

Mandarin Immersion Magnet School
2020 Virtual Reopening Plan



Reconnect Safely and Return Strong

Distance Learning Plan

Our initial focus during pre-service will be on ensuring that teachers have mastered the basics of 3 resources: Microsoft Teams, the HUB, and Pear Deck.

- **Microsoft Teams:** Students participating will begin their days, and each class period, in Teams. Teachers will present at least one, short, live lesson during each scheduled block. They will then instruct students where to navigate in order to find the day's assignment(s) on the HUB or elsewhere. All of this will be recorded in order to be viewed by asynchronous users later in the day. As students move to independent assignments, teachers will either remain in the Team to support students or work with small groups of students who need support. Asynchronous users will be able to access recorded lessons later in the day by accessing their class Team.
- **The HUB:** Teachers will use the HUB to post all assignments for their class(es) each day. This will include at least one "Exit Ticket" that requires students to submit their answer(s) using the HUB directly. Other assignments may direct students to any of the HISD digital resources or to additional, district-approved resources. Asynchronous users will be able to complete these assignments at the most convenient time for them.
- **Pear Deck:** As the primary, district-approved tool for checking for understanding and ensuring student engagement, we want all of our teachers to be comfortable presenting lessons using Pear Deck. It will not be a requirement for live lessons, but we will work to build the capacity of teachers to use the resource. This is particularly true as it pertains to the I-2 and I-8 rubric rows.

A student's day during distance learning will consist of a number of elements. These elements can be found in our MIMS Master Schedule.

- **Morning Meeting:** These meetings function as a time for teachers to check in with their class. It also allows a buffer for the teacher to reach out to any students who have not logged in. It will also be acceptable for teachers to use this time for Circles or Sanford-Harmony mini-lessons.
- **Instructional Blocks/Periods:** These will include at least one short, live lesson followed by the teacher directing students to their tasks in the HUB. The teacher can then remain in the TEAM to support students or meet with small groups of students who the teacher anticipates needing support.
- **Enrichment:** Students will be able to participate in 30 minute enrichment classes each day. These meetings will take place in the homeroom Team of each student. The classroom teacher will begin the class and support students having difficulty logging in. The teacher may then leave the Team.
- **Small Group/IAT:** The primary use of this time will be for teachers to support students identified as tier-2 or tier-3 as identified by the Renaissance Universal Screener. All teachers will be expected to pull small groups daily. Teachers in grades PK to 3 will be expected to meet with each student in a small group setting at least once a week. Teachers will develop a small group schedule during the initial weeks of school that will be communicated to families. Any student not participating in a small group will complete independent work and Imagine resources during this time.
- **Student Support:** This period was formerly known as "Office Hours". We wanted to make clear that the outcome of this time is for the teacher to be available for students who have questions about the day's independent tasks. It is not a parent conference time. Although, families may initiate contact with teachers during this time if their question is related to the day's instructional focus.
- **PLC/Parent Conferences:** This time is intended for parents to schedule conferences with teachers. We would like each teacher to conference with all of their homeroom families at least once during the first six weeks of school. Teachers will also have a weekly, shortened (30 minute) PLC meeting.

Pre-Service Plan

As mentioned, our pre-service calendar is focused primarily on building teacher capacity with the digital resources necessary to teach students online. In addition, we will focus on the social/emotional needs of both our students and staff. Here are the sessions we will provide:

- Overview of MIMS Plan for Distance Learning
- Covid-19 Information Session
- SEL Self-Care
- MS Teams Full-Day Training presented by Microsoft Teams Senior Education Solution Specialist
- Lesson Planning Expectations and Practice
- Supporting our Students' SEL Needs
- Classroom Systems/Expectations for Distance Learning
- IAT During Distance Learning
- Special/504 Education During Distance Learning
- Staff/Student/Parent Handbook Overview
- TADS Update
- Campus Safety Plan
- First Day Procedures

Virtual Meet and Greet and Open House

We plan to have a Virtual Meet and Greet on Thursday, September 3rd from 1:00 to 2:30. During this event, families will be addressed by our school principal and will be introduced to their teacher(s). We will also include a short presentation on how to access Teams for the first day of school.

Open House will take place on Tuesday, September 15th from 2:30 to 4:15. This event will include a more extended presentation from teachers. This presentation will include expectations around completion of work online along with grading expectations.

