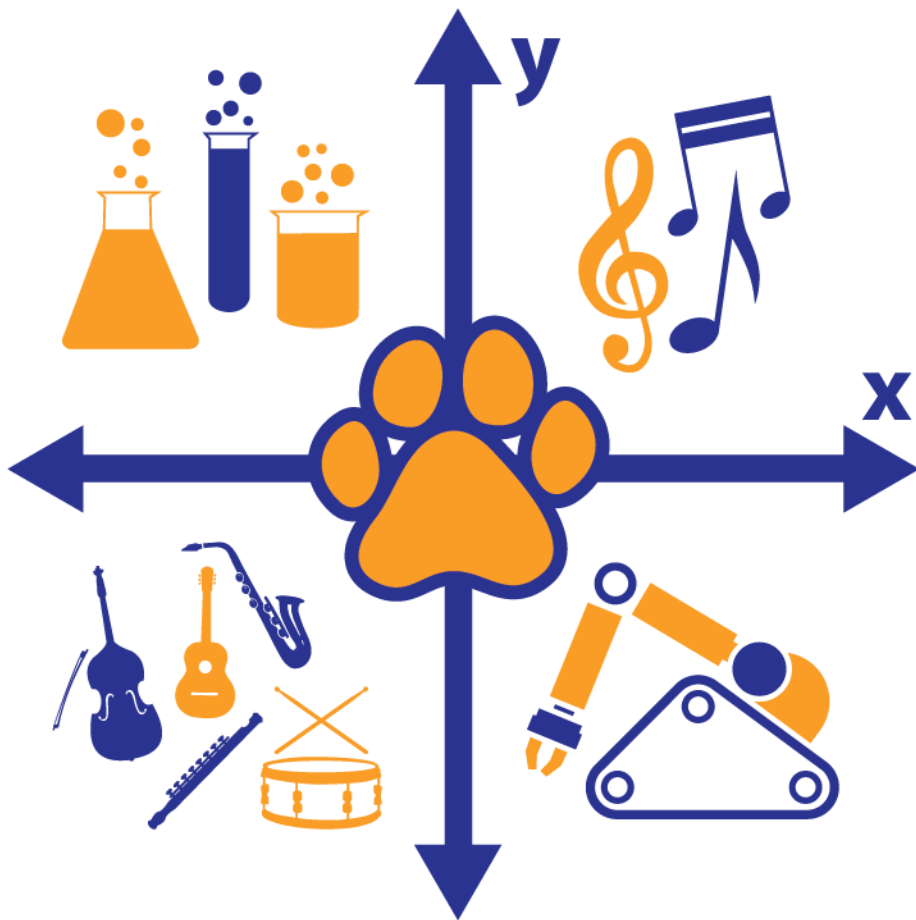


Instructional Continuity Plan 2020-2021 Virtual Learning

MacGregor Elementary



Tara Garrett
Principal

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Parent Guidance

Mission

It is our mission to empower students to apply and evaluate their acquired knowledge and skills, rely upon their personal attributes to lead productive lives and become contributing members of the global community.

Vision

The MacGregor Community will cultivate successful students who are self-motivated, critical thinkers, global learners and responsible productive citizens.

Campus Instructional Continuity Team

Tara Garrett	Principal
Marcie Colemon	Assistant Principal
Melony Makey	Instructional Coordinator
Cheryl Hensley	Librarian
Sandra Roberts-Brown	Primary Teacher Representative
Tara Barber	Upper Elementary Teacher Representative
Kate Kennedy	Nurse

2020-2021 SDMC Members

Position	First Name	Last Name	Title	Home Phone	Cell Phone	E-mail Address
Parent	Rebecca	Rodriguez	Parent	832-994-2793	832-994-2793	RebeccaRodriguez949@gmail.com
Parent			Pending			
Community Member	James	Hill	Community Rep	713-858-6471	713-858-6471	j@smbc.org
Community Member	DeAndra	Ramsey	Community Rep	713-533-6748	713-533-6748	dramsey@houstonzoo.org
Business Representative	Chelsea	Delaney	Business Rep.	281-910-4355	281-910-4355	chelsea@cfacaters.com
Professional Staff – Teachers	Kaylor	Hunt	Teacher	713-942-1990	713-942-1990	khunt3@houstonisd.org
Professional Staff – Teachers			Pending			
Non-instructional employee	Janet	Hernandez	Non-Instructional	713-942-1990	713-942-1990	jherna19@houstonisd.org
Professional Staff - Other	Cheryl	Hensley	Professional Staff	713-942-1990	713-942-1990	chensley@houstonisd.org
Professional Staff - Teachers	Tyiesha	Roberts	Teacher	713-942-1990	713-942-1990	Tyiesha.Roberts@houstonisd.org
Professional Staff - Teachers	Sandra	Roberts-Brown	Teacher	713-942-1990	713-942-1990	srobert1@houstonisd.org
Professional Staff - Teachers			Pending			
Professional Staff - Teachers	Janika	Jones	Teacher, Special Education	713-942-1990	713-942-1990	Janika.Jones@houstonisd.org
Professional Staff - Chairperson	Tara	Garrett	Principal, Chairperson	713-942-1990	713-942-1990	tgarret4@houstonisd.org

