

Arlington Local Remote Learning Plan Checklist

Requirements, as indicated in House Bill 164.

The Remote Learning Plan includes the following:	
1.	A description of how student instructional needs will be determined and documented.
<p>All students will be required to follow their original in-person schedule in an online setting through Google Classroom. Bell schedules/class meeting times will be the same for both online and in person students, so students will need to be available for online instruction based on their course schedule. Teachers will be able to bring students into the building to assess as needed to determine student instructional needs.</p>	
2.	The method to be used for determining competency, granting credit, and promoting students to higher grade levels.
<p>This will be identical to the process that is utilized for students that select the in person option for school during the 2020-2021 school year and will be based on semester grades, required state testing, SLOs, and other mandated testing from the Ohio Department of Education.</p> <p>Grades will be entered in Progressbook and updated on a regular basis.</p>	
3.	The school's attendance requirements, including how the school will document participation in learning opportunities.
<p>Students are required to follow their original in-person schedule and teachers will take attendance using a Google App or their preferred method to calculate attendance.</p> <p>Additional information about this plan is included in item number 7 below. Attendance policies published in the school handbook will apply to online instruction just as they would during normal in person learning. Accommodations will be made for those students with internet access concerns; however, those concerns must be shared with Mr. Dillon prior to September 8th.</p> <p>Students that fail to attend their scheduled classes will be subject to the disciplinary guidelines that are laid out in the student handbook. The district will contact the parents of any students that are reported as being habitually absent in order to provide an initial opportunity to correct the problem and/or address any issues limiting student attendance, such as connectivity concerns.</p> <p>K-6 students will be expected to log-in to class via Google Classroom, etc. to access their learning. Teachers will document attendance of students.</p>	

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4.	A statement describing how student progress will be monitored.
<p>Student progress will be monitored and communicated through Google Classroom and ProgressBook.</p> <p>Student attendance will be tracked by individual teachers, and attendance concerns will be shared with building administration, who will contact parents to address these issues.</p>	
5.	A description as to how equitable access to quality instruction will be ensured.
<p>Arlington will make every effort to provide instruction for all students by providing the necessary technology to access online instruction. Students in grades 9-12 will each be given a Chromebook. Additionally, Chromebooks will be available to families that do not have other devices available when requested. Class instruction will be delivered synchronously in grades 7-12 during normal school hours; however, an asynchronous option will also be available in the event that a student has issues with technology or internet access during scheduled class time.</p> <p>Instruction will be administered using Google platforms that include Classroom, Meet, Drive, Slides, etc. with all materials being posted in Google Classroom for students to access.</p> <p>All instruction will be recorded and posted to Google Classroom to allow for asynchronous learning when needed. Additional information is provided under the Best Practices heading below.</p> <p>As a school district, we will do our best to provide equitable access for all students based on their technology and internet access needs. Individual students may be permitted to enter the building in small groups or as individuals to address concerns about internet access and/or the need for multiple devices within one family unit.</p>	
6.	A description of the professional development activities that will be offered to teachers.
<p>Professional development has been conducted already to provide staff with training and access to resources that they may wish to use when teaching remotely. Mr. Dillon has worked</p>	

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with staff K-12 to determine what additional resources will need to be purchased in order for teachers to maximize instruction. These materials will include document cameras, webcams, microphones and voice recording materials, as well as software and possibly learning management systems. All instruction will take place through Google, including Classroom, Meet, etc. Additional resources will be investigated individually by interested teachers who will assemble a proposal that will be presented to Mr. Dillon, Mr. Haught, and the School Board for approval.

Our school calendar provided 2 additional days of professional development time, which was intended for mandatory trainings that include blood born pathogen training and child abuse prevention among other things. Based on the contractual work day for teachers, 14 hours of time was available. After required training and the one hour professional development offered by Mr. Dillon, there are still approximately 10 additional hours of contract time available to provide additional training for staff to prepare them to utilize Google based materials for online instruction.

Recommendations and Best Practices

7. Fixed schedules: Courses have established schedules for teacher-led instruction.

High school and Middle School students will follow the master schedule for online learning as if they were in school. They will be expected to attend and participate in class at the scheduled time using Google meets. Chromebooks will be available for all students in grades 9-12 as part of our 1-to-1 initiative. In the event that a student is unable to access live instruction due to internet availability issues, all instruction will be recorded and posted in Google Classroom along with all materials from each lesson for students to access later.

In the event that a High School or Middle School student has younger siblings at home under their care, students should communicate with their teacher to make individual arrangements for their instruction.

