



# Instructional Guidance for Remote Learning Activities

*\*Staff Internal Document \**

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## **High School**

Here are the initial instructional plans for online/remote learning. Please know all of these items are subject to change due to guidance or new information from the US Department of Education and the Ohio Department of Education.

### ***Rollout of Instructional Plan - Remote Learning***

- ***March 16th - March 20th:***
  - All student work is recommended and encouraged, but is neither mandatory nor graded. Student work cannot impact students' course grades.
  - Please be available to respond to any parent or student question within 24 hours.
- ***March 23rd - March 27th:***
  - All student work is recommended and encouraged, but is neither mandatory nor graded. Student work cannot impact students' course grades.
  - Please be available to respond to any parent or student question within 24 hours.
  - Teachers will receive training on Google Hangouts and Zoom in order to prepare for virtual instruction roll-out.
- ***March 30th - April 3rd (Preparation and Communication):***
  - Teachers will connect virtually (Google Hangouts) with students in their homeroom classes on Tuesday morning at 9:00 am.
  - All student work is recommended and encouraged, but is neither mandatory nor graded. Student work cannot impact students' course grades. Please note and reach out to all students that did not attend.
  - If you know of any students in need of internet access, please share this information with your building administrators.
- ***April 6th- April 9th (short term)***
  - Each building department and elective teachers share remote learning activities with students.
  - Teachers will select one learning activity, which will be graded for completion.
  - Continue to identify students that do not have online access.

- **April 10th - April 19th** - Spring Break
- **April 20th and Beyond (long term)**
  - Each building department and elective teachers share remote learning activities with students by 8:00 am on Monday.
  - Please see guidelines, grading, and considerations below.

### **Guidelines for Required Remote Learning (Beginning April 6)**

- All required remote learning activities for the week are communicated in a single email to parents and students by 8:00 am on **Monday**.
  - All teachers need to carbon the department head, the assistant principal, and the principal on these emails.
- Students have from 8:00 am Monday until 11:59 pm the following Sunday to complete remote learning activities.
  - All teachers must provide time to support and communicate with students.
  - Activity length should be extremely reasonable and flexible. The intent of this time is to provide meaningful learning activities and to ensure multiple opportunities for student success and mastery. This is not the time to add additional stress to students and families.
- Required remote learning activities must be aligned to key or essential standards or topics that remain for the 4th quarter.
- IEP and 504 supports must be provided (see information from Mrs. Rivet).

### **Planning**

- **March 16th - March 20th:**
  - Teachers contact all 2020/2021 Homeroom Families in regards to course scheduling for next school year.
    - Share any parent questions or course changes with Katie and Marla.
- **March 23rd - March 27th:**
  - Each teacher is trained in the use of Google Hangouts and Zoom.
  - Teachers continue to provide student work that is recommended and encouraged, but is neither mandatory nor graded. Student work cannot impact students' course grades.
    - Respond to any parent or student question within 24 hours.
  - Meet virtually as departments to identify the most important standards/topics to focus on for the remainder of the year.
    - Each content area team, including those teaching electives, work collaboratively to identify remote learning content, assignments, and expectations.
- **March 30th - April 3rd**
  - Each teacher utilizes Google Hangouts to connect with students.
    - Teachers will connect virtually (Google Hangouts) with students in their 2019-2020 homeroom classes on Tuesday morning at 9:00 am.
  - Meet virtually as departments to plan lessons and to ensure expectations for students, assignments, etc. are aligned.
- **April 6th and beyond, if applicable (Long Term)**

- Continue to meet virtually in content teams to plan lessons.
- Meet virtually to complete curriculum mapping and common assessment work (dates and work TBD).

### **Grading**

- **March 23rd - March 27th - April 5**
  - No grades
- **April 6- April 9 (Short-term)**
  - Completion (participation grade)
  - This has to be extremely flexible as students are still working to gain access to the internet and/or necessary equipment (chromebooks and chargers).
- **April 20th and beyond, if applicable (Long-term)**
  - Teachers may produce up to 2 graded assignments per week.
    - Must be clearly identified in weekly e-mail to students and parents on Monday by 8:00am.
    - Point value/weight of the assignment must be clearly identified.
    - Teachers must be extremely flexible with due dates and grading.
      - Students cannot be penalized due to not having access.
      - It is likely that alternate, paper assignments will be necessary for students that do not have internet access. In this circumstance, we will look to have these assignments available for families to pick up at food distribution points.

**\*\*Please note that all of these requirements are subject to change, pending guidance from ODE\*\***

### ● **Assessment**

- **March 23rd - April 3**
  - No assessments
- April 6th and beyond, if applicable (Long term)
  - To Be Determined - awaiting ODE Guidelines

### ● **Communicate**

- Each content team and elective teachers need to create a weekly plan for Department Meetings
- Each content Team decide on Friday "Office Hours" for Feedback Friday.

### **General guidelines:**

- All teachers will be present for virtual (and/or recorded) presentation of content and assignments for the week.
  - In addition, teachers must have online opportunities for students to ask questions and to provide feedback and clarity on assignments and student learning.
- All teachers should answer emails in a timely fashion.
- Teachers will be asked to reach out to student families periodically (schedule to come) to connect with students and to check on their needs.
  - We must remain diligent about parent and student communication during the closure.
  - Check-ins with the home must include parents, and not one on one with students.

- ETR and IEP meetings will be held virtually. Additional guidance will be shared by the Student Services department.

### **Considerations**

- Do not mark any assignment as missing without prior communication with families. Students cannot be penalized due to lack of resources (e.g. internet access, chromebook issues). We must make every effort to accommodate students.
- Content and elective course colleagues are encouraged to communicate regularly to support consistency and unity in our work
- Supplemental remote learning activities may be provided along with the required weekly remote learning activities
  - Supplemental remote learning activities are not required or graded
- Principals monitor and support the implementation of this plan for their building's staff
- Technology
  - Recommendation to use tools and resources students are familiar with - introducing new tools along with a new learning format could be difficult to implement
- **NOTE: This is a fluid process. As new information is gained, we will respond accordingly with additional directions and support for students and staff.**

### **Long Term Plan if Students Don't Log In:**

- Packets shared instead. These will only include the most essential things for people to complete.

### **Schedule:**

- Monday - Videos posted for all students (Instructional Day)
  - Office Hours Available to discuss/answer Questions
  - Hardcopies sent for all departments (if needed to Copy)
- Tuesday - Electives
  - Foreign Language 9- 11 am
  - Meetings and Planning (Core Classes)
  - Student Work Day
- Wednesday - Math, Science
  - Office Hours for Discussion/Reteaching
    - Math - 11 am - 1 pm
    - Science - 9-11 am (CCP is requiring more through Buschermann/Cincy State)
    - SPED - Kinnett: 10:30-12:30, Schultz: 12:00-2:00, Dickman: 4:30 pm-6:30 pm
  - Planning for Electives
- Thursday - ELA, Social Studies
  - Office Hours for Discussion/Reteaching
    - Social Studies- 1-3pm
    - ELA - (11-1)
    - SPED - Ganslein: 12-2pm, Blazer - 1-3pm
- Feedback Friday - All
  - SPED - small group/1-on-1 SDI; meetings; RAFT