LAUNCH

MISSION CONTROL MANUAL

Everything parents & students need to navigate, communicate and succeed in Launch's elementary courses.

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DIRECTOR'S NOTE

Welcome to Launch Elementary! We are so thrilled to have you and your child learning with us this year. I want to assure you and your family that our team is dedicated to providing quality, public virtual education to the students of Missouri.

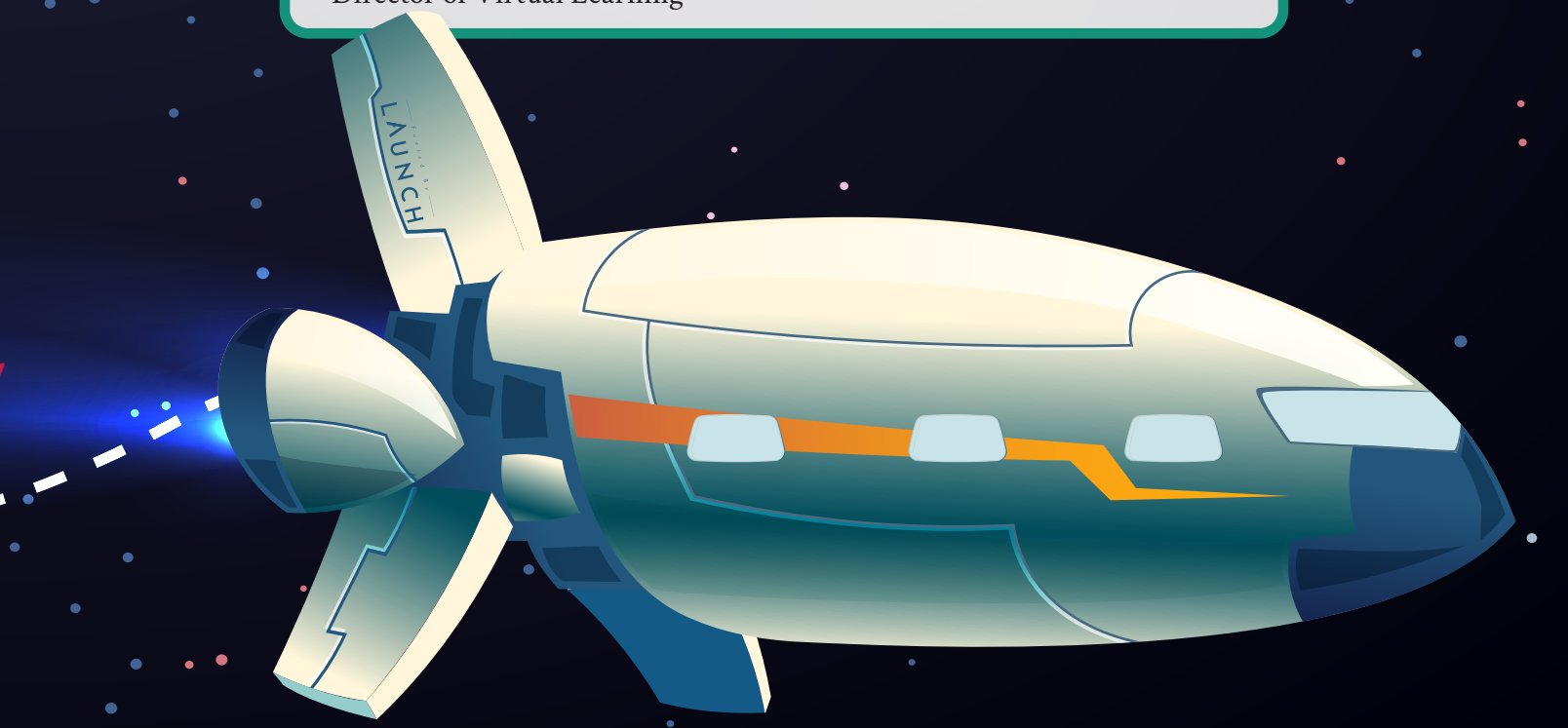
Since 2011, we've provided online solutions to the students of Springfield Public Schools and the state of Missouri. Online learning may be new to you, but it is not new to us. Through years of experience, we've continued to improve the online experience for our students.

As a mother of a 4th grader, I take the work of Launch personally and want to assure you that our team will work closely with you as a parent to ensure the success of your child. We are local, and we are here to help. I trust that you will find our teachers, support staff and administrative team to be kind, helpful and knowledgeable.

We are honored to be on this journey with you and look forward to getting to know you and your family!

See you online,

Dr. Nichole Lemmon
Director of Virtual Learning



WELCOME TO LAUNCH!

