



Futuro Academy Charter School
Virtual Learning Plan for 2020-2021

Important Update on Virtual Start for First 90 Days

[CLICK HERE <Futuro COVID-19 Site>](#)

Introduction to Virtual Learning Plan 2020-2021

This document is designed to describe the actions and approach Futuro Academy will take in the event of an extended shift to Virtual Learning during the 2020-2021 school year. While this plan does not detail specific emergency protocols, these measures and protocols -- along with academic and operational resources -- are part of our overall reopening plan. We hope to provide in this virtual learning plan a flexible learning framework with guidelines that can be implemented in a variety of circumstances.

Currently, virtual learning will be our default model to begin the year for the first 90 days to match the Clark County School District. What follows in this document outlines exactly how the first few weeks of school will play out while we are 100% virtual, and also how virtual learning will take place as part of Group C throughout the year as long as the department of education allows ongoing distance education. Concern for the health and well-being of students, families, and staff will underpin all of the systems, processes, and procedures we design for reopening.

Virtual Learning at Futuro Academy

The following page provides some details for parents to get a better sense of what Futuro Academy students' learning experiences will include.

In the virtual classroom, Futuro Academy teachers will use a variety of teaching methods/ instructional approaches to provide instruction that is engaging, challenging, and developmentally appropriate.

Every day, teachers will provide a **live-streamed lesson between 9:00 a.m. - 2:00 p.m.** They will also post the recording to the Google Classroom so that students may re-watch the lesson as many times as needed and complete the activities associated.

Students will be expected to engage in their classwork in multiple ways. Some of the main types of activities include:

- **discussion questions on Google Classroom stream,**
- **video or audio recordings,**
- **interactive lessons on systems like Freckle Nearpod, CommonLit, Zearn and others,**
- **typed responses in Google Classroom Assignments** via Google Docs, Forms, etc.

Recommended overall instructional time will align with Nevada Department of Education guidance of **240 minutes for Grades K-2** and **300 minutes for Grades 3-4** and will include core subjects and electives.

Students will follow the adopted curriculum for each subject, which may include reading novels and picture books, drafting written pieces for multiple audiences, and participating in computerized learning.

Daily Recommendation Grades K-1:

30 minutes of Morning Meeting and Daily Question– 8:00am

60 minutes of scheduled Live Small Group Instruction (2x per week required)

60 minutes of office hours available

90 minutes of independent lessons including computerized activities, as well as paper and pencil tasks to practice handwriting.

Daily Recommendation Grades 2-4:

30 minutes of Morning Meeting and Daily Question– 8:00am

120 minutes of Live Large Group or Independent lessons (up to 3 lessons per day)

60 minutes of office hours

90 minutes of independent activities via computer

Communication: Roles and Responsibilities

Communication from Futuro Academy		
Channel	Audience	Description + Access
SMS (Text Message) & Email -SchoolMint -PikMyKid -Remind	Futuro staff, parents, students	Email will be used for all major communications and announcements, including those from the network and campus leadership teams. Teachers will also use email to communicate, although they will use other platforms to interact with their students as well. SMS text messaging will be used to send links for official letters/communication, surveys, and general reminders.
Google GSuite	Students and families	Google GSuite (including Gmail, Docs, Classroom, Meet, etc.) will continue to be the platform used by all teachers. For video conferencing in small or large groups, we will use Zoom or LearnCube based on the size of the group.
Family Virtual Hub	parents and students	Futuro will maintain all relevant information about COVID-19, links to communication/letters, and resources for online learning at https://sites.google.com/view/futuro-covid-19-updates/home
Facebook	parents, students, general public	Facebook will continue to be a source for up-to-date communications from the network and community resources. Follow Futuro Academy on Facebook at https://www.facebook.com/futuroacademy
Public Website	general public	Futuro will maintain general information on its operational status for the public at https://www.futuroacademy.org

