



Elementary Distance Learning Plan

Pomona Unified and the department of Educational Services are fully committed to the support and success of teachers and students as we experience the move into this 21st Century learning model together. As we explore what the schedule and experience will be, we are mindful of the fact that both students and teachers have varying technological skill levels. We are here to walk you through whatever you need, every step of the way.

Below are the schedules and samples for the implementation of PUSD’s Special Education Elementary Distance Learning Model. We recommend phasing in different types of instructional technology tools, programs, and strategies to accommodate for the varying levels of experience and expertise.

Students will not be penalized for work submitted. This endeavor is for students to improve their current grade and continue with their courses, as well as, work on their IEP goals by submitting and completing learning activities.

Guidance for Daily Distance Learning

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| <ul style="list-style-type: none"> ● <u>Week of April 6th</u> - Teachers should focus on connecting with students 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. ● <u>Week of April 13th</u> - Begin using the district or teacher developed lessons. These lessons use district adopted core materials and can be adjusted for various student needs. Teachers should start experimenting more with Zoom and find ways to engage students in lessons online, including asking and answering questions and discussions. ● <u>Week of April 20th</u> - Small group instruction can begin this week to work with students that need additional support. ● All teachers will provide daily engagement in the learning process by using multiple distant learning approaches, preferably online platforms such as Zoom Conference, Google Classroom, Edgenuity, or Achieve 3000. | <ul style="list-style-type: none"> ● A suggested schedule is below, however, for the students that cannot be there at that time, meetings will be recorded and able to be accessed when the student is available ● All teachers will have an opportunity for weekly collaborative time to develop online learning remotely ● All teachers will have access to training remotely to support their delivery of online learning activities (i.e. training videos, access to TTS) ● Once a week, all teachers should review student IEP’s and update progress as necessary. |
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Recommended Academic Schedule:

***(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
Documentation: <ul style="list-style-type: none"> Use the Distance Learning Services Chart for documentation <ul style="list-style-type: none"> Ensure you are logging all attempts and communication with the student/family; include time, date, phone number and person contacted Keep a record of all service minutes provided (Zoom time); include length of time and date 				

Student Zoom Window 9:00am to 1:30pm Gr.3-6 Elementary Distance Learning - M/M

Monday	Tuesday	Wednesday	Thursday	Friday
ZOOM ELA 20 Minutes Math 30 Minutes- Zearn (Common Core aligned) Small Group Instruction: 20-30 minutes total (can see multiple groups)	ZOOM ELA 20 Minutes Math 30 Minutes- Zearn (Common Core aligned) Small Group Instruction: 20-30 minutes total (can see multiple groups)	ZOOM ELA 20 Minutes Math 30 Minutes- Zearn (Common Core aligned) Small Group Instruction: 20-30 minutes total (can see multiple groups)	ZOOM ELA 20 Minutes Math 30 Minutes- Zearn (Common Core aligned) Small Group Instruction: 20-30 minutes total (can see multiple groups)	Meeting and Collaboration 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.
Personalized Learning ELA (20 -30 min) <u>Program Options</u> System 44/ R180 Achieve 3000 Footstep 2 Brilliance (3rd)	Personalized Learning ELA (20-30 mins) <u>Program Options</u> System 44/ R180 Achieve 3000 Footstep 2 Brilliance (3rd)	Personalized Learning ELA (20-30 mins) <u>Program Options</u> System 44/ R180 Achieve 3000 Footstep 2 Brilliance (3rd)	Personalized Learning ELA (20 min-30 min) <u>Program Options</u> System 44/ R180 Achieve 3000 Footstep 2 Brilliance (3rd)	Personalized Learning ELA (20 min-30 min) <u>Program Options</u> System 44/ R180 Achieve 3000 Footstep 2 Brilliance (3rd)
Math (30 min) <u>Program Options</u>	Math <u>Program Options</u>	Math <u>Program Options</u>	Math	Math



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MathEdge Moby Max (site specific)	MathEdge Moby Max (site specific)	MathEdge Moby Max (site specific)	<u>Program Options</u> MathEdge Moby Max (site specific)	<u>Program Options</u> MathEdge Moby Max (site specific)
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Student Zoom Window 9:00am to 1:30pm Gr.3-6 Elementary Distance Learning -RSP