Staff Directory

Name	Email	Grade Level
Garvey, Regina	Rgarvey1@houstonisd.org	PreK
Green, WilKysha	WilKysha.Green@houstonisd.org	PreK
Martin, Jessica	Jessica.Tavarez@houstonisd.org	PreK
Collins, Meredith	Mcolli11@houstonisd.org	Kindergarten
Brown, Saundra	Srobert1@houstonisd.org	Kindergarten
Drake, Paige	Paige.Drake@houstonisd.org	Kindergarten
Jones, Britney	Britney.Jones@houstonisd.org	First Grade
Hunt, Kaylor	Khunt3@houstonisd.org	First Grade
Flores, Jessica	Jessica.Flores@houstonisd.org	First Grade
Penry, Kristen	Kristnen.Penry@houstonisd.org	First Grade
Draper, Jasmine	Jasmine.Draper@houstonisd.org	Second Grade
Cathey, Amy	Amy.Cathey@houstonisd.org	Second Grade
Shittabey, Maryam	Maryam.Shittabey@houstonisd.org	Second Grade
Daniels, Monica	Monica.Daniels@houstonisd.org	Second Grade
Rizvi, Sara	Sara.Rizvi@houstonisd.org	Third Grade
Hernandez, Brooke	Brooke.Hernandez@houstonisd.org	Third Grade
Gulde, Brandi	Brandi.Gulde@houstonisd.org	Third Grade
Onguro, Lola	Lola.Onguro@houstonisd.org	Fourth Grade
Cisneros, Colleen	Colleen.Cisneros@houstonisd.org	Fourth Grade
Roberts, Tyeisha	Tyeisha.Roberts@houstonisd.org	Fourth Grade
Barber, Tara	Tara.Barber@houstonisd.org	Fifth Grade
Southwell, Traneka	Traneka.Southwell@houstonisd.org	Fifth Grade
Banks, Anthony	Abanks7@houstonisd.org	Fifth Grade
Wells, Kim	Kim.Wells@houstonisd.org	Special Education
Blue, Stephanie	sblue@houstonisd.org	Music-Piano
Carmouche, Joe	icarmouc@houstonisd.org	Music-Guitar
Cruz, Richard	Rcruz6@houstonisd.org	Music-Band
McBride, Fredrick	fmcbride@houstonisd.org	Music-Strings
Edwards, Patrice	Patrice.Edwards@houstonisd.org	General Music
Delgado, Thelma	tdelgado@houstonisd.org	Primary Science
Benton, Trey	Tbenton2@houstonisd.org	P. E.
Hensley, Cheryl	chensley@houstonisd.org	Library
Jones, Jenika	Jenika.Jones@houstonisd.org	Special Education
Johnson, Demai	Demai.Johnson@houstonisd.org	Campus Support
Perez, Maria	Maria.Perez4@houstonisd.org	Campus Support
Simon, Bruce	Bruce.Simon@houstonisd.org	Special Education
Bass, Therisa	tbassbak@houstonisd.org	Campus Support
Kennedy, Kate	Kate.Kennedy@houstonisd.org	Nurse
Garcia, Judith	Jgarci52@houstonisd.org	SIR
Thompson, Danielle	Danielle.Thompson@houstonisd.org	Magnet Clerk
Hernandez, Janet	Jherna19@houstonisd.org	Administrative Assistant
Makey, Melony	mmakey@houstonisd.org	Instructional Coordinator
Colemon, Marcie	mcolemon@houstonisd.org	Assistant Principal
Garrett, Tara	Tgarret4@houstonisd.org	Principal