Launch Families,

You are about to embark on a new and exciting journey with Launch! We would like to welcome you and your child to an online learning community unlike any other. Our content is expertly designed by Missouri teachers and curriculum specialists who understand elementary student needs and the needs of virtual learning. With that in mind, Launch has made a commitment to design, develop and deliver virtual education to the state of Missouri. We place a focus on the individual learning of each student, and we design offerings to support our three core beliefs:

- ***A student's opportunity should not be limited by their zip code.***
- ***A caring educator who has a relationship with students is essential in all learning environments.***
- ***A collaborative approach to virtual course access solutions is essential for student success.***

In our elementary courses, students receive whole group instruction from their teachers for reading, writing, math and integrated units (science, social studies, health). Students also meet with their teachers in small group settings so their learning can be tailored based on each child's unique needs. There is a blend of virtual tools, adaptive software and hands-on manipulatives available so students may thrive in the virtual classroom environment. In addition, Launch elementary students enjoy weekly lessons with P.E., Music, Art, Coding and Information Literacy teachers.

Please note that family support is a key component to the academic success of each Launch elementary student. As your child moves through the school year with Launch, we want you to know how much we value your partnership. We're looking forward to getting to know your families and working with each of your students.

Dr. Brady Quirk
Principal of Virtual Learning

Helen Williams
Assistant Principal of Virtual Learning, Elementary

COUNSELOR'S CORNER

Dear Families,

Welcome to Launch, a virtual learning environment designed for students and their families! I am your student's online school counselor. School counselors play an integral part in a student's education and development, and this works the same with Launch's virtual programming. As your Launch counselor, I am here to offer support services that promote your child's physical, mental and emotional health. My passion is to provide students equitable access to nationally recognized virtual learning and psycho-educational support, and to launch them towards success!

You should know that I am also a parent of children who participate in Launch's virtual courses. The opportunity for my children to grow in their unique learning styles and the freedom they have had to explore topics of interest has greatly benefited each of my kids, and our entire family!

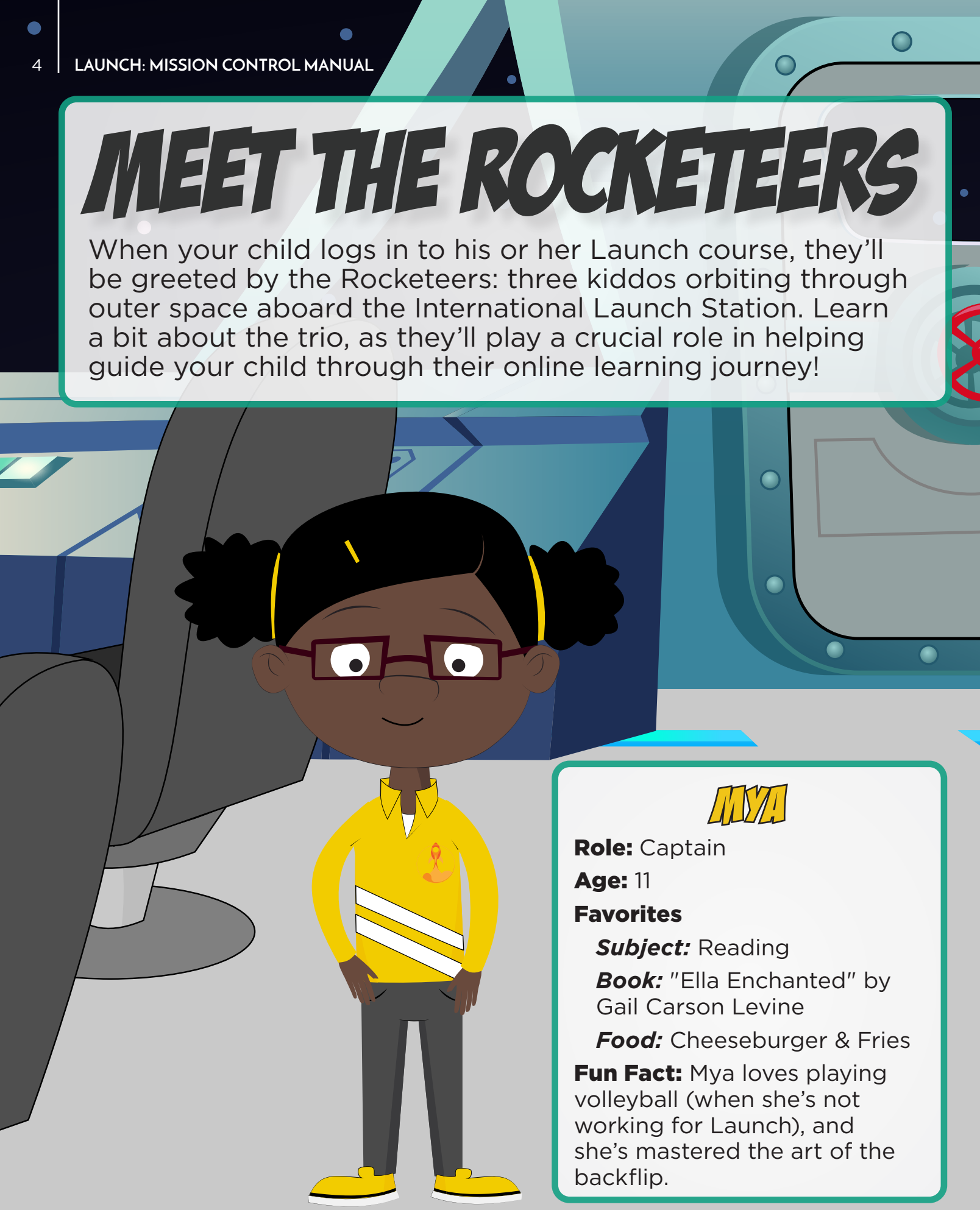
As we move forward in this journey together, please know that I understand a parent's heart. I know that we all want our children to have access to quality instruction from local educators who can invest in our children's lives. That is why Launch is here. We believe that caring educators who build relationships with students is essential for growth, and our teachers dedicate their time and resources to fully support each and every student in their virtual classrooms. It is my hope that, as partners in education and in parenting, we can continue to do what's best for all of the children we serve.