Monday	Tuesday	Wednesday	Thursday	Friday
ZOOM (1 to 2 times per week) ELA 20 Minutes Math 30 Minutes- Zearn (Common Core aligned) Small Group Instruction: 20-30 minutes total (can see multiple groups)	ZOOM (1 to 2 times per week) ELA 20 Minutes Math 30 Minutes- Zearn (Common Core aligned) Small Group Instruction: 20-30 minutes total (can see multiple groups)	ZOOM (1 to 2 times per week) ELA 20 Minutes Math 30 Minutes- Zearn (Common Core aligned) Small Group Instruction: 20-30 minutes total (can see multiple groups)	ZOOM (1 to 2 times per week) ELA 20 Minutes Math 30 Minutes- Zearn (Common Core aligned) Small Group Instruction: 20-30 minutes total (can see multiple groups)	Meeting and Collaboration 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
Personalized Learning ELA (20 -30 min) <u>Program Options</u> System 44/ R180 Achieve 3000 Footstep 2 Brilliance (3rd)	Personalized Learning ELA (20-30 mins) <u>Program Options</u> System 44/ R180 Achieve 3000 Footstep 2 Brilliance (3rd)	Personalized Learning ELA (20-30 mins) <u>Program Options</u> System 44/ R180 Achieve 3000 Footstep 2 Brilliance (3rd)	Personalized Learning ELA (20 min-30 min) <u>Program Options</u> System 44/ R180 Achieve 3000 Footstep 2 Brilliance (3rd)	Personalized Learning ELA (20 min-30 min) <u>Program Options</u> System 44/ R180 Achieve 3000 Footstep 2 Brilliance (3rd)
Math (30 min) <u>Program Options</u> MathEdge Moby Max (site specific)	Math <u>Program Options</u> MathEdge Moby Max (site specific)	Math <u>Program Options</u> MathEdge Moby Max (site specific)	Math <u>Program Options</u> MathEdge Moby Max (site specific)	Math <u>Program Options</u> MathEdge Moby Max (site specific)

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Student Zoom Window 9:00am to 1:30pm Gr.K-2 Elementary Distance Learning - M/M

Monday	Tuesday	Wednesday	Thursday	Friday
<p>ZOOM ELA 20 Minutes Math 30 Minutes- Zearn (Common Core aligned) Small Group Instruction: 20-30 minutes total (can see multiple groups)</p>	<p>ZOOM ELA 20 Minutes Math 30 Minutes- Zearn (Common Core aligned) Small Group Instruction: 20-30 minutes total (can see multiple groups)</p>	<p>ZOOM ELA 20 Minutes Math 30 Minutes- Zearn (Common Core aligned) Small Group Instruction: 20-30 minutes total (can see multiple groups)</p>	<p>ZOOM ELA 20 Minutes Math 30 Minutes- Zearn (Common Core aligned) Small Group Instruction: 20-30 minutes total (can see multiple groups)</p>	<p>Meeting and Collaboration 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>
<p>Personalized Learning ELA (20-30 mins) <u>Program Options</u> SmartyAnts- 30 Min iread 20 Min Footsteps 2 Brilliance</p>	<p>Personalized Learning ELA (20-30 mins) <u>Program Options</u> SmartyAnts- 30 Min iread 20 Min Footsteps 2 Brilliance</p>	<p>Personalized Learning ELA (20-30 mins) <u>Program Options</u> SmartyAnts-30 Min iread 20 Min Footsteps 2 Brilliance</p>	<p>Personalized Learning ELA (20-30 mins) <u>Program Options</u> SmartyAnts-30min iread 20 Min Footsteps 2 Brilliance</p>	<p>Personalized Learning ELA (20-30 mins) <u>Program Options</u> SmartyAnts-30min iread 20 Min Footsteps 2 Brilliance</p>
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Student Zoom Window 9:00am to 1:30pm Gr.K-2 Elementary Distance Learning - RSP

