </ul>
<p><b>Week of April 6th</b></p>	<p>Possible trainings based on feedback (Irishia)</p> <ul style="list-style-type: none"> <li>● Google classrooms/collaborating</li> <li>● Zoom</li> <li>● Additional resources for students <ul style="list-style-type: none"> <li>○ MS</li> <li>○ ASRD</li> </ul> </li> </ul>

### Contact List for Teacher Support

Program/staff support for M/S & ASRD:

- Patti Adams/Program Administrator: [patricia.adams@pusd.org](mailto:patricia.adams@pusd.org)
- Marlo Yep-Vaughan/Program Administrator: [marlo.yep-vaughan@pusd.org](mailto:marlo.yep-vaughan@pusd.org)
- Irishia Williams/Program Specialist: [irishia.williams@pusd.org](mailto:irishia.williams@pusd.org)
- Teresa Patel/Program Specialist: [teresa.patel@pusd.org](mailto:teresa.patel@pusd.org)

Elementary Support:

- Gina Grelling/Program Administrator: [silvia.grelling@pusd.org](mailto:silvia.grelling@pusd.org)
- Edilia Fausto-Robles/Program Specialist ([Edilia.Fausto-Robles@pusd.org](mailto:Edilia.Fausto-Robles@pusd.org)): Allison, Alcott, Arroyo, Diamond Point, Golden Springs, La Verne, Lincoln, Lopez, Pantera, Philadelphia, Ranch Hills, Washington
- Teresa Patel/Program Specialist ([Teresa.Patel@pusd.org](mailto:Teresa.Patel@pusd.org)): Armstrong, Decker, Harrison (preschool), Kellogg, Kingsley, Lexington (TK), Madison, Roosevelt, San Antonio, San Jose (Pre-School), Westmont
- Irishia Williams/Program Specialist ([Irishia.Williams@pusd.org](mailto:Irishia.Williams@pusd.org)): Barfield, Montvue

Secondary Support:

- Johanna Sandoval/Program Administrator - [johanna.sandoval@pusd.org](mailto:johanna.sandoval@pusd.org)
- Catalina Lacrue/Program Specialist ([catalina.lacrue@pusd.org](mailto:catalina.lacrue@pusd.org)) : Pomona HS, Palomares, Harrison, San Jose, Emerson, SEEO, Village Academy, Park West
- Shea Estrada/Program Specialist ([shea.estrada@pusd.org](mailto:shea.estrada@pusd.org)) : Garey HS, Fremont, Simons, Lexington, Vejar
- Irishia Williams/Program Specialist ([irishia.williams@pusd.org](mailto:irishia.williams@pusd.org)) : Diamond Ranch HS, Ganesha HS, Marshall, Lorbeer, Cortez