Organizational Chart

Title	Team Member	Responsibilities
Principal	Tara Garrett	SDMC, Safety & Security, Campus Operations
Assistant Principal	Marcie Colemon	IAT/504, SpEd, SEL/RTI, Evaluation Requests, Magnet
Instructional Coordinator	Melony Makey	Multi-lingual Programs, Formative Assessment, Testing Coordinator, After School Program
Nurse	Kate Kennedy	Immunization records, Safety Team
Campus Secretary	Janet Hernandez	Master calendar, textbooks, TipWeb, Safety Team
Librarian	Cheryl Hensley	Campus literacy programming, Technology Support
SpEd. Department Chairperson	Jenika Jones	SpEd Programming, Dyslexia Programming
S.I.R.	Judith Garcia	Student Records, Registration/Enrollment
Magnet Clerk	Danielle Thompson	Main Office Support, Magnet Applications
T.A	Maria Perez	Student Support
Academic Tutor	DeMia Johnson	Student Support
Sped T.A	Bruce Simon	Support SpEd classes
Students		Actively engage in learning activities
Parents		Support Scholars with active engagement

Campus Communication Plan

Communication Tools

- Campus phone (713)942-1990
- School Messenger
- HISD @ HOME Hotline (713)556-INFO (4636)
- Twitter
- Class Dojo

Communication Systems & Frequency

Principal Communication

Principal to Parents: Weekly newsletter and school messenger call out.

Principal with Parents: Bi-Monthly, live parent meeting with the principal. Parents may submit questions for discussion on the Parent Communication Page on the campus website.

FaceTime with the Principal

Date	Times	Topic	Teams Code
September 3	6:00 pm	Meet the Teacher	
September 17	6:00 pm	Virtual Open House	
October 1	9:00 am	FaceTime w/Principal	
October 15	3:00 pm	FaceTime w/Principal	

Teacher Communication

Campus personnel will respond to emails within 48 business hours. Should your email go unanswered beyond 48 hours, please contact Assistant Principal, Marcie Colemon at mcolemon@houstonisd.org or Principal, Tara Garrett at tgarret4@houstonisd.org.

Instructional Core

MacGregor ES Technology Supports

Training videos will be posted to Class Dojo and Teams weekly in August. Training sessions on will be provided every Tuesday in August at 6pm via Microsoft Teams. For assistance accessing The Hub, Class Dojo, or Microsoft Teams email your child's teacher via Teams or at the email address provided in the staff directory. If your concern is not addressed the campus librarian, Cheryl Hensley, will provide ongoing support accessing technology resources. You may contact her via Microsoft Teams or via email at chensley@houstonisd.org.

Overview of Campus Technology Supports							
	Office 365 Online	Teams Online	HUB Online	G Suite	Digital Resources	On Track/Renaissance	HISD Connect
Students	Access HISD email and communication with teachers Access online Office Suite Access and save documents to the One Drive	Attend live class meetings and communicate with teachers.	Access and turn in class assignments Access Instructional Content and Resources Access Digital Resources	Access and save documents to Google Drive Collaborate with classmates for team projects	Access Digital textbooks and ancillary resources	Access classroom and district assessments Access reports and TEKS performance for instant feedback	Access school calendars and class schedule Monitor grades
Teachers	Access HISD email and communication with Campus Administration	Create Team Conduct live class meeting Communicate with students	Share instructional resource Create assignments Monitor student progress	Access and save documents to the Google Drive Create shared drives for department collaboration	Create and assign assignments from digital textbook Create ancillary assignments from resources	Create or assign from assessments from campus or district level Analyze reports for data driven instruction and monitor student progress	Input grades and attendance
Parents	Ability to provide students with support	Participate in Teams Meetings and Teams Live Events	Ability to provide students with support	Ability to provide students with support	Ability to provide students with support	Access data to provide students with support	Access student grades and attendance

Training Opportunities for Parents

Date	Time		Teams Code
August 20	6:00 PM	Virtual Learning Tools	Meeting Link Code: iq3fj9r
August 27	6:00 PM	Online Resources	
September 3	6:00 PM	Virtual Meet the Teacher	
September 17	6:00 PM	Virtual Open House	

Teaching and Learning Routines

Daily Instruction Routines

Daily Lessons

The campus will adhere to the master schedule provided below. Instruction will consist of daily, live 15-minute mini lessons presented via Teams. Daily lessons will be recorded and posted on TEAMS for students' reference. Teachers will deliver small group instruction per the virtual learning master schedule. During this time, students who are not engaged in small groups will engage in asynchronous learning activities.

