



Ada Exempted Village Schools

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Ada Exempted Village School District Remote Learning Plan

The goal for Ada Exempted Village Schools remote learning plan is to provide flexibility and ensure learning continues even though school buildings are closed. Remote learning engages students through a variety of learning opportunities, which can be delivered online and/or offline. Remote learning does not just mean online learning. Technology certainly is a supportive tool for remote learning, but powerful remote learning can occur through thoughtful offline lessons as well. Remote Learning will be delivered online or in certain circumstances with a combination of packets and online formats.

***Note:** The district reserves the right to adjust and adapt the plan based upon changing circumstances and/or the needs of students.*

Instructional Needs and Documentation

Meeting the Instructional Needs

Teachers will provide instruction through a variety of strategies that promote differentiation and meet the needs of all students.

Weekly instructional strategies will include:

- Live Zoom sessions
- Video recordings of instructional sessions
- Pre-recorded lessons
- Online access to educational programs
- Parent consultation
- Regular office hours to address parent/student questions
- Additional resources which will be hosted on Google Classroom.

Teachers and aides will work from school daily unless contraindicated by local, county, state or federal mandate or order.

Students in grades K-3 will follow the Zoom schedule set by the building, which will be for Monday-Thursday. Teachers will schedule Zoom meetings and notify students/parents of those meeting times. Attendance at Zoom meetings will be mandatory unless excused through the elementary office. Teachers will use Google Classroom for assignments, videos, recorded sessions, assessments, turning in of assignments, etc. when possible. Teachers will provide a schedule for weekly assignments by 9:00 a.m. on Monday mornings. Students may be provided with packets and/or materials for pick up on designated days at 8:00 a.m. or 4 p.m.

Students in grades 4-5 will follow the Zoom schedule set by the building, which will be for Monday-Thursday. No new assignments will be given on Friday. Teachers will schedule Zoom meetings and notify students/parents. Attendance is mandatory unless excused through the elementary office. Teachers will be available through regularly scheduled office hours. Teachers will use Google Classroom posting for assignments, videos, recorded sessions, assessments, turning in of assignments, etc. when possible. Teachers will provide a schedule for weekly assignments by 9:00 on Monday mornings.

Students in grades 6-12 will follow their schedules on Monday -Thursday. Teachers will schedule Zoom meetings during their regular class periods and notify students/parents. Attendance is mandatory unless excused through the MS/HS office. No new assignments will be given on Friday. Teachers will be available through regularly scheduled office hours each week. Teachers will use Google Classroom for assignments, videos, recorded sessions, assessments and turning in of assignments, etc. when possible.

Intervention Specialists will work with general education teachers to develop an inclusion schedule and intervention time for each student on their caseload. Intervention specialists will document parent contacts, maintain records of minutes according to the IEP, and track progress.

Documentation

- Attendance will be taken for all Zoom/Google Meets and documented in ProgressBook.
- Teachers will document parent communication in a Google document shared with the Administration.
- Teachers will document missing assignments in ProgressBook
- IEP documentation of minutes and progress will be kept through the district approved Google document and IEP progress reports.

Competency, Granting Credit and Promotion

Student Assessment

- At the beginning of the school academic year students will complete a variety of grade level assessments determined by teachers to help assess each student's current level of achievement. These baseline diagnostic assessments will assist in differentiating each students' instructional need and will continue to guide curriculum development so that students' progress can be monitored and reported accurately throughout the course of the academic year.
- Teachers will deliver assignments weekly that align with Ohio Standards and district curriculum maps.

Daily Assessment

- Students are expected to submit assessments in a timely manner.
- Late Work Policy: Students may submit late assignments. All late assignments must be submitted within 7 school days from the assignment's original due date. Late assignments will be given credit up to 75%.
- Test and Quiz assessments: Online summative assessments will need to be completed as scheduled by the teacher. If a student is unable to complete the online assessment at the designated time they will need to contact their teacher and schedule a different assessment time prior to the test. All assessments need to be completed according to the guidelines set forth in the student handbook (unless other arrangements have been agreed upon by teacher

and student). Additionally, students will be required to use the video feature on live Zoom testing sessions and student Chromebooks will be monitored using the GoGuardian platform.

- **Late Work Policy Reporting/Communication:** Students that have three consecutive missing assignments in a class in a given week will be contacted by the Administration/Guidance Counselor.

Cheating/Academic Integrity

Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others assignments, quiz or test answers, and plagiarism. Teachers should report all incidents of cheating to the principal. Students who violate this policy will receive zero credit for assignments or work involved. Repeated offenses will result in further disciplinary action.

Mastery of Content

Each teacher will assess mastery of content based upon completion of state standards for their subject area. Credit will be granted based upon the board approved grading policy and scale.

Student Demonstration of Competency

Each student will complete assignments and assessments that were constructed based upon state standards in a given subject area.

Granting of Credit

- I. **Elementary/Middle School Promotion:** Students must meet the board adopted guidelines as stipulated by board policy and listed in the student handbook.
- II. **High School Graduation:** Ada High School students will follow the board adopted policy for issuance of course credit and graduation requirements.

Attendance and Progress

Students are required to attend all live sessions as scheduled. Each student is expected to complete all assignments/activities as assigned by teachers.

