



Harvard Instructional Continuity Plan

2020-2021

Introduction

Harvard's Instructional Continuity Plan expands upon Harvard @ H.O.M.E learning program with the objective of providing guidance and support for extended periods of virtual learning. This plan clarifies the roles of administrators, teachers, students, and families relative to the implementation of remote instruction, as well as content delivery options. The plan also provides clear expectations regarding the amount of time students will need to devote to schooling each day and throughout the week. In addition, information is provided on available resources for students and teachers during remote instruction.

Harvard's Instructional Continuity Plan includes operational and instructional systems to keep true to Harvard's programming, including the International Baccalaureate Primary Years Programme (IB PYP), Science Technology, Engineering, and Math program (STEM), as well as inquiry and project-based learning. Harvard Elementary participates in the National Wildlife Federation (NFW) Eco-Schools USA program. This program is a nationwide program that engages PreK-12 school students, faculty, administrators, and community volunteers in a comprehensive, environment-based program to improve student environmental literacy and skills. The key goal of Harvard's Instructional Continuity Plan is to keep instruction at the forefront for all students. Harvard will be implementing an asynchronous instructional model and provide short synchronous live support during extended periods of closure. Teachers will provide live support and intervention in accordance with the asynchronous model. Students will complete self-paced and personalized activities via Harvard's Learning Management System application to support the IB PYP and STEM curriculum. Student self-paced learning will take place utilizing computers, laptops, tablets, and iPads. Students will have the opportunity to complete the assigned work at their own pace with guidance and will also have access to an instructional support schedule from their classroom teacher that is predictable and sufficient. Special populations are addressed to meet the specific needs of students who require additional support in all academic areas. Microsoft Teams is the district's digital platform that will be utilized for virtual communication and collaboration, which is available through, Harvard's Learning Management System and. Microsoft Teams provides a secure communication between teachers and students. The HUB will be used as a campus resource that will support the IB PYP curriculum, The HUB provides access to multiple digital resources to personalize instruction through digital resources. Harvard will utilize Harvard's Learning Management System to prove lessons and curriculum that aligns with the IB PYP programme and current Unit of Inquiry. The HISD Connect Parent Portal will be available for registered users (i.e., parents and students) to log in to access a variety of student information.

The campus will provide virtual open labs for staff and families weekly during distant learning. During the open lab families will be given the opportunity to develop skills needed to support students with virtual instruction as related to Harvard @ H.O.M.E learning. Finally, information



has been included regarding daily attendance procedures to inform families what students need to do each day/week to be considered present. Guidelines on grading are provided to ensure that students are clear on what is expected of them. Teachers will provide weekly student feedback on student performance and monitor students' progress toward proficiency in skills and content.

Virtual IB World School

- Learner Profile
- Differentiation
- Student Agency
 - Who We Are
 - Where We Are in Place and Time
 - How the World Works
 - How We Organize Ourselves
 - Sharing the Planet
 - How We Express Ourselves

Synchronous vs. Asynchronous

Synchronous Learning

- Learning that occurs through distance education that happens in real time.

Asynchronous Learning

- Learning that occurs through online channels without real-time interaction.

Technology Platforms

- Live Lessons
 - Microsoft Teams
- Assignments
 - HUB & G Suite
- Grades
 - PowerSchool



Virtual Daily Schedule

Individual Student Schedules

- Whole Group
 - Three Live Lessons a Day
 - Between the hours of 8:00 AM - 2:30 PM
- Small Group
 - Throughout the Day
- Lunch
 - Campus Wide Lunch: 11:10 AM - 11:40 AM
- Assignments
 - Complete at least one a day
- Attendance
 - Daily
- Specialty
 - Integrated in Daily Schedule, Similar to Face-to-Face

Sample Student Schedule

7:30-8:00	Asynchronous Student learning
8:00-8:15	Whole Group Morning Message Live on Microsoft teams Synchronous
8:15-8:30	Whole Group Transdisciplinary lesson with Reading Focus Live on Microsoft Team Synchronous
8:30-9:10	Asynchronous Student learning
9:10-9:30	Small Group Live on Microsoft Team Synchronous
9:30-10:10	Asynchronous Student learning
10:10-10:20	Brain Break
10:20-10:40	Whole Group Read Aloud



	Live on Microsoft Team Synchronous
10:40-11:10	Recess
11:10-11:40	Lunch
11:40-12:00	<u>Whole Group</u> Transdisciplinary lesson with Math/Science Focus Live on Microsoft Team Synchronous
12:00-12:30	Asynchronous Student learning
12:30-12:50	Brain Break
12:50-1:10	<u>Whole Group</u> Specialty Class Live on Microsoft Teams Synchronous
1:10-1:30	Independent Reading
1:30-1:50	<u>Whole Group</u> Transdisciplinary Lesson Live on Microsoft Team Synchronous
1:50-2:05	<u>Small Group</u> Live on Microsoft Team Synchronous
2:05-3:00	Asynchronous Student learning

Attendance

- Students who are engaged in daily learning as defined below will be considered “present”.
 - Interaction with teacher via Microsoft Teams as part of live whole or small group instruction.
 - Completion of assignments.
- Students who have not met at least one of the requirements above by 2:30 PM will be marked absent.
 - Parents will receive absence notifications via School Messenger after 6:00 PM.
 - Absences may be resolved by 11:59 PM by completing an assignment online.
 - State law **TEC §25.092** and HISD policy requires students to attend at least 90% of their classes to receive credit and be considered for promotion.
- Magnet Transfers (STEM/IB/HARDSHIP/EMPLOYEE)
 - Entrance Agreement Criteria remains in effect.



Grading Policy

- Grades will be taken during each grading cycle.
 - **Classwork/Projects = 34%**
 - **Quizzes = 33%**
 - **Tests = 33%**
- Teachers will be providing grades weekly for reading, language arts, math, social studies, and science.
- All six-week cycle grades will be used in the calculation of final averages.
- Teachers will be recording grades, which will be available for parents and students to access through the HISD Connect Parent Portal.

Communication

- Google Sites
- Email First Day of the School Week & Last Day of the School Week
- Email
 - Staff has 48 business hours to return email or phone call.
- School messenger
- Office Hours
 - Teachers have set office hours throughout the week to address student needs and parent conferences. (varies by grade)



Directory

Harvard Elementary IB World School

Principal/Head of School	Laura Alaniz	Lalaniz@houstonisd.org
Assistant Principal/IB Coordinator	Alexis Clark	Aclark5@houstonisd.org
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Harvard Elementary Staff Directory located @ <https://www.houstonisd.org/harvades>