Registration Plan

As a magnet campus, we will not have any walk-up registrations. 97.5% of registrations were done virtually in the spring and early summer. Now that Power School is up and running, our SIR is in the process of finalizing all registrations. We are also in the process of reaching out to our families in order to determine if they still plan to attend in September.

Wellness Team/Procedures

We are awaiting district guidance regarding who is allowed on campus and when. For any staff that is allowed on campus, we have established a campus-based Wellness Team responsible for conducting entry screening. This team will consist of the following members:

- Vonshay Stubblefield, School Nurse
- Christine Chavez, Clerk
- Patricia Lopez, Clerk
- Linzhe Obando, Technology Specialist
- Caitlin Lyons, School Social Worker
- Xian Xia, Teacher Specialist
- Tierra Kirk, Teaching Assistant

- Chung Ying, Campus Principal
- Justin Ritsema, Assistant Principal

The Wellness Team will follow the following procedures:

1. Post signage detailing COVID-19 symptoms at our designated entry point. This point will be our front entrance.
2. We will require employees to enter through our entry point and immediately stop to undergo screening.
3. We will then ask employees if they are symptomatic.
 - a. We will isolate and send home employees who respond 'yes.'
 - b. We will forward employees who respond 'no' to temperature screening.
 - c. We will allow entry for employees who meet temperature screening standards (under 100 degrees).
4. We will require employees to submit to the school nurse every Monday a completed COVID-19 Employee Health and Wellness Questionnaire certifying it is safe for them to be at work.
 - a. We will provide both digital and paper-based questionnaires.
 - b. The school nurse will collect, review, and then destroy these questionnaires.
 - c. The campus task force will then monitor completion and submission and recommend follow-up action as needed.
5. We will conduct employee spot checks to ensure compliance.
6. We will require employees to self-monitor for COVID-19 symptoms and check their temperatures before coming to work each day, promptly report to their supervisor any changes in condition, and stay home when sick.

Potential Teacher Return to Building

We are aware that teachers may be permitted to teach their virtual lessons from their classrooms on campus. If this is the case, it will be voluntary for any teacher or staff member to enter the building. If they choose to enter the building, they will do so according to the Wellness Team entry procedures mentioned above. They will also need to follow the following requirements:

- Wear a mask at all times.
- Maintain 6 feet distance from other teachers/staff at all times.
- Attend all meetings virtually (i.e. not in a room with other teachers/staff) even when on campus.
- No congregating in common areas for any reason (lunch, planning, etc.)
- Routinely wash and sanitize their hands using either soap or hand sanitizer.
- No sharing school supplies or writing instruments, including pens, pencils, etc.

We will add any additional guidelines provided by the district as they are provided.

Contacting Students

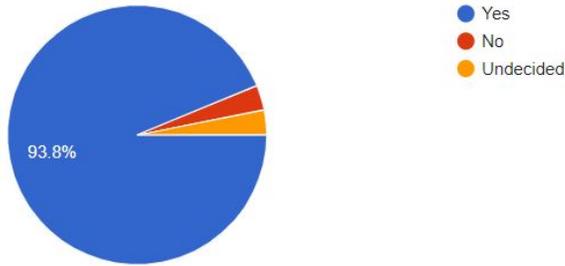
We created and distributed a survey to MIMS families on Thursday, July 30th. This survey inquired into the following areas:

1. Whether the student still plans to begin with us online at MIMS on September 8, 2020
2. Whether the family will be interested in in-person instruction when it begins
3. Whether the family has the necessary device(s) for distance learning
4. Whether the family has internet access

Survey Results (as of 8/4/2020)

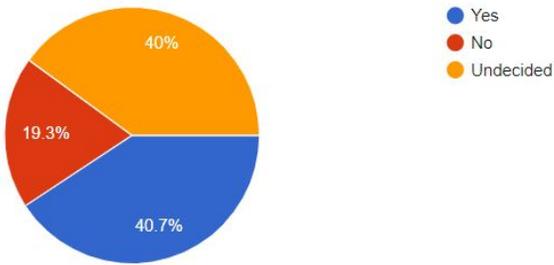
My child will start school virtually at MIMS on 9/8/2020.

