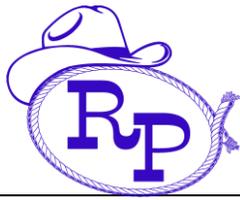


ZCSD Pre-K -2 Hybrid & Virtual Learning Programs 2020-2021



Hybrid Program	Virtual Program
<ul style="list-style-type: none"> • Traditional, classroom-based face to face learning. • 2 days of in-person learning and 3 days of at-home learning. • Monday & Wednesday = Last name A-K • Tuesday & Thursday = Last name L-Z • Friday= Virtual days for all students. These days will consist of both synchronous learning (live teaching via Zoom) and asynchronous learning (work that can be done at any time). • On virtual days, students will log in to their Seesaw account. Daily assignments will be posted. • Materials will be kept in the classroom and used only by your child. Materials needed for virtual days will be sent home as needed. 	<ul style="list-style-type: none"> • 100% virtual learning. • Daily assignments will be posted in the student's Seesaw journal. Students will follow the schedules given by teachers. • A student's day will consist of synchronous learning (live teaching via Zoom) and asynchronous learning (work that can be done at any time). • Attendance will be taken during each day's Morning Meeting. Students are highly encouraged to attend live class sessions. However, sessions will be recorded for those students who miss class. • Materials were distributed for the first nine weeks of learning. While we have done our best to distribute all materials needed, there will be times when additional household materials will be used.
<ul style="list-style-type: none"> • The first day of school for all students is Monday, August 10th. • In order to view assignments, students will need to log in to their Seesaw account. Tutorials for accessing Seesaw can be found on our webpage. • Traditionally, during the first week of school, our primary focus is assessment and teaching procedures. We must determine our students' understanding in order to develop future instruction. This year it will be even more important to assess our students (in both groups and individually), build rapport and teach procedures for accessing digital lessons. • During virtual days, students will have assignments to submit. While we will do our best to help students develop independence, know that some activities will require assistance from a parent or learning coach, especially for our littlest learner. • Teachers will be available for questions and conferences from parents and students during specified "office hours". • Virtual courses will have the same evaluation/grading policies as the face-to-face version of the course. • All accommodations will continue to be followed, as outlined in the IAP or IEP. 	

Hybrid & Virtual Learning Expectations

Students

- Log in daily through Clever to access Seesaw, Zoom and other learning programs.
- Check Seesaw for daily assignments and links to classes taught via Zoom.
- Follow teachers' directions for completing assignments and behavior expectations.
- Follow the daily schedule provided by teachers.
- Complete assignments on time.
- Engage in the lessons provided by your teachers during the designated class times.
- If a student begins the school year in the virtual learning program, then he/she is expected to continue with the virtual learning program through the end of the first semester. In January, there will be an option to return to face-to-face instruction.
- Act quickly to get help from the MIS Technology Help Desk when encountering technology difficulties.
- Comply with ZCSD's Internet Acceptable Use Policy.

Parents & Families

- Connect to your child's Seesaw account.
- Establish routines and expectations for your child.
- Help your child to establish a physical work space that is quiet, with minimal distractions.
- Take an active role in helping your student progress his/her learning. Understand that Zoom class times are for student use. If you have questions/concerns, please do not interrupt class time. Instead, please email your child's teacher.
- Check our school website (www.rollinsplaceelementary.org) often and communicate with the teachers and school as needed.
- Monitor your child's grades via Parent Command Center (Rollins Place Students only).
- If there are special circumstances in which your child cannot "meet" during the scheduled class times, contact your child's teacher as soon as possible.
- If a student begins the school year in the virtual learning program, then he/she is expected to continue with the virtual learning program through the end of the first semester. In January, there will be an option to return to face-to-face instruction.

Teachers

- Establish routines and procedures for your students.
- Update Seesaw daily to keep students and parents informed of daily classwork, upcoming assignments, projects, and assessments.
- Communicate often with your students about the platforms and software they are expected to use.
- Collaborate with your fellow teachers to plan high-quality lessons for your students.
- Actively instruct students during the designated class times.
- Be flexible, as there may be special circumstances in which students cannot "meet" during the scheduled class times.
- Be available for questions through email and during your established office hours.
- Communicate with students and parents regularly.

