



[www.SharpAcademy.net](http://www.SharpAcademy.net)

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Educating Sharp Kids Differently

**SHARP ACADEMY DISTANCE LEARNING PLAN  
MARCH 22, 2020**

**DEAR SHARP ACADEMY FAMILIES,**

First and foremost, God is in control, and we are seeking His wisdom and guidance through scripture and prayer. Due to the Pandemic of COVID-19, SHARP ACADEMY’s campuses are closed and a Distance Learning Plan has been implemented, beginning Monday, March 23. YOU are the KEY to this plans success. Together we can maintain the integrity of our educational mission!

This document is designed to describe the actions and approach SHARP ACADEMY is taking in an extended campus closure. Understanding that each emergency situation is different, our Distance Learning Plan (DLP) is designed to provide a flexible distance learning framework with guidelines that can be implemented in a variety of circumstances.

The Center of Disease Control has a well, designed plan for schools to remain staffed during a community crisis requiring Distance Learning for students. The plan provides guidelines for staff to teach students from the campus through remote tools, such as video conferencing. The CDC K-12 Guide <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html> explains the steps a school takes to consider closure as a response to a contagious disease crisis.

The Head of School will be regularly monitoring the CDC, State of Texas and Lubbock County Health Departments, and following the orders of the Governor of Texas.

**RESOURCES:**

1. Texas Department of State Health Services <https://dshs.texas.gov/coronavirus/#casecounts>  
Email: [coronavirus@dshs.texas.gov](mailto:coronavirus@dshs.texas.gov)  
DSHS COVID-19 Call Center: 1-877-570-9779  
Hours: 7:00 a.m. – 8:00 p.m., Monday – Friday
2. World Health Organization <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
3. Center for Disease Control <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
4. Travel Advice <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

**INCLUDED IN THIS DLP PACKET:**

1. Timeline and Instructions for Launch Day, Monday, March 23.
2. Technology Requirements & Systems
3. Zoom Class Instructions
4. School Personnel Responsibilities & Student Expectations
5. Parent Responsibilities
6. GroupMe Guidelines
7. New Class Schedule’s

**DISTANCE LEARNING AT SHARP ACADEMY**

SHARP ACADEMY recognizes that distance learning is not a substitute for the in-person, multisensory instruction our students receive on a typical school day. Nevertheless, distance learning will provide students with the opportunity to continue their studies with a structured format.

Please call, text or email with any questions you may have along this journey.

Joyfully Serving,

Lisa Stane

## TIMELINE AND INSTRUCTIONS FOR LAUNCH DAY

MONDAY, MARCH 23

Students MUST have Zoom downloaded on their device and an account set up. They will need an email address, and a profile photo, of just their face. Keep your photo simple. Have their Student Kit ready to use during their scheduled ZOOM Training time. Teachers will go through their Student Kit inventory with them during their training time.

### DAILY STEP BY STEP

- Device Health      Make sure your child's device is healthy, with cookies, and trash cleaned up on the hard drive and internet history. Make sure the device is logged onto the internet and ZOOM.
- Seatwork            Provide a good workspace for your child. Follow up with your child daily to see what assignments need completion, what assignments are due, and what new assignments were received. Help them scan and email to the teachers, or plan your drop off to the school.
- Attendance         Monitor your child's daily attendance to virtual class. As much as we want to trust them; they may not login or stay logged in, they may take extended bathroom breaks, or lunches. Educators will text if your child is missing from class for an extended time. Please watch for their communication.
- Communications    Please communicate frequently with Admin and Educators!

### TRAINING SCHEDULE

8:00 AM	8:30 AM	Staff Arrival, bring computer to Ms. Braham's Room, download Zoom With the schools credentials
8:30 AM	11:00 AM	Set up and train – Zoom
11:00 AM	11:30 AM	Lunch
11:30 AM	4:00 PM	Student Login Training

### STUDENT TRAINING SCHEDULE

Students will train on Zoom for 1 hour. Mr. Cortez will connect each new class every 15 minutes to train the teachers and students on the Login Set Up process. Teachers will then work with each class to explore Zoom, and their student kits. They *may stay online for more than the scheduled hour* to discuss the new system, and try the zoom features. Tuesday, we will begin our regular class schedule!