I'm looking forward to launching into the future together!

Silvia Espinosa, Ed.S.
School Counselor of Virtual Learning

MEET THE ROCKETEERS

When your child logs in to his or her Launch course, they'll be greeted by the Rocketeers: three kiddos orbiting through outer space aboard the International Launch Station. Learn a bit about the trio, as they'll play a crucial role in helping guide your child through their online learning journey!



MYA

Role: Captain

Age: 11

Favorites

Subject: Reading

Book: "Ella Enchanted" by Gail Carson Levine

Food: Cheeseburger & Fries

Fun Fact: Mya loves playing volleyball (when she's not working for Launch), and she's mastered the art of the backflip.

FINN

Role: Second Mate

Age: 10

Favorites

Subject: Science (and Recess!)

Book: All Harry Potter books by J.K. Rowling

Food: Pizza

Fun Fact: Finn is great at juggling. In fact, he competes in the juggling competition at the Missouri State Fair every summer!

ROSA

Role: First Mate

Age: 11

Favorites

Subject: Art

Book: The Wings of Fire novels by Tui T. Sutherland

Food: Arroz con gandules (A mix of rice, pigeon peas and pork!)

Fun Fact: Rosa is Puerto Rican and loves to dance and travel!

PREPARING FOR TAKEOFF

The notes below will help you develop your child's home routine, and the schedules on the following pages provide an example of their daily school schedule. (Specific weekly schedules will be provided by Launch teachers.)

PRIOR TO DAY 1

- Buy school supplies
- Students: Practice logging in to your course
- Parents: Explore the Parent Portal and online student resources
- Make sure you have everything you need to start strong on day 1!

DAY 1 OF COURSE

- Log in a few minutes before 8:30 a.m.
- Read the welcome announcement
- Be ready to join the teacher for the morning meeting to start the day (and the school year) strong!

DAY-TO-DAY HOME ROUTINE

It is important to establish a routine at home. Here's an example of what a student's day may look like:

7 a.m.: Wake up and get dressed
7:30 a.m.: Eat breakfast
8 a.m.: Log on to your computer, get settled and prepare for the school day
8:30 a.m.: Begin day-to-day school routine (detailed on opposite page)
11:15 a.m.: Break time! Eat lunch and fit in some recess (play outside!)
12 p.m.: Afternoon school routine (detailed on opposite page)
1:30 p.m.: Computer break No. 2! Have an afternoon snack and enjoy recess (get outside again!)
2:30 p.m.: Choose a special to complete
3:30 p.m.: Log off for the day

After you've finished your schoolwork, begin your home evening routine: play, eat dinner, watch TV—do what you normally do with your family after school. And be sure to rest up, because tomorrow will be another day of learning with Launch!

SCHOOL ROUTINE

Launch elementary students will follow one of the following schedules. Teachers will communicate which schedule you/ your children are working with on the first day of class.