Sample Schedule

Rollins Place Elementary	
Time	Sample Schedule
8:45-9:00	Morning Meeting
9:00-9:35	Synchronous Learning (live lessons) Word Study & Reading
9:35-9:40	Break
9:40-10:25	Asynchronous Learning (independent work) Word Study & Reading
10:25-10:40	Handwriting
10:40-11:10	Reading Strategies & Independent Reading Teacher Conferences
11:10-12:00	Lunch & Recess
12:00-12:35	Synchronous Learning (live lessons) Math
12:35-12:40	Break
12:40-1:10	Asynchronous Learning (independent work) Math **Teacher pulls small groups as needed
1:10-1:40	Science and Social Studies Alternates between pre-recorded lessons and live
1:40-2:00	Small Group Instruction
2:00-3:00	Ancillary PE
3:00-3:30	Closing Activities
3:35-4:00	Teacher Office Hours

Northwestern Elementary	
Time	Sample Schedule
8:55-10:15	Synchronous Learning (Live Lessons) Morning Meeting Foundations Reading Mini Lesson Math Mini Lesson Movement and Mindfulness will be a part of this time
10:15	Break
10:30-11:50	Asynchronous Learning (independent work) Foundations Reading Mini Lesson Math Mini Lesson2 Prerecorded Science and Social Studies lessons and practice
11:50-12:30	Lunch & Reces
12:30-1:50	Synchronous (Live Lessons) Small Group Differentiated Instruction focused on reading and math
1:50-2:10	Break
2:10-3:30	Ancillary PE
3:30-3:55	Teacher Office Hours
<p>Our students will be broken into two groups of students. The above is an example of 1 of those group's schedule</p>	

Technology Access

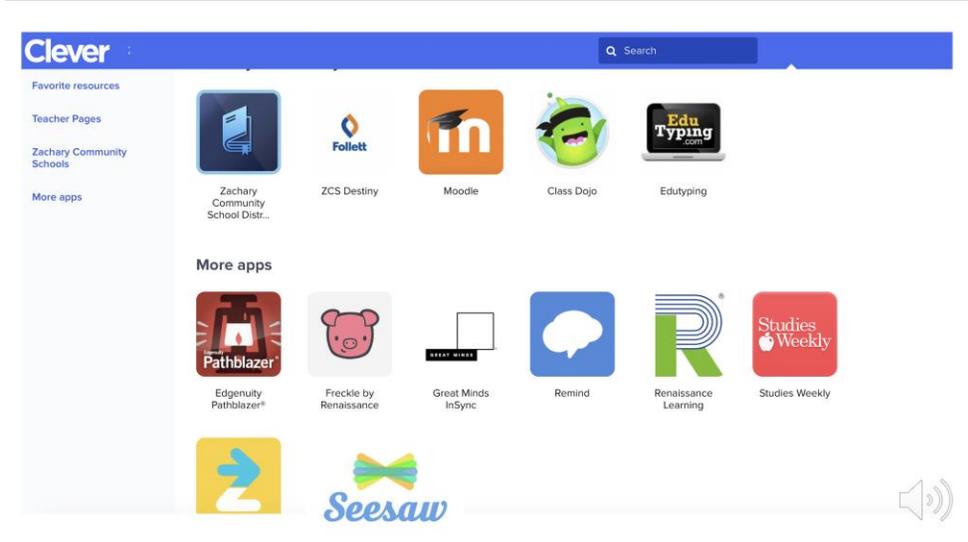
Check out the tutorials for parents and students available on your child's school webpage.

Teacher & Staff Email Instructions:

Firstname.lastname@zacharyschools.org

Clever & Seesaw Instructions:

- Clever is the log in portal for the digital resources for all students.
- Seesaw is the site where all teachers will have assignments and links to Zoom classes posted.
- From the Zachary School webpage (www.zacharyschools.org), select Log In and Clever.
- Select Log In With Your Email Address and enter your student email address and password. See instructions below for email address/password combinations.
- From the Clever home page, you will see many programs listed, such as Moodle, Seesaw, and Zoom.
- Click on Seesaw and you will be able to see your classes.
- Note that students might have multiple "classes" in Seesaw and will need to toggle to their homeroom class to start the day.