<u>Training Time Block</u>	<u>Login Set up Train</u>	<u>Grade level</u>	<u>Teacher</u>
11:30 – 12:30	11:30-11:45	Elementary	Ms. Gordon
11:45 – 12:45	11:45-12:00	6 <sup>th</sup> Grade	Ms. Branam,
12:00 - 1:00	12:00-12:15	7 <sup>th</sup> Grade	Ms. Morales
12:15 – 1:15	12:15-12:30	8 <sup>th</sup> Grade	Ms. Aleman
12:30 – 1:30	12:30-12:45	9 <sup>th</sup> -10 <sup>th</sup> Grade	Ms. Urbano,
12:45 – 1:45	12:45-1:00	11 <sup>th</sup> Grade	Ms. Lambert
1:00 - 2:00	1:00-1:15	12 <sup>th</sup> Grade	Ms. Heyd

### ATTENDANCE

Our attendance policy will remain the same. Class attendance will be measured by student login to Zoom for virtual class. Our standard attendance policy can be found in your Parent/Student Handbook.

### DAILY SCHEDULE

See the included class schedule on the last page of this packet.

### CLASSWORK

Our classroom methodology of vocabulary, objections, new learning, seatwork, grading, and corrections will be maintained.

### TROUBLESHOOTING

Any issues experienced during this DLP, please text, email or call our Admin team for help. See the GroupMe Subject List for the right person to contact.

## TECHNOLOGY REQUIREMENTS & SYSTEMS TO SUPPORT DISTANCE LEARNING

SHARP ACADEMY will continue to use the same channels it employs for normal day-to-day communications with parents, students, and staff. All of these systems are remotely accessible and will continue operating during this time.: We will be implementing a Video Conferencing platform, through Zoom, and upgrading to Office 365. The upgrade to Office 365 will take place over the next two weeks.

Sign up for a Zoom account. Students will need an email address, and a profile photo of themselves.

<https://zoom.us/docs/en-us/covid19.html>

Training Videos: [https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?\\_ga=2.124195407.433208547.1584904699-773078124.1584904699](https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?_ga=2.124195407.433208547.1584904699-773078124.1584904699)

## Technology Systems to Support Distance Learning

Systems	Audience	Description
RenWeb GroupMe	Parents and Students	Renweb and GroupMe: Will continue to be the ways we communicate with parents.
Zoom  Office 365	Faculty and Students	For video conferencing in small or large groups, we will use Zoom.  Document and Calendar platform for groups. To be installed over next two weeks.
School Website	General Public	Sharp Academy will maintain general information about the school.
Notify	Faculty, Staff and Parents	Electronic messaging via email through Renweb or Sharp Parent GroupMe.
Email and GroupMe	Faculty, Staff, Parents, and Students	Email and GroupMe will be used for all major communications and announcements, including those from the schools administration. Faculty will also use email and GroupMe to communicate as well.

### SEATWORK:

1. Binders sent home includes the seatwork for the remaining 2 weeks of this current six week period. We will prepare the remaining six weeks to go home on Friday, April 3.
2. Completed seatwork can be scanned through apps on smartphones and ipads, or dropped off at the school in a drop box in the front lobby during office hours Monday-Friday, 8 AM- 5 PM.
3. Graded work will be emailed back to the students, or sent home when the next six week packet is picked up at the school.
4. All grades will be loaded into RenWeb.
5. **APPS to DOWNLOAD:** We will be publishing a list of APPs to download that will help us with seatwork.