SCHEDULE A

TOTAL MINUTES PER DAY	CONTENT AREA	COMPONENT	Teacher-Led Instruction (minutes)	Student Independent Work (minutes)
30 minutes	Morning Meeting	Class Building & Interactive Read Aloud	30	
90 minutes	Reading	Whole Group: Reading Mini-lessons	15	
		Small Group 1 & Literacy Stations	30	
		Small Group 2 & Literacy Stations	30	
		Whole Group: Phonics Mini-lesson	15	
45 minutes	Writing	Writing Mini-lesson	15	
		Writing Conferences Independent Writing	30	
15 minutes	Recess	Physical Activity		15
30 minutes	Lunch	Nutritious Meal		30
90 minutes	Math	Zearn Virtual Lesson		30
		Fluency	15	
		Problem Solving	15	
		Dreambox Small Group Intervention	30	
15 minutes	Recess	Physical Activity		15
45 minutes	Integrated Units (Science, Social Studies, Health)	Virtual Lesson	25	
		Application & Independent Practice		20
60 minutes	Specials	PE, Music, Art, Coding, Information Literacy		60
		TOTAL DAILY HOURS	**4.25**	**2.75**

SCHEDULE B

	Content Area	Component	Total Minutes
8:30		Daily Meeting	15
8:45	Reading	Interactive Read Aloud	45
9:00		Reading Mini-Lesson	
9:15		Phonics Mini-Lesson	
9:30	Writing	Writing Mini-Lesson	30
9:45		Writing Conferencing	
10:00		Movement & Brain Break	15
10:15	Math	Fluency	30
10:30		Problem Solving	
10:45	Integrated Units	Live Lesson	30
11:00			
11:15		Teacher: Lunch & Plan Time Students: Lunch & Specials	90
12:45 - 3:30		Independent Student Work	165

SCHEDULE C

	Content Area	Component	Total Minutes
8:30 - 11:15		Independent Student Work	165
11:15		Teacher: Lunch & Plan Time Students: Lunch & Specials	90
12:45		Daily Meeting	15
1:00	Reading	Interactive Read Aloud	45
1:15		Reading Mini-Lesson	
1:30		Phonics Mini-Lesson	
1:45	Writing	Writing Mini-Lesson	30
2:00		Writing Conferencing	
2:15		Movement & Brain Break	15
2:30	Math	Fluency	30
2:45		Problem Solving	
3:00	Integrated Units	Live Lesson	30
3:15			

Students are expected to begin working on their Launch courses at 8:30 a.m.

SETTING THE SPACE

Launch recommends that all learners have a designated work space where they can log on and complete their coursework each day. Explore this page to find a few essential items you may consider for your student's space.

- Desk or table
- Spot for workbooks, notebooks and paper
- Writing utensils
- School supplies (scissors, glue, crayons, etc.)
- Learning device (Chromebook, iPad or other computer)
- Headphones

BE A PAL

Elementary Launch students need a PAL (Parent or Adult Learner) to assist them with various aspects of their day. The following tips will help all Launch PALs best support student learners:

GET INTO THE GROOVE

- Help your child create & maintain a routine
- Monitor daily progress
- Integrate daily and weekly check-ins

SUPPORT & SUSTAIN

- Provide additional guidance and redirection (as needed)
- Encourage, motivate and offer reassurance
- Engage in frequent communication with your child's teachers

ASSIST WITH CONTENT

- Reinforce the importance of doing well
- Check for content mastery
- Encourage students to participate in live lessons and other engaging activities

GET TECHNICAL

- Ensure your student has a working device
- Make sure your student knows how to conference with teachers
- Assist with Canvas navigation

EXPLORE LAUNCH'S ONLINE CLASSROOM

Canvas, Launch's Learning Management System, is your child's online classroom. Familiarize yourself with the following tools to help your students work their way through their daily work.

Mission Control/Homepage

From the homepage, students can access all of their daily work and assignments.

Announcements

Teachers will post video announcements and provide important course information often.

Grades

Students and parents can see their progress and grades from the grades tab. Students will also be able to see teacher feedback.