Completing & Submitting Assignments

All assignments will be posted and submitted via the Hub. Learning activities will include activities provided on the Hub, HISD @ Home, and teacher-created materials. It imperative that students engage in learning activities daily and complete graded assignments in order to meet course requirements.

MacGregor Elementary

Pre-K Virtual Learning Schedule

Time	Teachers	Group 1	Group 2
7:30-7:45 (15 minutes)	Synchronous Opening Morning Meeting (Pledge, calendar with movement)		
7:45-7:50	Stretch/ Movement Break		
7:50-8:05	Deliver Synchronous Read Aloud	Engage in Synchronous Activity	Engage in Asynchronous Learning: Hub, Imagine
8:05-8:20		Engage in Asynchronous Learning: Hub, Imagine	Engage in Synchronous activity
8:20-8:25	Stretch/ Movement Break		
8:25-9:10 (40 minutes)	Deliver Synchronous Reading Small Group Lesson	Engage in Synchronous Small Group	Engage in Asynchronous Learning: Hub, Imagine
		Engage in Asynchronous Learning: Hub, Imagine	Engage in Synchronous Small Group
9:10-9:35 (25 minutes)	Asynchronous Core Enrichment Rotation		
9:35-9:40 (5 minutes)	Stretch/ Movement Break		
9:55-10:10 (45 minutes)	Asynchronous Read Aloud	Engage in Asynchronous Learning: Hub, Imagine	Engage in Asynchronous Learning: Hub, Imagine
10:10-10:15 (5 minutes)	Stretch/ Movement Break		
10:15-10:30 (15 minutes)	Deliver Synchronous Small Group Math/ Science	Engage in Synchronous Small Group Math/Science Lesson	Engage in Asynchronous Learning: Hub, Imagine
10:30-10:35 (5 minutes)	Stretch/ Movement Break		
10:35-10:40	Attendance		
10:40-10:55 (15 minutes)	Deliver Synchronous Small Group Math/ Science	Engage in Asynchronous Learning: Hub, Imagine	Engage in Synchronous Small Group Math/Science Lesson
10:55-11:25 (30 minutes)	Synchronous Closing Review All Students		
11:25-11:55 (30 minutes)	Lunch		
11:55-12:40 (45 minutes)	Office Hours: Contact Parents and assist students with questions	Engage in Asynchronous Learning: Hub, Imagine Math	Engage in Asynchronous Learning: Hub, Imagine Math
12:40-12:50 (10 minutes)	Break		
12:50-1:20 (30 minutes)	Deliver synchronous Group III intervention	Engage in Asynchronous Learning: Imagine Language/ Literacy	Engage in Synchronous Intervention
1:20-2:15 (55 minutes)	Planning PLC: Mon PK/K, Tue 1 st , Wed. 2 nd , Thur. 3 rd , Fri 4 th -5 th	Engage in Asynchronous Learning: Hub, Imagine Language & Literacy	
2:15-3:00 (45 minutes)	Office Hours: Contact Parents and assist students	Engage in Asynchronous Learning: Hub/MyOn	

■ Synchronous Learning

■ Asynchronous Learning

■ Teacher Office Hours/ Planning

MacGregor Elementary

K-2 Virtual Learning Schedule

Time	Teachers		Students
7:30-7:55 (25 minutes)	Synchronous Opening Morning Meeting (Pledge, calendar with movement)		Engage in Synchronous Activity
7:55-8:00 (5 minutes)	Transition		Transition/Stretch
8:00-8:30 (30 minutes)	Deliver Synchronous Math Lesson Group I/II/III		Group I/II/III Engage in Synchronous Learning
8:30-8:50 (20 minutes)	Deliver Asynchronous Math Small Group Rotation - Group I/II/III		Group I/II/III Engage in Asynchronous Learning: Imagine Math
8:50-9:30 (40 minutes)	Office Hours: Contact parents and assist students with questions		Engage in Asynchronous Learning: Hub
9:30-10:00 (30 minutes)	Deliver Synchronous Read Aloud & Mini Lesson Group I/II/III		Engage in Synchronous Read Aloud & mini- lesson Group I/II/III
10:00-10:30 (30 minutes)	Deliver Asynchronous Reading/Language Arts & Phonics Small Group Rotation-Group I/II/III		Group I/II/III Engage in Asynchronous Learning: Imagine Math
10:30-10:35 (5 minutes)	Transition		Transition/Stretch
10:35-10:40	Attendance		
10:40-11:25 (45 minutes)	Lunch		
11:25-11:45 20 minutes	Deliver Group I/II/III Synchronous Social Studies & Hub Activity		Group I/II/III Engage in Synchronous Learning & Hub Activity
11:45-11:50 5 minutes	Transition		Transition/Stretch
11:50-12:15 (25 minutes)	Deliver Group I/II/III Synchronous Science & Hub Activity		Group I/II/III Engage in Synchronous Learning & Hub Activity
12:15-12:25 (10 minutes)	Closing Activities		
12:25-1:20 (55 Minutes)	12:25-12:55	Synchronous Small Group-Group II/III	Group II/III Engage in Synchronous Small Group Group I Engage in Asynchronous Learning: Imagine Language & Literacy, My On
	12:55-1:20	Synchronous Small Group-Group I	Group I Engage in Synchronous Small Group Group II/III Engage in Asynchronous Learning: Imagine Language & Literacy, MyOn
1:20-2:15 (55 minutes)	Planning PLC: Mon. PK/K Tue. 1 st Wed. 2 nd		Engage in Asynchronous Core Enrichment Rotation
2:15-3:00 (45 minutes)	Office Hours: Contact parents and assist students with questions		Engage in Asynchronous Learning: Hub