### LIST OF PDF APPS FOR YOUR PHONE OR TABLET:

1. PDF Scanner App
2. Scanner for Me: Scanner
3. PDF Scanner App.
4. PDF Scanner
5. Scanner Apps -Scan
6. PDF Scanner – Turbo Scanner, Scan to

## SETTING THE STAGE FOR YOUR ZOOM CLASS

### Trouble Shooting

1. Make Sure your Browser is updated and able to run Zoom.
2. Give time to connect to Zoom before your scheduled class.
3. Make sure to have charged your device.
4. Make sure you have Wifi to connect with your device.
5. If you have problems please don't hesitate to contact me.
6. Remember that problems will arise and be patient.

### Other Trouble shooting questions

#### My video/camera isn't working for my Mac. How do I fix this?

1. Make sure that all other programs that utilize the camera are not using the camera or are closed.
2. Reboot your computer to ensure that the camera is not being used by another application.

#### My video/camera isn't working for my Windows PC. How do I fix this?

1. Make sure that all other programs that utilize the camera are not using the camera or are closed.
2. Reboot your computer to ensure that the camera is not being used by another application.
3. Visit your device's support and downloads page to update the camera driver.

### What are the requirements for Zoom?

- Windows XP or later, or Mac OS 10.6.8 (Snow Leopard) or later
- Browsers: IE7+, Firefox, Chrome, or Safari5+
- An internet connection – broadband wired or wireless (3G or 4G/LTE)
- Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth (we recommend using a headset)

### How do I install on a Mac?

To install Zoom on a Mac, please check that your Security and Privacy settings are set to Allow apps downloaded from Mac App Store and identified developers.

### QUICK TIPS

1. Allow yourself enough time before the start of class to connect to the live session, both by audio and video.
2. Please note that you do not need a Zoom Pro account because your instructor has one.
3. To join a zoom meeting for your class, click on the link provided by your teacher. You can also find this link in the Canvas page for your class.
4. Try to position your computer so that the main source of light (window, ceiling light, lamp) is in front or above you so that you are not in shadow - this will allow your instructor and classmate to see you better and will facilitate better group interactions while using Zoom.
5. If possible, use a headset or earbud style headphones as your computer speakers can cause static and/or an echo for other people in the room...We advise against the use of your smartphone for Zoom class sessions. You will need a larger screen to be able to see your everyone, as well as materials (eg., powerpoint slides).
6. To avoid excessive feedback noises in online meetings, be sure to mute your microphone by clicking the microphone icon in the corner of the Zoom window when you join a meeting, and unmute it only to speak.
7. Speak as if you are face-to-face with your class, and look at the camera to create eye contact.
8. Take steps to remove private information from the view of the camera and notify people in your immediate surroundings that you are participating in a video conference that you are teaching live or in a live session. Be sure to tell those you live with about your live teaching schedule and deadlines. The more they know about what you are doing, the more they can understand and help you as you can teach classes.

### TECHNICAL DETAILS FOR STAYING CONNECTED

1. Run a system check prior to your first meeting each week to ensure you have an up-to-date browser. For Zoom, check for updates on a regular basis. It is also recommended that you reboot your computer regularly to ensure your computer is up-to-date and to minimize technical issues.
2. Test your microphone and speakers/headset prior to joining a meeting.
3. Try to minimize the number of programs running, especially those that use internet connectivity or notifications. If possible, disconnect other devices (such as printers) from the internet while you are using Zoom. Finally, please remember that your students are also engaging in remote learning for the first time. Please be patient with yourself and others as we all adapt to these new modes of communicating and learning.