675 responses



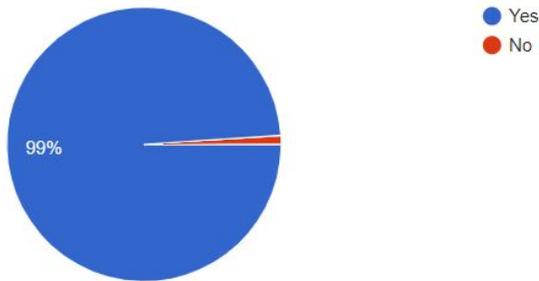
As the public health status improves, will you feel comfortable having your child return for face-to-face instruction?

675 responses



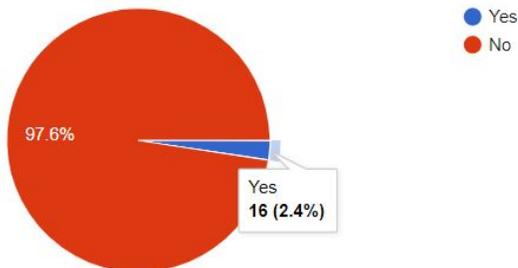
Do you have access to the internet?

675 responses



Do you have a working computer/chromebook/tablet that you wish to donate to another MIMS family in need?

666 responses



Updating Technology Needs in HISD Connect

We will use the information from the before-mentioned survey in order to update student technology needs in HISD Connect. Our SIR will enter this information during the week of August 17th along with the support of front office staff.

School to Student/Family Communication

The school will be reaching out to students and families in a number of ways. Some of the major ways include:

- School Messenger- The school will make all major announcements using School Messenger. This will allow us to connect with families through phone and email.
- Email- The school and individual teachers will also communicate with families directly via email. Teachers are expected to follow up with emails within 24 hours.
- Newsletters- Principal Ying will send family newsletters at least twice a month letting families know what's going on in the school along with any important announcements.
- Dojo- Dojo will be one communication tool teachers will use to communicate with families online or using the cell phone app.
- Mandarin Story Time- Principal Ying, along with other Mandarin-speaking staff has begun a regular Mandarin Story Time which will be streamed live for families to watch.

Attendance Policy

Immediately prior to their end of duty at 3:30 each day, teachers will again look on the HUB at which of their homeroom students had engaged with the platform that day. These students will all be marked present.

While the HUB will be our primary means of taking attendance, teachers may also consider students present if they attend a live lesson or submit a photo of work to their teacher. To be clear, this is at discretion of the individual teacher.

Contacting Absent Students

First thing each day, our SIR will pull an absence report from the prior day. She will send the report to the grade level representatives below. They will call each family to inform them that their child was absent the day before. If the family member informs the grade level representative that the student logged on after 3:30 PM but before 12:00 AM, a change of absence form will be initiated.

- Pre-K- Obando
- Kindergarten- Obando
- 1st- Garcia
- 2nd- Connie
- 3rd- Lopez
- 4th- Chavez
- 5th- Chavez
- 6th- Lopez
- 7th- Stubblefield
- 8th- Stubblefield

For each student that is called, the grade level representative will fill out a Google Form. It will log:

- Date of contact
- Person seeking to make contact
- Student name
- Means of contact tried
- Whether contact was successful

Once teachers/office staff have attempted to contact the students 3 times unsuccessfully, administrators will step in and try. If they are unsuccessful, they will follow district protocol for “unable to contact” students.

Intervention/IAT Plan

As mentioned before, teachers will have an hour each day for “Small Group/IAT”. It is our expectation that every tier-2 and tier-3 student is met with at least once a week during this time. This, along with Imagine programs, will ensure that each student received their mandatory 30 minutes of intervention time.

We will work with teachers during pre-service to identify these students and work with their team to appropriately schedule small groups.

Social/Emotional Learning

As previously mentioned, we plan to provide two SEL sessions during pre-service. One will focus on teachers’ social/emotional well-being and the other will focus on supporting the social/emotional development of students.

We are also adding our Social Worker to our enrichment schedule to provide lessons on social/emotional topics on a weekly basis to students.

Each academic day will also begin with a 15-minute “Morning Meeting”. These meetings will be an opportunity for teachers to monitor the status of their students. It will also be acceptable for teachers to use this time for Circles or Sanford-Harmony mini-lessons.