ZCSD Student Log In

Student User Name:

firstname.lastnameGradYear@zacharystudents.org

Example: john.smith2028@zacharystudents.org(all lower case)

12th gr./2021 • 11th gr./2022 • 10th gr./2023 • 9th gr./2024 • 8th gr./2025 • 7th gr./2026 • 6th gr./2027

5th gr./2028 • 4th gr./2029 • 3rd gr./2030 • 2nd gr./2031 • 1st gr./2032 • K/2033 • Pre-K/2034

Student Password:

FirstInitialLastInitialLast4SSN

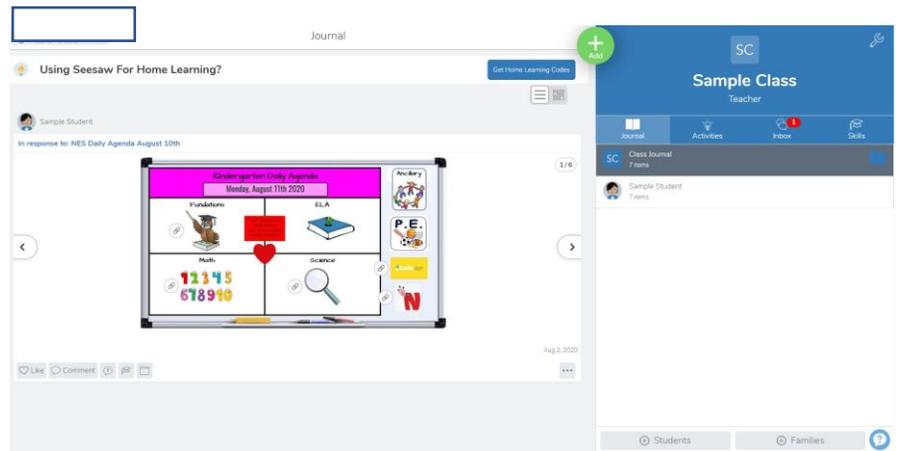
Example: js1234 (all lower case)

MIS Technology Help Desk: (225) 286-7803

Monday - Friday from 8:00 a.m.- 5:00 p.m.

Seesaw

- A daily agenda or schedule will be posted in the Journal section of your child's learning journal.
- Each day's schedule will have links to any Zoom sessions, prerecorded videos, and independent practice.
- We have tried to streamline this process as much as possible for our youngest students.
- In the early days of the school year, our work will center around pre-assessment and learning how to utilize these new platforms.



JPams Parent Command Center Instructions:

Parent Command Center is the web-based portion of our JPAMS Gradebook that allows parents to log in securely and view information about their child's current grades (RPE only), absences/tardies, discipline, transcript and standardized test scores.

- Go to www.zacharyschools.org and scroll to "Parents and Students" in the middle of the page.
- Scroll down to "Parent Command Center"
- If you haven't created an account, click on "Register New User" and follow the directions below.

The image shows a screenshot of the Zachary Community School Board Student Progress Center login page. The page has a dark grey header with the text 'Zachary Community School Board Student Progress Center'. Below the header, there are two main sections. The left section contains a login form with a 'User Name' field, a password field (represented by dots), a 'Login' button, and a 'Forgot Password?' link. The right section contains a 'Register New User' button, a 'Help' button, a 'Browse School Courses' button, and a language selection dropdown menu set to 'English'. At the bottom of the page, the date and time '12.11.17 16:30' are displayed.

Creating a New Account:

- Type the PARENT/GUARDIAN information as reported to the school.
- The PSN Number is the last 5 digits of the student's social security number.
- Choose a secure username and password.
- After registering, parents will access information by using their username and password.

Register New User

Step 1: Verification

NOTE: All information below is asking for PARENT/GUARDIAN information, please enter all information about the PARENT/GUARDIAN registering the account. The PSN number will be provided by the student's school..

Cancel

Relationship : Required

Last Name : Required

First Name :

Middle Name :

PSN Number : Required

Street Address :

Address Line 2 : APT, Lot, Suite

City :

State : LA

Zip :

Continue

- Once you have logged in, click on your child's picture.
- Click on Grade at the top to see your child's current grades.
- Click on the other headings to see absences/tardies, discipline record, unofficial transcript, and standardized test scores.

Grade Calendar Attendance Discipline Transcript Test Communication

School Name :

Sidno : Grade :

Homeroom : Year :

Birthdate :

Club Sport

0 Today New Work	0 Next 7 Days Work Due	\$0.00 Total Fees Fees Due	0 Unread Notes Notes
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- In Parent Command Center, you will also see an option to update your contact information. This is extremely important this year as the information provided here funnels through to our Remind messaging system and various other programs.

Zachary Community School Board
Student Progress Center

Password

Login

Forgot Password?

07/31/20 12:30

Register New User

Help

Browse School Courses

English

Please ensure your contact information (home #, mobile #, & email) is up to date by doing the following:

1. Click **Make Selection** in upper right.
2. Click **Contact Info**.

Thank you!