## **SCHOOL PERSONNEL ROLES & RESPONSIBILITIES**

### **ADMIN TEAM & EDUCATORS**

- Create and distribute SHARP ACADEMY's Distance Learning Plan, or DLP
- Establish clear channels of communications between staff, parents, and students to launch the DLP
- Support staff and students/families shifting to a distance learning environment
- Train Educators to implement DLP and ensure high-quality learning experience for all students
- Support all stakeholders in the implementation of SHARP ACADEMY's DLP
- Support existing methods for providing feedback to students
- Support teachers and teams in developing strategies to differentiate their instruction
- Review and develop how-to tutorials for teachers, students, and parents
- Continually monitor the needs of teachers, students, and parents and troubleshoot their challenges, as needed
- Be available remotely to provide on-demand tech support help

### **EDUCATORS**

- Communicate with administration and fellow educators to enhance learning experiences for your students
- Communicate with students and parents
- Follow existing grading with a 24 hour turnaround, so students can correct for repetitive learning and earn points for their final grade.
- Implement our standard classroom methodology to maintain structure for the students.

### **GUIDANCE FOR SHARP ACADEMY Educators**

The transition to distance learning should be smooth, if you plan ahead for possible obstacles and plan for surprises. Teachers will need to think differently about how to communicate, give instruction, provide feedback, and how to ensure students continue to collaborate and communicate with their teachers and parents.

1. Less is More: the fewer changes, the better! Especially in the first weeks after moving to this DLP, teachers should continue using existing communication channels and learning management systems. Stick with what's familiar to your students.
2. Collaborate with other Educators & Administration to design distance learning experiences for your students
3. Communicate frequently with your students and with their parents
4. Follow the grading guidelines already in place with a 24 hour turnaround, so students may do corrections for repetitive learning, and to earn points for their final grades.
5. Follow our established protocols for assessment to positively influence the experience for students. This will leverage the strengths of our distance learning plan, and prevent frustration by following our traditional methods that our students understand.

### **STUDENT ROLES & RESPONSIBILITIES**

- Establish daily routines for engaging in the learning experiences (e.g. Established START TIME)
- Identify a comfortable, quiet space in your home where you can work effectively and successfully
- Complete assignments with integrity and academic honesty, doing your best work
- Do your best to meet timelines, commitments, and due dates
- Communicate proactively with your teachers if you require additional support
- Collaborate and support your SHARP ACADEMY peers in their learning
- Comply with SHARP ACADEMY's Acceptable Use Policy, including expectations for online etiquette
- Proactively seek out and communicate with adults at SHARP ACADEMY as different needs arise (see below)

## PARENT/GUARDIAN ROLES & RESPONSIBILITIES

Provide support for your student by adhering to the Guidelines for SHARP ACADEMY Parents as well as you can:

- Establish routines and expectations
- Define the physical space for your child's study
- Monitor communications from your children's teachers
- Begin and end each day with a check-in
- Take an active role in helping your child with structure of the DLP Schedule
- Encourage physical activity and/or exercise
- Keep your children social, but set rules around their social media interactions

## GUIDANCE FOR SHARP ACADEMY PARENTS

We are aware that the transition to distance learning will present challenges for families. Parents will need to think differently about how to support their children; how to create structures and routines that allow their children to be successful; and how to monitor and support your children's learning. The five guidelines provided below are intended to help parents think about what they can do to help their children find success in a distance learning environment.

1. **Continue established routines and expectations.** SHARP ACADEMY has a regular class schedule for the DLP school day. Keep **normal bedtime** routines for all students. (Don't let them stay up late and sleep in!) Your children should move regularly and take periodic breaks as they study. It is important that parents set these expectations for how their children will spend their days starting as soon as distance learning is implemented.
2. **Define the physical space** for your child's study. We encourage families to establish a quiet workspace / location. This should be a public/family space, not in a child's bedroom. It should be a place that has a strong wireless internet signal. If possible, it should be a space where parents are monitoring their children's learning.
3. **No Cell Phones!** Please take steps to remove distractions like social media or texting during live class times so they can be fully present and focused with their teacher and classmates.
4. **Dress code** is required during class times. It is important that you take steps to prevent violating the privacy of people in your area and to prevent recording of private information. Take steps to remove private information from the view of the camera and notify people in your immediate surroundings that you are participating in a video conference that is being recorded.
5. **Monitor communications** from your children's teachers. Teachers and Admin will communicate with parents routinely. We encourage parents to reach out with any questions or concerns.
6. Begin each class day with **"Login Set up"**. Parents are encouraged to start and finish each day with a simple **"Login Set up"**. Students will have an established **"Login Set up"** time as regular part of their class schedule. These **"Login Set up"** routines need to be established early, before students fall behind or begin to struggle.
7. **Take an active role** in helping your children participating in the DLP.
8. We will try to create **social interaction** opportunities with students. While some of these social interactions will be re-created on virtual platforms, others will not.
9. It's important that students complete their own work; don't complete assignments for them, even when they are struggling. Educators will be available online after class hours for one on one time to complete assignments.