Master Schedule

A	B	C	D	E	F	G	H	I	J	K				
Time	Pre-Kinder	Kinder	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8				
7:45	Sign-In													
7:45-8:00														
8:00-8:15	Teacher Prep (7:45-8:30)	Student Support (7:45-8:30)*	Student Support (7:45-8:30)*	Student Support (7:45-8:30)*										
8:15-8:30														
8:30-8:45	Morning Meeting													
8:45-9:00														
9:00-9:15	Block 1 (8:45-10:05) 80 minutes	Block 1 (8:45-10:05) 80 minutes	Block 1 (8:45-10:20) 95 minutes	Block 1 (8:45-10:20) 95 minutes	Block 1 (8:45-10:20) 95 minutes	Block 1 (8:45-9:55) 70 minutes	Block 1 (8:45-9:55) 70 minutes	Period 1 (8:30-9:25) 55 minutes	Period 1 (8:30-9:25) 55 minutes	Period 1 (8:30-9:25) 55 minutes				
9:15-9:30														
9:30-9:45														
9:45-10:00														
10:00-10:15														
10:15-10:30														
10:30-10:45	Block 2 (10:10-11:30) 80 minutes	Block 2 (10:10-11:30) 80 minutes	Block 2 (10:25-12:00) 95 minutes	Block 2 (10:25-12:00) 95 minutes	Block 2 (10:25-12:00) 95 minutes	Block 2 (10:00-11:10) 70 minutes	Block 2 (10:00-11:10) 70 minutes	Period 2 (9:30-10:25) 55 minutes	Period 2 (9:30-10:25) 55 minutes	Period 2 (9:30-10:25) 55 minutes				
10:45-11:00														
11:00-11:15														
11:15-11:30														
11:30-11:45	Lunch (11:30-12:00)	Enrichment (11:30-12:00)												
11:45-12:00														
12:00-12:15	Enrichment (12:00-12:30)	Lunch (12:00-12:30)	Lunch (12:00-12:30)	Lunch (12:00-12:30)	Lunch (12:00-12:30)									
12:15-12:30														
12:30-12:45			Enrichment (12:30-1:00)	Student Support (12:30-1:00)	Small Group/IAT (12:30-1:30)	Lunch (12:30-1:00)								
12:45-1:00														
1:00-1:15	Small Group/IAT (12:30-2:00)	Small Group/IAT (12:30-2:00)	Small Group/IAT (1:00-2:00)	Enrichment (1:00-1:30)										
1:15-1:30														
1:30-1:45							Enrichment (1:30-2:00)							
1:45-2:00				Small Group/IAT (1:30-2:30)										
2:00-2:15														
2:15-2:30	Student Support (2:00-3:00)	Student Support (2:00-3:00)	Student Support (2:00-3:00)	Student Support (2:30-3:00)	Student Support (2:00-3:00)	Enrichment (2:00-2:30)	Student Support (2:00-2:30)	Student Support (2:00-3:00)	Student Support (2:00-3:00)	Student Support (2:00-3:00)				
2:30-2:45														
2:45-3:00														
3:00-3:15	PLC/Parent Conferences													
3:15-3:30														
3:30	Sign-Out													

Sample Elementary Daily Schedule

Time	Activity	What to Do
8:30	Morning Meeting	Log onto Teams. Be ready to greet your classmates!
8:45	Mr. Ritsema's Block Begins	Begin on Mr. Ritsema's Team. Be prepared to navigate to the HUB. If possible, have notebooks for Mandarin, Math, and Science. If not, some notebook paper works fine! You'll also need something to write with.
10:25	Mr. Ying's Block Begins	Begin on Mr. Ying's Team. Be prepared to navigate to the HUB. If possible, have notebooks for Reading, Writing, and Social Studies. If not, some notebook paper works fine! You'll also need something to write with.

12:00	Lunch Break	Eat! You've earned it!
12:30	Enrichment	Begin on Mr. Ritsema's Team. For now, just bring yourself.
1:00	Independent Work/ Small Group Time	Work on finishing up any remaining tasks on the HUB. If you have time, utilize Imagine Math and Imagine Learning under the "Digital Resources" tab. Eventually, Mr. Ritsema and Mr. Ying will pull small groups during this time.
2:00	Teacher Support Time	During this time, both of your teachers are available in their Teams. If you need help with your work, feel free to reach out!
3:00	Family Conference Time	If any parents/guardians would like to meet with Mr. Ritsema or Mr. Ying, please schedule a meeting for 3:00. Any day but Tuesday will work!
3:30	End of School Day	If you've finished all your work, take a break! Consider reading or working in Imagine Math or Imagine Learning if you have free time.

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