Inbox

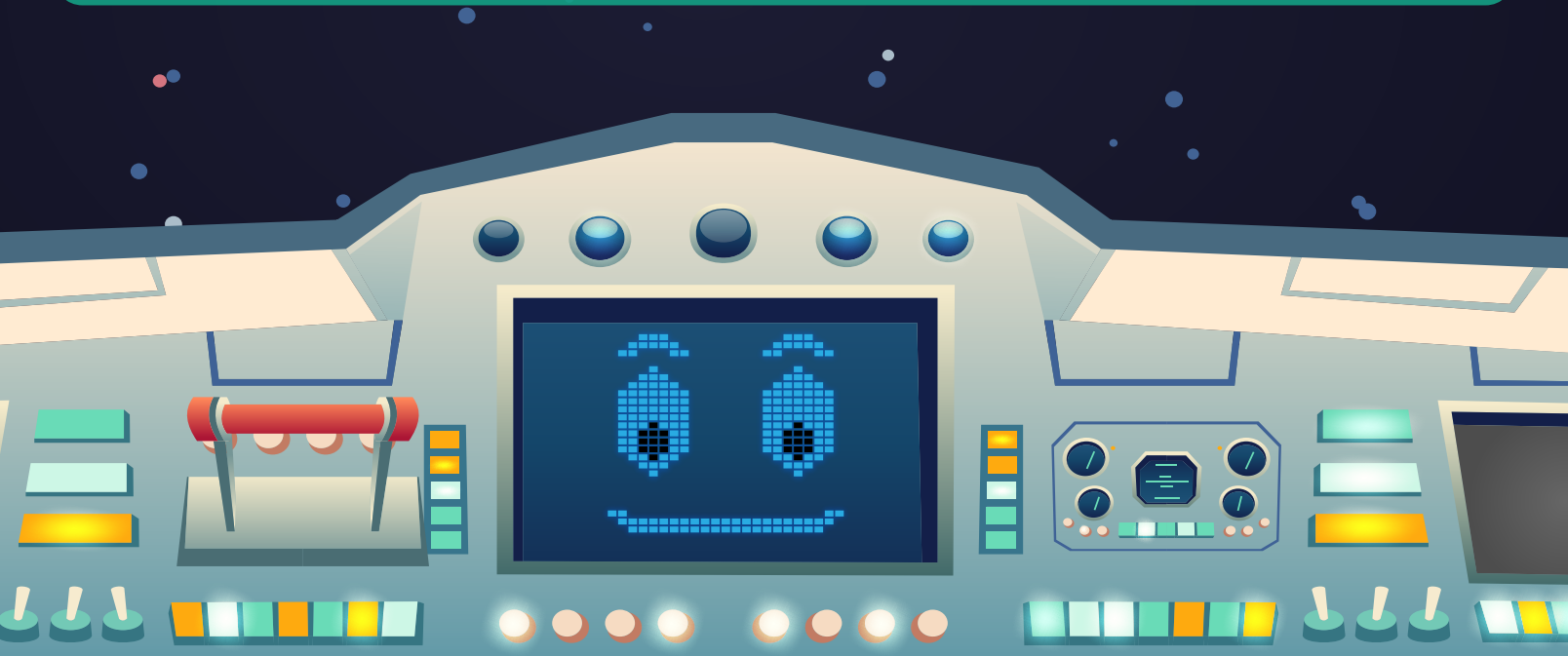
Students can also contact their teacher through the Canvas Inbox. If a student asks a question, the teacher will reply ASAP.

Conferences

Students will meet with their teachers several times each day, both in whole class and small group video conferences.

Google Drive

Students will use Google Drive to create and share projects, and they will submit these projects in Canvas.



A ROCKET FULL OF RESOURCES

The following software programs will also be available to students and play a role in your child's online learning.

SOFTWARE	HOW TO LOG IN	
	iPad	Chromebook
Raz-Plus (Reading A-Z) Raz-Plus will serve as your child's online reading and listening library.	• In order to access your child's account, enter **your child's classroom teacher username**, which will be provided by the classroom teacher. • Click **Student Name** • Choose **Student Icon** (Ask child's teacher if they need help with password)	• Visit **launch.instructure.com** to log into Canvas. • ID Number: **Student ID#** (e.g. 123456) • Password: **Student First and Last Initial + ID#** (e.g. ab123456) • To access each resource click on the link inside your assignment.
Lexia Lexia is an adaptive reading program that meets your child at their current learning level. Games and interactive software make the program engaging.	• In order to access the Classroom Roster, enter the classroom teacher's email address. This will then prompt the student login screen. • Username: **ID.sps** (e.g. 123455.sps) • Password: **pass**	
Dreambox The Dreambox program engages students with adaptive math games that work to build skills from the child's current learning level.	• School Code: Classroom teacher can provide • Username: **ID.sps** (e.g. 123455.sps) • Password: pass	
PebbleGo PebbleGo is a great resource that provides students with an abundance of interesting articles and interactive activities.	• To access each resource click on the link inside your assignment.	
Zearn Students use Zearn to work their way through scaffolded math lessons. The program also provides a multitude of additional interactive resources.	• To access each resource click on the link inside your assignment.	
Canvas Canvas acts as your student's online classroom. All course navigation happens through this platform.	• Click the Find School button and search for "**Springfield Public Schools**" • ID Number: **Student ID#** (e.g. 123456) • Password: **Student First and Last Initial + ID#** (e.g. ab123456)	

THE STARS OF THE SHOW

There are three crucial players in your child's online learning experience: your child, your child's teacher and you! Read on to learn the roles and responsibilities for everyone involved.