Expectations and Responsibilities

All Futuro Academy Teachers	
Daily Participation and Attendance	<p>All teachers will conduct a morning meeting. If students are not able to log in during this time, they will need to check in on Google Classroom stream and answer the daily question or complete the days assignments by 1:00pm Pacific Time to receive credit for daily participation.</p> <p>K-4: Morning Meeting at 8:00 a.m. Pacific Time</p>
Student Check-ins	All homeroom teachers will ensure at least one touch point per week with each student.
Learning Management System (LMS)	All teachers will use Google Classroom as their primary method for delivering instructional materials to students.
Live Streaming Instruction	All teachers will live-stream one instructional lesson per day and will post the recording to the Google Classroom.
Office Hours	All teachers will provide office hours for students who need additional assistance or tutoring.
Lab Hours	Teachers will complete one shift every two weeks of Futuro Lab Hours onsite from Monday-Thursday from 4:00p-6:30p to assist families in person.
Response Time	All teachers will respond to student emails or messages for assistance within one business day.
IEPs and 504 Accommodations	All teachers will ensure that students with IEPs or 504s receive the expected instructional support in their virtual classrooms.
Family Communication	All teachers will send a weekly message reviewing the week's lessons, previewing the next week's lessons, and providing reminders for homework, projects, or assessment due dates.

Additional Supports during Distance Learning – First 90 Days

Nutrition	Futuro Academy will provide two free meals per child per school day to all families enrolled at Futuro through curbside pickup. More details on scheduling and logistics to be announced.
Technology - Chromebooks	All Futuro students must pick up a Chromebook through curbside pickup to have easy access to Google Classroom on their own personalized Chromebook, and a consistent technology experience. Futuro staff cannot provide technical support for other personal devices.
Internet Connectivity - Home	Futuro staff will reach out with information regarding programs to achieve low cost broadband internet connection at home.
Internet Connectivity @ Futuro (24 hours, outside)	Futuro Academy is setting up 24 hour a day connectivity in our parking lot for families that would like to use internet.
Internet Connectivity + Support	Futuro Academy will maintain open lab hours onsite between the hours of 4pm-6:30pm on Monday-Thursday to assist with logging in and completing assignments on Google Classroom. All visitors will be required to adhere to safety and social distancing protocols, including temperature checks, use of masks, and other measures.
1:1 Start of Year – Meet and Greet Teacher Conferences (First 3 Weeks)	All teachers will dedicate an hour of time pre-scheduled to meet with you virtually to assist in getting to know each other, and troubleshoot any ongoing technology questions.

Grading and Participation	
Grades per week	<p>Seven Grades on Google Classroom per Week (2 Reading, 2 Math, 1 Writing, 1 Social Studies, 1 Science).</p> <p>Grades K-1 – Attendance at small group session per week required for a math and a reading grade.</p> <p>All assignments must be completed by 12:00pm Monday of the following week or will be closed and marked incomplete.</p>
Progress Updates/ Reports	Monthly

School Leadership / Grade Level Chairs	
Classroom Observations (20-30 mins)	At least once per week
Classroom Walkthroughs (<20 mins)	At least two per week
Coaching Sessions/ Check-ins	<p>GLC + Teacher - Once per week</p> <p>Principal + Teacher – Once every two weeks</p>

Assessments	
<p>At any given point throughout the school year, students may be completing assessments on a variety of platforms. Please see the explanations below regarding which assessments are provided.</p>	
Google Classroom and Nearpod	Students may complete tests and quizzes using Google Forms if their teachers create the assignment through Google Classroom, or inside of the Nearpod lesson in Google Classroom.
NWEA MAP Growth	All students will complete their MAP Growth tests (unassisted) through the MAP platform. It is remotely activated on all Futuro Academy-owned devices.
Other Systems	Students may complete teacher created assessments on this system through Edulastic, ESGI or Grade Level tests in AR/STAR and other systems.

General Guidelines, FAQ's

Guidelines for Teachers	
1	Active Learning. Instructional materials should include a collection of video lectures, audio clips, discussion posts, collaborative exercises, and hands-on activities.
2	Teacher Presence. Be active in the online course room and respond to students within 1 business day.
3	Consistent Announcements. Send a weekly update on Sunday or Monday that reviews the previous week and previews the coming week.
4	Clear Assignments. Communicate student work expectations explicitly and provide rubrics.
5	Check-in Conferences. Identify when you will reach out to each student for a personal check-in and update.
6	Actionable Feedback. Provide meaningful and timely feedback to students that address specific actions. Avoid "good job" and the like.
7	Instructional Videos. Curate from the web or create your own mini-lesson videos to support students' content understanding.

