

Allen East Local Schools

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To: Ohio Department of Education
From: Mel Rentschler-Superintendent
Date: 8-11-2020
Subject: Remote Learning Plan

Allen East Remote Learning Plan

The Allen East Local School District has used online learning in varying degrees for several years with a portion of our student body. However, because of COVID-19, Allen East was forced to use emergency remote learning from March 2020 to June 1, 2020 on a large scale. It is anticipated there will be further disruptions to the education process during the 2020-2021 school year as the global pandemic continues.

Allen East defines remote learning as an educational delivery model that a student receives instruction outside of the traditional brick and mortar building. Students can receive remote learning instruction numerous ways:

- On-line platforms
- Remote access into a traditional setting away from the brick and mortar school for our Middle and High School students
- Packets delivered to the student or parents picking up learning materials for their child to be completed away from the brick and mortar school should students be forced to work at home

* It may be necessary to have on site meetings with parents and students but is still considered remote learning because the work is completed off site for a specific grade level or course(s).

Student Learning Needs Determined and Documented

Allen East will use remote learning opportunities to different degrees depending on the situations that arise during the 2020-2021 school year. Any parent who requests their child be permitted to use remote learning opportunities may be required to meet with their child's building administrator. The meeting will be used to discuss why the parent believes it is best having their child learn remotely. Parents will be able to request remote learning opportunities for the following reasons:

- Medical conditions that prevent a child from physically attending school
- Anxiety issues that prevent a child from being around other children or adults
- COVID 19 concerns of contracting the virus by being around large numbers of people
- Social/Emotional issues that prevent a child from attending school
- Substitute for homeschooling. Homeschool children will be permitted to use the Allen East curriculum for classes the parents are unable to fulfill.
- To fit a child's schedule for work or other activities. A child may use remote learning if they have accepted an internship or are using flex credit to gain work experience and need to fulfill their credits on-line to work around their schedule.

- Religious reasons
- Other options agreed upon by Allen East and the parent/guardian

Once a valid reason is given to use remote learning, the building administrator will review the student's past academic performance and determine with the parent the best remote learning placement for the child. The following members may be part of the parent meeting: Digital academy coordinator, director of student affairs, a teacher and if necessary the special education director.

* Individual parent/guardian meetings will be waived if the entire school is mandated to close for any reason. If an entire grade level(s) or class is quarantined, individual meetings with parents will not have to be held.

During the 2020-2021 school year, parents will have the following remote learning options:

- Option #1: Allen East uses several virtual platforms where a student is not required to attend school with the platform having a certified teacher assigned to the student. This option is open to students in grades K-5 and is supported by both Tri-Rivers Education Computer Association (TRECA) and Edgenuity. The advantage is the student is still enrolled at Allen East and will have all the opportunities afforded students enrolled in the traditional school. Furthermore, the student will be monitored by the certified teacher and personnel at Allen East to make sure the student is making adequate progress.
- Option #2: Students will be permitted to take classes online while being monitored by the digital academy coordinator and digital academy teacher. This option does not have a certified teacher behind the course but is monitored exclusively by the digital academy staff. These courses are provided through the Northwest Ohio Virtual Academy (NOVA) on the Schools PLP platform. Students who are experiencing difficulties can make office hour visits or have remote office hours visits to receive tutoring and guidance. This "school within a school" option is available to middle and high school students.
- Option #3: Middle school and High school students will be permitted to take any traditional course offered at Allen East remotely. The courses will be taught, monitored and graded by Allen East teachers. All teachers at Allen East use the online platform Schoology and will use other platforms to support online access. Recorded lessons will be used in conjunction with daily scheduled assignments and tasks. Teachers will keep in communication with these students and parents using online meeting platforms, email, texting apps or phone calls. Parents and students can schedule video conference calls with their teachers for additional support. Students may be required to log in during certain times of the day for assignments and/or video lessons. This option allows for Middle and High school students to seamlessly transition back into the classroom when appropriate. In this option, students will not be able to work at their own pace and is less flexible as students will have specific times to log in daily.

Methods for Determining Competency, Granting Credit and Promoting Students

All students working remotely will be monitored daily/weekly for progress. In options 1 and 2, students can take the course at their own pace, showing proficiency by taking mandatory benchmark assessments throughout the course. Students and families will have flexibility in these options as to when schoolwork is completed. The student will be monitored throughout the course for progress and success rate. Once the teacher of record or the digital academy employee determines the student has successfully completed all the models and assessments, they will be granted full credit. Students will be issued grades in the typical 9-week cycle to meet extra-

curricular and board policy grading practices. Allen East's grading scale will also be used for online courses.

Students using option 3 will be monitored, graded and promoted as determined by the Allen East teacher as if the student were in a regular classroom setting.

Attendance Requirements, Including How Participation in Learning Opportunities Will be Documented

Student progress and participation will be monitored daily/weekly for all options by the teacher of record and/or by Allen East support staff including building administrators, Director of Student Affairs, Digital Academy Coordinator/employees, and school social workers.

For options 1 and 2, log in time will be monitored daily/weekly. Teacher of record and Allen East support staff will check weekly progress. Completed assignments will be filed electronically for documentation. Students' final grade will be reported to EMIS and will appear on the student's official transcript and be stored in the student's file. Students using option 3, the teacher will take daily attendance and monitor the students as if he/she were in their regular classroom.

Monitoring Student Progress

Students will be monitored daily/weekly depending on the circumstances of each child. If it is determined a child is not making adequate progress, the parent will be notified immediately. If the student fails again to make progress, a meeting will be set up with the building administrator to determine the reasons for lack of progress. An at-risk plan will be formulated detailing the expectations of remote learning progress and supports that are available to help the student and parent. If further progress is not made, the school has the option to terminate the remote learning opportunity and require the student to attend school on set days so the student can be monitored more closely for progress.

From the onset, it will be made very clear to the student and parent that remote learning does not work for every student. Allen East will provide numerous supports to the student and family to help the student succeed using remote learning but needs the help/cooperation from the parent/guardian. Parents/guardians will be expected to work with the school to monitor student progress/log in time and help develop set schedules when work is due. If the student fails to meet the expectations of the school and parent, it will be understood that they will have to report to school for additional supports.

Equitable Access to Quality Instruction

Remote learning for a student is a choice of the parent with Allen East not forcing any parent to place their child in remote learning for any reason. Allen East will provide the same services to remote learning students that students in the brick and mortar school are receiving. Remote learning students will have access to all co-curricular and extra-curricular activities. Remote learners will also have access to all support staff such as social workers, director of student affairs (college and career counseling) and special education services. All staff involved in remote learning will be appropriately licensed by the state of Ohio all teachers will be highly qualified. Allen East provides technology devices to students so online instruction will not be limiting factor.

Professional Development Activities Offered to Teachers

Allen East has used the online platform Schoology for the past six years. Every teacher has received extensive professional development on how to use Schoology. Allen East employs a Technology

Integration Specialist to provide ongoing and sustained professional development using Schoology and other online platforms. Allen East also employs a Digital Academy Coordinator with over 10 years of experience working with online learning platforms. The Integration Specialist, Digital Academy Coordinator and experienced teachers have and will continue to provide professional development to the staff of Allen East using online/remote learning opportunities.

With the COVID 19 pandemic in March of 2020, all teachers were given additional support and professional development on the delivery of remote learning. During the mandated shut down, teachers had weekly and monthly meetings how to enhance remote learning. Allen East will continue to offer professional development during the 2020-2021 school year to enhance remote teaching and learning.

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