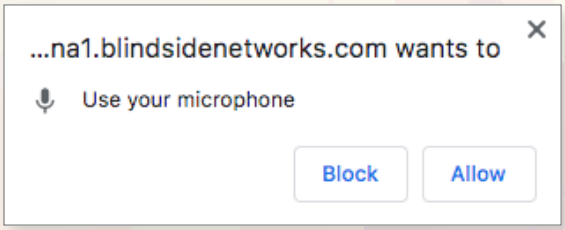
	TEACHER	STUDENT	PAL (PARENT or ADULT LEARNER)
Instruction	Direct teaching in whole groups and small groups	Attend meetings with teacher	Assist student log on process, ensure student is attending all designated meeting times for whole group and small group
Daily Schedule	Teacher available from 8 a.m. to 3:45 p.m. each day.	Attend live meetings and work independently	Be available to help guide and redirect child throughout the day
Communication	Communicate via Canvas Inbox, Announcements and live meetings. Provide feedback, and make phone calls to parents	Check Inbox messages and class announcements, read teacher feedback and participate in daily live meetings	Check Inbox messages, class announcements and teacher feedback. Assist students in participating in daily live meetings.
Canvas	Host live class meetings, small group and whole group discussions and direct instruction. Post announcements, and contact parents and students	Log in each day to check announcements and attend live meetings, complete missions assigned by teacher and turn in mission assignments	Check PALs Portal, assist students with logging in and ensure they regularly attend live meetings, ensure student completes mission assignments

ZOOM INTO CONFERENCES

Zoom is a conferencing application used in Canvas that allows virtual classroom meetings. Follow the instructions below to join a conference in your course!

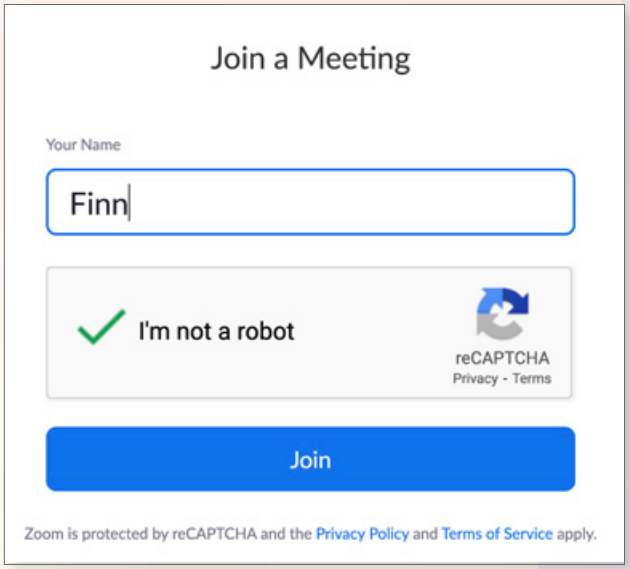
1. Find your meeting link under Announcements or under your to-do list in your Canvas course.

2. Click the meeting link under Join Zoom Meeting.
3. Select **Allow** to let Zoom use your mic and camera

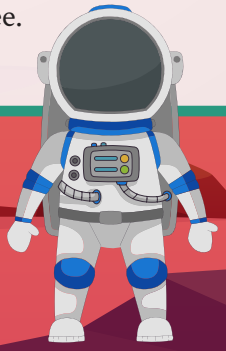


for calls and meetings.

4. Click **join from your browser**.
5. Type in your name.
6. Click the **I'm not a robot checkbox.**
7. Verify the CAPTCHA that pops up on the next screen.



8. Click the **Join** button.
9. You will see a message saying "Please wait, the meeting host will let you in soon." You will join the meeting once your teacher allows you in as an attendee.