Documentation

Attendance will be taken during each live session and monitored by teachers and reviewed by administrators. Parents must contact the high school and elementary offices via phone or email to report student absence. The district will utilize the board adopted guidelines outlined within the student handbook to evaluate and categorize absence. Participation will be tracked by teachers and administrators. Administrators and the district SRO will work with families/students who are not meeting expectations for attendance and completion of assignments.

Progress

- Teachers will communicate assignments at the beginning of each week utilizing Google Classroom. Google Classroom will be the Learning Management System (LMS) used district-wide.
- Teachers will update grades on ProgressBook weekly to provide opportunity for students, teachers, administrators and parents to monitor progress.
- Teachers will mark assignments not turned in as "Missing" in ProgressBook.

- Teachers will send missing attendance/assignment referrals to the administration that provide updated information regarding missing work and absence.
- Students that appear to be falling behind will be contacted by teachers via email, telephone, and communication apps such as Remind or Class Dojo. Three missing assignments in a given class will result in teacher referral to administration for additional follow up parent contact.

Equitable Access to Quality Instruction

IEP Students

- IEP Students will be expected to meet with the Intervention Specialist via live Zoom meetings for additional intervention and remediation as needed.
- Intervention specialists will be required to meet minutes specified in each individual student IEP. Documentation of minutes will be required using the district designed spreadsheet.

Teaching Modifications

- Intervention Specialists will communicate IEP modifications and accommodations with general education teachers.
- Teachers will follow IEP modifications in the creation and/or assessment of assignments and tests.
- Intervention Specialists will collaborate with families regarding student progress.
- Intervention Specialists will provide weekly office hours for student and parent communication opportunities.
- Special Education Staff and General Teaching Staff will follow national and state guidance on the procedures and delivery of services for students with IEPs.

Technology Needs

- Students will be 1 to1 utilizing chromebooks distributed by the school district.
- Students are familiar with Google Classroom and will be instructed to use Google Classroom as their primary Learning Management System.
- Ada Schools will utilize the distribution of hot spots for those students who lack appropriate internet connectivity.
- If a student is having a technology issue, students and parents are responsible for contacting the teacher and/or the technology department as soon as possible so that issue can be resolved in a timely manner.

Professional Development

Google Classroom and Zoom will be the primary Learning Management System for the district. Teachers will receive ongoing professional development in the following areas:

- Posting Instructional Materials
- Posting Online Assessments, Discussion Forums, Higher level and extended Thinking Questions, Homework, etc.
- Posting Pre-Recorded Lessons:
- Live Online Zoom Instructional Lessons
- Pre-recorded Lessons
- Break-out Room Instructional Strategies
- 1 to 1 (Teacher and Student) Remediation and Intervention

Home-Instruction (Online Learning) Option

- This option will be used to serve those students and families that may have chronic or underlying medical issues. It is also an option for families who have a reluctance to return to school due to COVID-19.
- Participation in this option through our school district allows students to remain a student of Ada Schools and to participate in extracurricular activities.
- Those who choose to do online learning will only be permitted to resume on campus learning at the end of the first semester.
- All instruction will be delivered through an online learning platform.
 - Students grades K-5: Calvert Learning through Edmentum
 - Students grades 6-12: Plato Courseware through Edmentum
 - All online learning courses will be taught and/or coordinated by an Ada teacher.
 - The elementary and high school offices will work with families to register students.
Students may not have all the same course options as are available on campus.
- If your student is on an IEP, they will continue to receive services.
- A Chromebook will be provided from the district for the purpose of online learning.
- In order to be successful in online learning, students must be committed and have self-discipline. Students who do not log on, or whose parents do not monitor their work will have a difficult time being successful in this learning environment.
- Parent support of learning should be expected. Younger learners will require an adult at home to commit significant time daily to supervise and support their student.

Hybrid Plan

2020-2021

Introduction

The Ada Exempted Village Schools may utilize the hybrid schooling plan described below in response to safety demands as a result of the current pandemic. This plan may be instituted as a result of state-wide mandates or recommendations, Hardin County health department guidance and/or threat levels or confirmed COVID-19 cases amongst students or staff.

Plan

All students (K-12) will be alphabetically assigned to either A or B groups with consideration on evening classroom splits.

Group A students will attend in-person classes on Monday and Tuesday. Students will follow their normal schedule on these days. On Wednesday, Thursday and Friday, students will complete their work as assigned and explained during their in-person classes. In addition, teachers will be available during set office hours on Wednesday to provide students with intervention and support.

Group B students will attend in-person classes on Thursday and Friday. Students will follow their normal schedule on these days. On Monday, Tuesday and Wednesday, students will complete their work as assigned and explained during their in-person classes. In addition, teachers will be available during set office hours on Wednesday to provide students with intervention and support.

Benefits

- Increased social distancing within classrooms and throughout the school day due to the decreased number of students in the building.
- Decrease in number of students and the variety of students that come into contact with one another during the school day.
- The opportunity to disinfect the school building between each student groups' (A & B) attendance.
- Teachers will be able to deliver instruction and assignment directions in-person. This delivery will include opportunities for students to ask questions and for teachers to provide academic support.
- Teachers will be able to frontload difficult direct instruction and guided practice to enable students to be more successful on independent, online assignments.

Board approved 8/20/20