Synchronous Learning

Asynchronous Learning

Teacher Office Hours/ Planning

MacGregor Elementary

Grades 3-5 Virtual Learning Schedule

Time	Teachers	Students
7:30-7:45 (15 minutes)	Synchronous SEL Activity	
7:45-8:30 (45 minutes)	Deliver Synchronous ELAR Lesson Group I/II/III	Group I/II/III Engage in Synchronous Learning
8:30-9:15 (45 minutes)	Deliver Synchronous ELAR Intervention Group II/III	Group II/III Engage in Synchronous Learning
	Asynchronous Learning Group I	Group I Engage in Asynchronous Learning: Hub, Imagine, MyOn
9:15-9:25 (10 minutes)	Break	
9:25-9:55 (30 minutes)	Deliver Synchronous Math Lesson Group I/II/III	Group I/II/III Engage in Synchronous Learning
9:55-10:40 (45 minutes)	Deliver Synchronous Math Intervention Group II/III	Group II/III Engage in Synchronous Learning
	Asynchronous Learning Group I	Group I Engage in Asynchronous Learning: Hub, Imagine Math
10:40	Attendance	
10:40-11:20 (40 minutes)	Office Hours: Contact Parents and assist students with questions	Engage in Asynchronous Learning: Hub, Imagine
11:20-11:50 (30 minutes)	Lunch	
11:50-12:15 (25 minutes)	Deliver Synchronous Science Group II/III	Group II/III Engage in Synchronous Learning
		Group I Engage in Asynchronous Learning: Hub
12:15-12:40 (25 minutes)	Deliver Synchronous Science Group I	Group I Engage in Synchronous Learning
		Group II/Group III Engage in Asynchronous Learning: Hub
12:40-12:50 (10 minutes)	Break	
12:50-1:05 (15 minutes)	Deliver Synchronous Social Studies Group II/III	Group II/III Engage in Synchronous Learning
		Group I Engage in Asynchronous Learning: Hub
1:05-1:20 (15 minutes)	Deliver Synchronous Social Studies Group I	Group I Engage in Synchronous Learning
		Group II/III Engage in Asynchronous Learning: Hub
1:20-2:15 (55 minutes)	Planning PLC: Mon PK/K, Tue 1 st , Wed. 2 nd , Thur. 3 rd , Fri 4 th -5 th	Engage in Asynchronous Core Enrichment Rotation
2:15-3:00 (45 minutes)	Office Hours: Contact parents and assist students with questions	Engage in Asynchronous Learning: Hub, MyOn, Imagine

■ Synchronous Learning

■ Asynchronous Learning

■ Teacher Office Hours/ Planning

GRADING POLICY

Campus Requirements

Teachers will record a minimum of 2 grades per week, per content area. Teachers will post grades in the electronic gradebook within one week of assignment.

If you have questions at any point during the school year or concerns related to grades please contact your child's teacher at (713)942-1990, Microsoft Teams, Class Dojo, or the email address provided in the staff directory. Should your concern go unresolved, please contact Assistant Principal, Marcie Colemon at (713) 942-1990 mcolemon@houstonisd.org or Tara Garrett (713)942-1990 tgarret4@houstonisd.org.