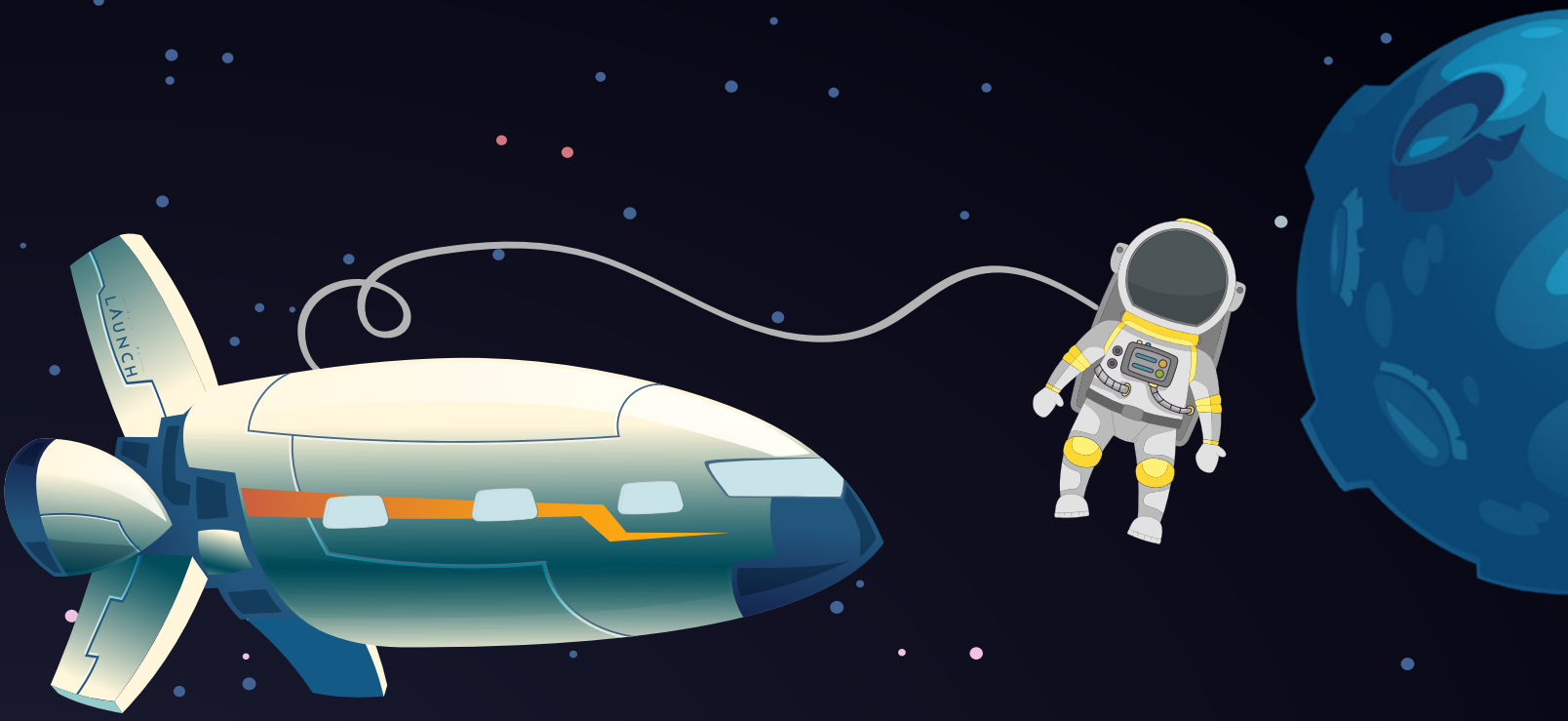


HELP ON THE HORIZON

There's a team of Launch support specialists who are ready and waiting to help your kiddos! If your child has a tech-related issue, you may reach out to our team in the following ways:

1. Send an email to **support@fueledbylaunch.com**. Launch support staff answers emails from 7:30 a.m.-8 p.m. on weekdays and from 10 a.m.–2 p.m. on weekends. Students can typically expect a response within half an hour.
2. Use the Canvas Inbox to send a message to HELP. After students send a Canvas message, they will hear back from a Launch support staff member ASAP.
3. Call the Launch office at 417-523-0417. The Launch office is open 7:30 a.m.–8 p.m., Monday–Friday.

email
support@fueledbylaunch.com
website
twitter



FUELED BY INTEGRITY

Parents, we need your help! It's your job to help ensure your child uses his or her own intellectual property in their Launch course work.

ACADEMIC INTEGRITY & PLAGIARISM

Students will be creating a variety of projects in their Launch courses. To do so, they'll need to consider how they are going to use outside sources responsibly. One term that describes the appropriate use of copyrighted material is "academic integrity."

When students use someone else's work and claim it as their own, they commit plagiarism. Oftentimes, plagiarism is unintentional. Plagiarism is not against the law, but it can get students into trouble at school, even if it is unintentional. To avoid plagiarism, all students have to do is 1. Cite their source (tell the reader where the information comes from) and 2. Use quotation marks. They may also simply summarize the source's information in their own words.