## SHARP ACADEMY GroupMe ETIQUETTE

GroupMe is a useful app to provide instant communication between the school and parents.

This is just a reminder of etiquette to be observed. We WANT communication with our parents! Each and every one of you are vitally important to our staff! We want to continually improve our service, to care for your child.

**1. Take One-on-One Conversations to private message:** GroupMe has a nifty little feature that allows a one-on-one chat with someone. On the app's chat page, where all your groups are listed, select the pen/paper icon in the top right corner, and select "start direct message".

**2. Sharp Staff Responsibilities:** Remember we are a business, and we take care of 100 people every day, between students, fellow workers, vendors, and parents. We strive to respond in a timely manner, but some times of day are busier than others. Morning drop off, lunch and afternoon release, are high traffic times, with the phones, text, and people. Response will be delayed, or we maybe just taking action on requests. If you need immediate feedback, it may be best to call 806.747.4277 during these high volume times 7:45 am-8:30 am, 11:30 am-1:00 pm, 2:45 pm-3:45 pm.

**3. GroupMe Has a Bedtime:** Unless it's absolutely crucial and time sensitive, please respect our staff's evenings/weekends at home. Texts between 7:30 AM and 6:30 PM, are preferred. As Head of School, after hours or weekend texts are acceptable, because some issues need immediate attention.

**4. One Answer is Enough:** If someone texts the group asking a simple question that has one possible answer, let one person respond. Please scroll back through texts that posted earlier in the day to see if your question has been answered. Also, the Gallery stores previous photos and documents.

**5. GroupMe is NOT Twitter:** GroupMe is not equal to a personal social network. This is a communication method to empower our education system. Unless it's directly relevant to the group's purpose, please private message the administrators with your comment, concern or question.

**6. Mute Responsibly** By muting specific conversations or the entire app itself, relevant and important information may be missed. Please check conversations from time to time, if your preference is to utilize the mute feature.

### PRIVATE MESSAGE TOPICS (this is not an all-inclusive list, but a few of the areas we each manage)

Ms. Stane	Any Subject, Enrollment, Tuition Quotes, Behavior, Student/Staff Issues, Fundraising, Theater
Mr. Cortez	Scheduling, Athletics, Field Trips, Community Service, Spanish & Mathematics
Ms. Pettit	Tuition payments, ACH, ACT, Wayland Baptist University enrollment, Renweb, Enrollment
Ms. Morales	Key2Read, Diagnostic Testing, Cheer, Behavior, Key2Read, ADHD & Dyslexia help
Ms. Heyd	6 <sup>th</sup> - 12 <sup>th</sup> Science, Attendance, Medications, Morning Arrival/Afternoon Dismissal
Ms. Branam	6 <sup>th</sup> - 12 <sup>th</sup> History, Curriculum, Morning Arrival/Afternoon Dismissal
Ms. Aleman	Jr. High English, Key2Read
Ms. Gordan	Elementary Classes
Ms. Urbano	6 <sup>th</sup> - 12 <sup>TH</sup> Mathematics
Ms. Lambert	9 <sup>th</sup> – 12 <sup>th</sup> English, College Prep, Wayland Baptist University classes & proctoring