Frequently Asked Questions

Instructional Platforms & Software	
How will students receive their assignments and instructional materials?	All students will use Google Classroom as their main source for instructional materials. Some courses have additional platforms for use.
How do students sign into apps?	Futuro Academy now uses GSuite, which provides the ability to usually click "Sign in with Google". Most apps will not require students to type in passwords because their information is already stored. For apps that can save passwords, students will enter their username and password which will be emailed to their Gmail, and can be requested from your homeroom teacher.
What types of apps will students use?	Students may use a variety of resources. The most common include Google GSuites, Nearpod, Freckle, AR, Zearn..
Hardware	
How will students get a device? Will the school be 1:1 (one device for each child)?	Yes, Futuro is becoming a one-to-one campus in 2020-21 for all returning and new students. Each enrolled student will be loaned a Chromebook for the school year. Futuro staff cannot assist technology support with personal devices.
What kind of devices will students have?	Student devices are Chromebooks monitored by Futuro Academy.
Will the device be monitored?	Yes, all Futuro-owned student devices are filtered for proper use per our policy.
Will the school's device already have the internet?	No, families will need to provide internet access at home. This can be via cell phone hotspot, local (COX, Century Link, etc.) hotspot, private Wifi, etc. If your child needs the internet, they will be able to come to campus during computer lab hours, and use the Futuro parking lot to get WiFi.

Grades and Assignments	
How will assignments be submitted?	Most assignments will be submitted through Google Classroom. Any other submission instructions will come directly from your child's teacher.
How can students check their grades?	. They may do so in the Grades tab in Google Classroom.
Family Communication	
How will families know about their child's assignments and progress?	Families will receive progress reports every month and report cards at the end of each Trimester.
How will families know about activities and programs happening on campus?	Families will receive weekly newsletters from Futuro Academy. Be sure that the school has your correct email and cell phone number to update Infinite Campus, PikMyKid, and SchoolMint are all updated.

If the campuses reopen, will I have the option to continue virtual instruction? Could I change to in-person instruction eventually?

Families will have the option to remain virtual during the school year or change to in-person instruction while the education department allows those options and our campus is open. More details will be provided on this process.

Roles and Responsibilities

To successfully implement our Virtual Learning Plan, each stakeholder group must contribute their best. Below are the roles and responsibilities needed to create an effective virtual program for Futuro Academy students.

Network Personnel Roles & Responsibilities	
Executive Director	<ul style="list-style-type: none"> • Support all school leaders and their teams in the implementation of the Virtual Learning Program • Coach and monitor progress for instructional leaders • Set and monitor leader expectations and progress benchmarks for student engagement, culture-building, teaching quality, school-wide systems and processes • Oversee teacher and leader beginning of the year and ongoing professional development • Collaborate with school leadership teams to regularly look at and action plan around student work and performance • Create Futuro Academy's Virtual Learning Plan (VLP) • Design and monitor the IT infrastructure to support the successful implementation of the VLP • Coordinate overall assessment and academic monitoring strategy across all tiers and subgroups • Manage the provisioning of student devices • Continually monitor the needs of teachers, students, and parents and troubleshoot their challenges, as needed • Audit usage to identify students or parents who may be unavailable or out of reach
Grade Level Chairs	<ul style="list-style-type: none"> • Develop how-to tutorials, ensuring teachers, students, and parents have the necessary manuals to excel in a virtual learning environment • Host office hours at set times for teachers who need additional support in the virtual learning environment • Support all teachers and teams in the implementation of the VLP • Share both internal and external examples of outstanding virtual learning experiences. • Recommend new methods and techniques for providing feedback to students • Support teachers and teams as they design new methods to assess student learning • Support teachers and teams in developing strategies to differentiate their instruction
Associate Executive Director and Supports Team	<ul style="list-style-type: none"> • Provide resources and materials to support staff in accomplishing instructional goals for students with special needs • Support teachers and teams to develop and provide RtI, Special Education, 504, and ELL students with appropriate or alternative course work through curriculum modification, acceleration, etc. • Collaborate with Special Education teachers to ensure that students' IEP is followed