Note: Your classes contain copyrighted material. For many of these uses, Launch has received permission from the copyright holder to include their material in the course. At the bottom of each page in your Launch course, you'll see a copyright notice that includes any material published by someone else. If Launch has not received explicit permission from the copyright holder, then the use of the copyrighted material falls under fair use, or it is covered by the TEACH Act. The use of copyrighted materials is covered by the TEACH Act as long as not very much of the material is used and could be covered in a normal class period. Students should not be able to access the copyrighted materials outside of the learning management system or distribute them. Additionally, explaining Launch policies for including copyrighted material in our courses is a requirement of the TEACH Act.

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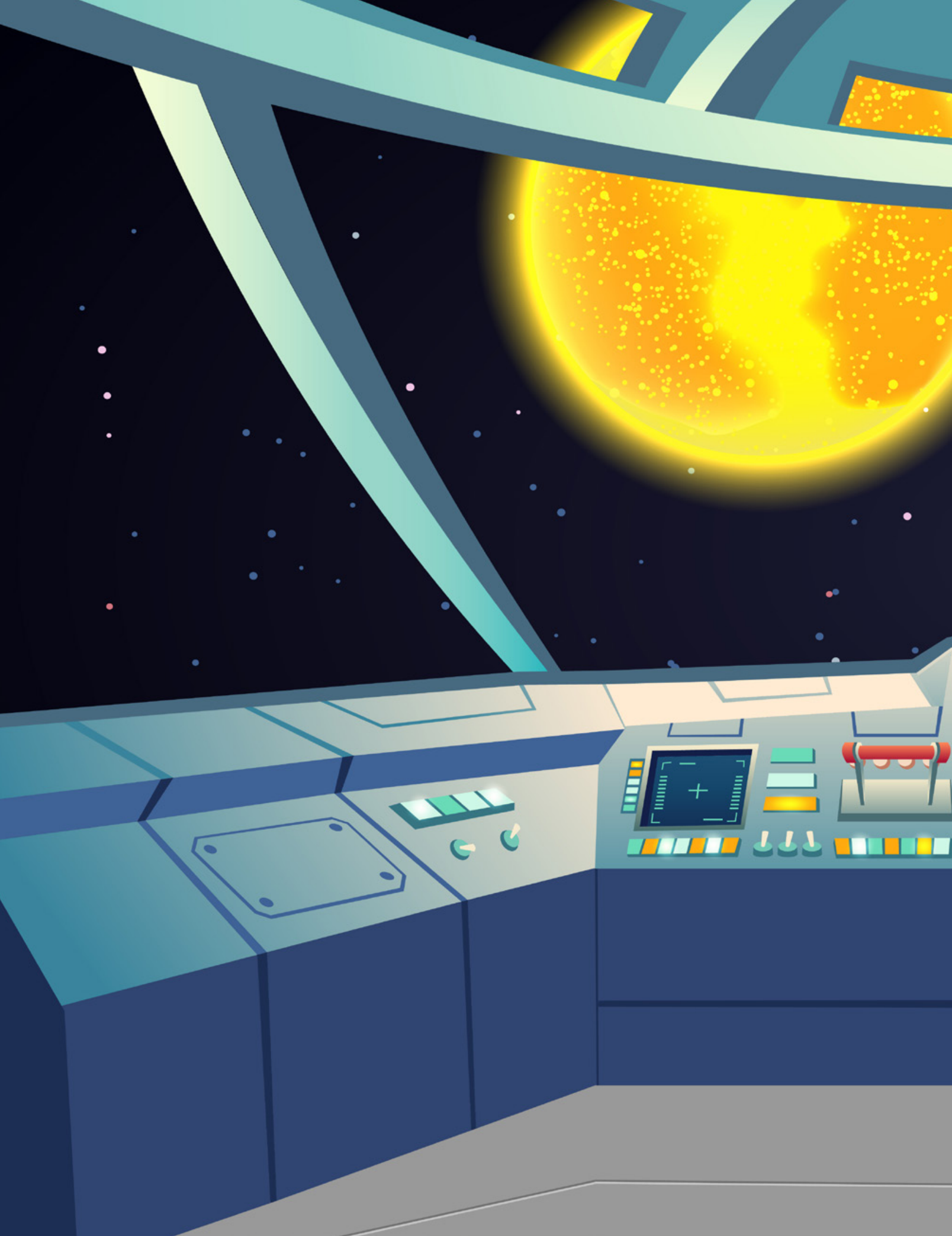
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