ATTENDANCE

Students who engage in the following daily learning activities will be considered present: Participation in daily live lessons on Teams, completion of independent learning activities and assignments on The Hub. Students who have not met the daily instructional requirements by 2:30 p.m. will be marked absent. Teachers and staff will call absent students daily to provide assistance. Absences can be resolved if the student engages in daily learning assigned by their teachers by 11:59 p.m. on the day it was assigned. State law and Houston ISD Policy still require students to attend at least 90% of their classes to receive credit and be promoted.

Difficulty submitting assignments via The HUB must be conveyed to the teacher in writing before 11:59 pm and the assignment must be submitted via HISD email by 11:59 p.m. on the day assigned.

Formative Assessment

Formative assessments are designed to inform instruction; therefore, they will not be recorded in the gradebook. Teachers in grades 1-5 will create common grade-level formative assessments and administer two assessments per grading cycle, according to the campus formative assessment schedule. Renaissance 360 and Imagine Learning are additional formative assessment tools.

Social-Emotional Learning

SEL resources include campus-based counseling services, Harris Center, and character education lessons. The campus will incorporate tenets of R.O.A.R. Respect, Ownership, Acceptance, Responsibility in all learning environments.

Administrators will utilize SEL resources in all student interactions, with a focus on restorative responses to disciplinary infractions.

Counseling Services will be provided for students as needed. The campus will maintain partnership with Harris Center to provide services to students on campus.

Teachers will incorporate Sanford-Harmony lesson cards into homeroom meetings and Social Studies lessons. Core enrichment teachers will be assigned students for SEL support as needed.

Core Enrichment Programming

PK-1st grade classes: Science lab, Library, Primary Music, P. E.

2nd-5th grade classes: Library, Music, Musicology, P. E.

Homeroom groups will attend weekly core enrichment classes Monday-Friday.

Music Magnet Program

Students will engage in live, whole group and small group lessons weekly. PK-2 music classes will provide at least one virtual performance opportunity for the 2020-2021 school year. Grade levels 3-5 will present a Fall virtual performance and a Spring virtual performance.

Specialized Student Support

	Special Education	504/Dyslexia	English Learners	Intervention	GT
Programming	Campus personnel will adhere to special education guidelines and provide instruction consistent with students' IEPs.	Campus personnel will meet provide Section 504 and Dyslexia accommodations and support services. Teachers will adhere to students' 504 accommodations in all learning environments. Dyslexia teachers will provide virtual dyslexia instruction via Teams.	Teachers will incorporate Sheltered Instructional strategies and language objectives to ensure they are meeting the needs of our English learners. The Sheltered Instruction Coach will provide ongoing professional development.	Intervention will be provided daily to all Tier II and Tier III students by classroom teachers and tutors. Intervention instruction will be off grade-level support, based upon Renaissance data. Activities will be differentiated, and growth will be tracked via Renaissance, formative assessments, and common assessments.	The Gifted and Talented Coordinator and teachers will ensure that scholars receive differentiated instruction to facilitate consistent academic growth.
Resources	ARD Committee, IEP, Imagine Math, Imagine Language and Literacy, HISD @ HOME, Paper Based Curriculum, Campus intervention, Resource Teacher	Imagine Math, Imagine Language and Literacy, Reading A to Z, Neuhaus Instructional Strategies, Dyslexia Interventionist, 504 Coordinator	Imagine Language and Literacy, MyOn, English Language Development Lessons, SI Coach, LPAC Committee	Renaissance, Imagine Math, Imagine Language & Literacy, Tutors, Literacy Now K-2, Reading Interventionist-5th Grade	Renzulli Learning, Imagine Language & Literacy, Imagine Math, Texas State Performance Project, GT Coordinator
Contact Person	Jenika Jones	Marcie Colemon	Melony Makey	Marcie Colemon	Melony Makey
Email Address	jenika.jones@houstonisd.org	mcolemon@houstonisd.org	mmakey@houstonisd.org	mcolemon@houstonisd.org	mmakey@houstonisd.org

Campus personnel will provide a robust academic program which includes specialized services and quality programs to meet every scholar's academic needs. The campus will adhere to all district guidelines and expectations. We will provide specialized academic support as detailed in the table below. Please provide feedback on programming via our quarterly campus survey.

Families of children in Special Education: Our campus is hosting a Microsoft Teams Live Event on **Thursday, September 17, 2020 at 5:30 pm** wherein you may login anonymously to hear updates about our special services and pose questions or concerns related to your students' services. Please find the link here: [Meeting Link](#)