School Personnel Roles & Responsibilities

Leadership Team	<ul style="list-style-type: none"> • Maintain open lines of communication between the school and families • Support faculty and students/families shifting to a virtual learning environment • Help teachers implement the VLP and ensure a high-quality learning experience for all students
Content Teachers (Grades 2-4)	<ul style="list-style-type: none"> • Collaborate with other members of their grade level team to design virtual learning experiences for students • Communicate frequently with students and, as needed, with their parents • Provide timely feedback to support students' learning
Homeroom Teachers (All Grades)	<ul style="list-style-type: none"> • Provide guidance and support for students to aid in monitoring and supporting student wellbeing • Administer wellness surveys to gather data on student well being • Use virtual platforms (Google Meet) to conduct advisory check-ins with students in their homeroom/advisory class
Supports Teachers (ELL, SPED, Tier 3)	<ul style="list-style-type: none"> • Offer to scaffold or modify assignments, as necessary, for students on their caseload to support content area or classroom teachers • Help content or classroom teacher differentiate lessons and activities for the students on their caseload • Communicate regularly with students on their caseload and/or their parents to ensure they have success with virtual learning • Provide supplementary learning activities for students on their caseload • Collaborate with the Director of Special Programs to ensure that students' IEP is followed • Collaborate with content area or classroom teachers to design learning experiences that teach the students on their caseload • Provide supplementary learning activities for ELL students, either in the curriculum or with additional targeted learning needs • Communicate regularly with students on their caseload and/or their parents to ensure they have success with virtual learning • Monitor the progress of students on their caseload and provide timely feedback
Specials Teachers	<ul style="list-style-type: none"> • Physical Education – Develop a bank of exercises, physical activities, and competitions for students and share these with classroom teachers and families • Music and Art – Staying mindful of the resources and tools families may not have in their home, develop a bank of projects and activities for students and share these with classroom teachers and families • Collaborate with classroom teachers on how to integrate music, art, and physical education into classroom projects and experiences.
Operations Team	<ul style="list-style-type: none"> • Manage critical supports around technology access and internet access • Manage critical supports around food service • Ensure that facilities are cleaned and disinfected according to guidelines • Continue critical communications and office functions

Parent/Guardian Roles & Responsibilities

- Establish routines and expectations
- Define the quiet, physical space for your child(ren)'s study
 - During live streams and meetings, ensure that there is little to no background noise.
- Monitor and respond to communications from your child(ren)'s teachers and school within **1 business day**
- Begin and end each day with a check-in
- Take an active role in helping your child(ren) process their learning
- Establish times for quiet and reflection
- Encourage physical activity and/or exercise
- Remain mindful of your child(ren)'s stress or worry
- Monitor how much time your child(ren) is spending online
- Keep your child(ren) social, but set rules around their social media interactions

For questions about...	Contact
a course, assignment, or resource	the relevant teacher
a technology-related problem or issue	the Futuro Academy operations support through the Google Form support ticketing system set to be launched at the start of school
a personal, academic or social-emotional concern	the Leadership Team at Futuro

Student Roles & Responsibilities

- Establish daily routines for engaging in the learning experiences (e.g. 8:30 am start)
- Identify a comfortable, quiet space in your home where you can work effectively and successfully
- Regularly monitor (login daily) online platforms (Google Classroom) to check for announcements and feedback from your teachers
- Complete assignments with integrity and academic honesty, doing your best work
- Meet timelines, commitments, and due dates
- Communicate proactively with your teachers if you cannot meet deadlines or require additional support
- Collaborate and support your Futuro Academy peers in their learning
- Comply with Futuro Academy's Acceptable Use Policy, including expectations for online etiquette
- Reply to teachers' communication within **one business day**
- Log into all live streams and meetings

For questions about...

Contact

a course, assignment, or resource

the relevant teacher

a technology-related problem or issue

the Futuro Academy support through the [Google Form](#) support ticketing system

a personal, academic or social-emotional concern

the Leadership Team

SAMPLE FUTURO TEACHER SCHEDULE

7:30am – Daily Staff Meeting
8:00am – Homeroom Morning Meeting
8:30am – Attendance, Prep for Live Lessons
9:00am -11:30a – Live Small Groups, etc.
11:30a - Lunch
12:00pm – Office Hours / Parent Check Ins
1:00pm – Live Lesson / Small Groups
2:00pm – Meeting with Grade Level Team or Department / 1:1 meetings / Prep
3:00pm – M: Staff Meetings / Tu-F: Preparation, Grading, Parent Check Ins
4:00pm – End of School Day

SAMPLE FUTURO STUDENT SCHEDULE

8:00am – Homeroom Morning Meeting / Reunion de Mañana
9:00-11:00am – Live Lessons on Zoom or Google Classroom Assignments / Leccion en Vivo en Zoom
or Tarea en Google Classroom
11:00am – Lunch, Movement and Playtime
12:00pm –1:1 Family Teacher Meeting / Reunion Familiar 1:1 con Maestra
2:00pm – Spanish with Mr. Alba
PM rest and playtime until 5:00pm when adult can assist and monitor
5:00pm – Google Classroom for Phonics Lesson / Leccion de Phonica en Google Classroom
5:30pm – Freckle Math Practice / Practica de Matematica en Freckle