Monday	Tuesday	Wednesday	Thursday	Friday
<p>ZOOM (1 to 2 times per week) ELA 20 Minutes Math 30 Minutes- Zearn (Common Core aligned)</p>	<p>ZOOM (1 to 2 times per week) ELA 20 Minutes Math 30 Minutes- Zearn (Common Core aligned)</p>	<p>ZOOM (1 to 2 times per week) ELA 20 Minutes Math 30 Minutes- Zearn (Common Core aligned)</p>	<p>ZOOM (1 to 2 times per week) ELA 20 Minutes Math 30 Minutes- Zearn (Common Core aligned)</p>	<p>Meeting and Collaboration Time for Zoom Meetings: LSF, Dept Mtgs, PLC's, Teacher Collaboration Time and Training, Special</p>



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<p>Small Group Instruction: 20-30 minutes total (can see multiple groups)</p>	<p>Small Group Instruction: 20-30 minutes total (can see multiple groups)</p>	<p>Small Group Instruction: 20-30 minutes total (can see multiple groups)</p>	<p>Small Group Instruction: 20-30 minutes total (can see multiple groups)</p>	<p>Education Team (SET) Mtgs. Time to complete: IEP goal progress reports and record keeping.</p>
<p>Personalized Learning ELA (20-30 mins) Program Options SmartyAnts- 30 Min iRead 20 Min Footsteps 2 Brilliance</p> <p>Math (20-30 mins) Program Options Math Edge MobyMax (site specific)</p>	<p>Personalized Learning ELA (20-30 mins) Program Options SmartyAnts- 30 Min iRead 20 Min Footsteps 2 Brilliance</p> <p>Math (20-30 mins) Program Options Math Edge MobyMax (site specific)</p>	<p>Personalized Learning ELA (20-30 mins) Program Options SmartyAnts-30 Min iRead 20 Min Footsteps 2 Brilliance</p> <p>Math (20-30 mins) Program Options Math Edge MobyMax (site specific)</p>	<p>Personalized Learning ELA (20-30 mins) Program Options SmartyAnts-30min iRead 20 Min Footsteps 2 Brilliance</p> <p>Math (20-30 mins) Program Options Math Edge MobyMax (site specific)</p>	<p>Personalized Learning ELA (20-30 mins) Program Options SmartyAnts-30min iRead 20 Min Footsteps 2 Brilliance</p> <p>Math (20-30 mins) Program Options Math Edge MobyMax (site specific)</p>

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Recommended Daily Academic and Social Emotional Support & Related Services (if applicable)

Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Elementary Academic and SEL Counseling Support, & Related Services</p> <p>8:00 - 3:00</p>	<p>Elementary Academic and SEL Counseling Support, & Related Services</p> <p>8:00 - 3:00</p>	<p>Elementary Academic and SEL Counseling Support, & Related Services</p> <p>8:00 - 3:00</p>	<p>Elementary Academic and SEL Counseling Support, & Related Services</p> <p>8:00 - 3:00</p>	<p>Elementary Academic and SEL Counseling Support, & Related Services</p> <p>8:00 - 3:00</p>
<p>Sites will create a daily student support schedule based on their staffing resources and communicate to students and family. Related Services providers (if applicable) will schedule student services per IEP during these hours.</p>	<p>Sites will create a daily student support schedule based on their staffing resources and communicate to students and family. Related Services providers (if applicable) will schedule student services per IEP during these hours.</p>	<p>Sites will create a daily student support schedule based on their staffing resources and communicate to students and family. Related Services providers (if applicable) will schedule student services per IEP during these hours.</p>	<p>Sites will create a daily student support schedule based on their staffing resources and communicate to students and family. Related Services providers (if applicable) will schedule student services per IEP during these hours.</p>	<p>Sites will create a daily student support schedule based on their staffing resources and communicate to students and family. Related Services providers (if applicable) will schedule student services per IEP during these hours.</p>



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Academic and Social Emotional Support Partners and Services

Just Us 4 Youth Students and their parents can find information and sign up for services below through our website [JustUs4Youth](#)

Digital mentoring by appointment (On-Point)

Digital restorative circles (On-Point)

Digital tutoring - K.E.E.P (Knowledge, Education, Empowerment & Possibilities)

Digital parent groups - T.R.E.E (Training, Resourcing, Educating & Empowering parents)

Digital drug & alcohol support groups (PAC'D)

Mentoring experiences with no more than 10 individual (Connect)

Bright Prospect

Operating hours continue to be Monday-Friday from 9:30am-6:00pm

Students Think S.T.E.A.M.

Online Professional Development Support

Content Teacher Specialists, Program Specialists and support staff (i.e. TTL, TOA, Resource Teachers, Department Leads) as needed and requested.

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| <ul style="list-style-type: none">● Google Classroom● Zoom● HMH (iRead, System 44, & Read 180)● Building an Online Community● Providing Online Feedback● Meeting the Needs of students with disabilities● Meeting the Needs of English Learners | <ul style="list-style-type: none">● Developing Engaging Online Material<ul style="list-style-type: none">○ Ed Puzzle○ SeeSaw○ Peardeck○ Flipgrid● <i>For other technical or equipment support, please submit a Help Desk ticket: https://help.pusd.org/</i> |
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Guidance for Parent/Guardian Feedback

- If a parent or guardian has a question for a staff member, please email the individual and the staff member will respond to your question within 24 hours, Monday through Friday.
- Provide weekly updates to parents and guardians via school website and other social media outlets.
- Create a venue for parents to provide feedback on how distant learning and information sharing is working for them.



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Frequently Asked Questions (FAQ)

- Do I have to post grades for the 4th quarter?
 - *LACOE and the CDE are currently discussing this. We are awaiting direction and will update you when we know.*
- Are students earning grades and credits?
 - *LACOE and the CDE are currently discussing this. We are awaiting direction and will update you when we know.*
- How do I take attendance in order to communicate with counselors those who do not attend class or are not doing work to improve their grade?
 - *Most online platforms allow the host to generate reports of participant logins and assignments submitted that can be shared with others. Google Classroom is a recommended platform and has this tool. Teachers can also post a daily question or other activity requiring student input to track attendance.*
- I'm not comfortable with using the suggested content online or the online tools, what resources are available to support me?
 - *Contact a teacher specialist or (if you are a special education teacher) your Program Specialist for content or online tools support: See contact information above.*
 - *For other technical or equipment support, please submit a Help Desk ticket: <https://help.pusd.org/>*
- I have a student who has not responded to emails or phone calls, what do I do?
 - *Use some form of capturing communication to students. If you are a special education teacher, make sure to document your attempts including the date/time and reason for each communication by either recording contacts on the Distance Learning Service chart/log, a log of your choice, or by using a conference verification form (SEIS document library).*
- I have a student who needs some additional social emotional support, what do I do?
 - *Provide students the daily schedule for Counseling Support and refer students to Patti Azevedo for urgent needs. If you are a special education teacher and a student currently receives counseling/guidance or ERICS services, please contact their service provider.*
- As a special education teacher, do I continue to update progress on goals during distance learning?
 - *Yes, special education teachers will continue to document student progress on goals to the extent feasible during distance learning.*



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Contact List for Teacher Support

Gina Grelling; Program Administrator: silvia.grelling@pusd.org

Edilia Fausto-Robles; Program Specialist
Edilia.Fausto-Robles@pusd.org

Allison, Alcott, Arroyo, Diamond Point, Golden Springs, La Verne, Lincoln, Lopez, Pantera, Philadelphia, Ranch Hills, Washington

Procedure Steps for Crisis Support for Students and Staff:
1. School Psychologist
2. ERICS provider: Matthew Copleand

Teresa Patel; Program Specialist
Teresa.Patel@pusd.org

Armstrong, Decker, Harrison (preschool), Kellogg, Kingsley, Lexington (TK), Madison, Roosevelt, San Antonio, San Jose (Pre-School), Westmont

Procedure Steps for Crisis Support for Students and Staff:
1. School Psychologist
2. ERICS provider: Dr. Terry York

Irishia Williams; Program Specialist
Irishia.Williams@pusd.org

Barfield, Montvue

Procedure Steps for Crisis Support for Students and Staff:
1. School Psychologist
2. ERICS provider: Ruth Karpinski

Josephine Castro; Program Specialist
Josephine.Castro@pusd.org

PBS

Procedure Steps for Crisis Support for Students and Staff:
1. School Psychologist
2. ERICS provider: Elizabeth Vosseler