Google Meet allows for live video, voice only, and even call in via cell phone as methods to access instruction.

Attendance will be taken at the beginning of each class just as it would be under normal school circumstances, and that information will be recorded and reported following Arlington's attendance policy as explained above. Students that are habitually absent from instruction will be reported to the building principal, and parents will be contacted by the appropriate office to address absenteeism. Failure to attend class and complete assignments will potentially result

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in students receiving a failing grade for the nine weeks.

If a teacher fails to log on to any online instruction, students are required to wait a minimum of 10 minutes beginning at the scheduled start time for the class, check Google Classroom and their email for any messages from their teacher, and email their teacher to inform them that they have completed these steps before logging off of the online session. If the student completes all of these steps, they will not be counted as absent for that day's class. In the event that a teacher is out sick or has connectivity issues with their Internet or devices, these steps may be necessary. Failure to complete these steps, which results in a student missing assigned school work will result in an unexcused absence.

8.

Online learning materials: Online materials are aligned to the curricula of the courses designed to support teacher-led instruction.

Materials will mirror those used in the classroom, or an equal substitution will be made to accommodate online learning. If textbooks or other specific materials are required, an appropriate method of pick up will be established to provide students with access to those materials. Once materials are available for pick up, students will be notified by their teacher. It is their responsibility to pick up those materials, which will be signed out to them. In addition, those students will be responsible for returning those materials at the end of the course to avoid any additional fees or fines.

Specific information regarding labs, in person (small group) instruction, and other materials that may be needed for individual courses will be provided by individual teachers at the orientation meetings during the week of August 24th-28th and will be updated as needed.

1. Science lab classes, Special Education, Industrial Arts, Art, Band, Choir, Ag., etc. may provide opportunities for small group, in person instruction that will be scheduled by each individual teacher following the master schedule. Students will be expected to attend these in person sessions unless they have made prior arrangements with their instructor. Adequate notice (at least 3 days prior notice from the teacher) will be given to allow students to plan for in person attendance. All social distancing protocols will be in effect during this instruction, and all students will be required to wear masks.
2. In the event that a student is in the building attending one of the classes discussed in item 1 of this section above, they should notify their teacher in order to make arrangements since they may not be able to get home and/or be online for their other scheduled courses in a timely manner. If the student is in the building, they can speak with their teacher in person. They can also utilize email, Remind, or other methods of contact established by the teacher.

9.

Clear expectations: Teachers will establish clear expectations to guide students as they engage in non-classroom-based learning. Students may be offered flexibility on the pace of when the non-teacher-led instruction will occur, which could provide flexibility to students as they navigate the demands on their time when they are not in

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	the classroom.
	<p>Teachers will develop a syllabus for each course that will be distributed to students at the orientation meetings the week of August 24th-28th. Teachers will also post their syllabi in their Google Classroom sites. Staff will establish protocols for appropriate behavior and attendance in their online courses and share those in their syllabi.</p> <p>Small parent meetings replacing a general open house in K-6 will allow families to meet and gather expectations of students and parents for the times instruction is provided remotely.</p> <p>Courses will be synchronous as much as possible; however, instruction will be recorded as well, and accommodations can be made on a case by case basis. Individual concerns should be discussed with each teacher, and any final decisions are completely at the discretion of that instructor. In some instances, daily meetings may not be required, but this will be determined by each instructor, and advanced notice will be provided to explain expectations for how this asynchronous instruction would take place.</p> <p>Flexible learning options will be provided for students with special needs and/or any student with individual needs based on internet access, sickness, or other approved needs.</p> <ol style="list-style-type: none"> 1. Flexible due dates for assignments are one possible accommodation. 2. Another option that will be available at the discretion of each teacher is the possibility of not having live meetings every day. Assignments may involve individual work during the assigned class time that will be accompanied by class discussion and/or additional instruction during a later class period. If this is the case, teachers will still assign a "bell ringer" assignment or some other item as a way to have students check in at the beginning of class and acknowledge that they are present during scheduled class time..
10.	School and Community Communication Plan: The district has clearly communicated its plans to students, parents, and faculty in an effort to facilitate cohesion as the community transitions into the school year.
	<p>Information will be disseminated through the school website, Remind texts, and via email. Our primary method of communication will be the district website, so we encourage everyone to navigate there first for their information.</p> <p>The website will routinely be updated with information about the method of instruction, announcements regarding Covid-19 accommodations, updates about important activities that are taking place, and other relevant school information. Parents and students are encouraged to check the website daily for the most up to date information.</p> <p>Students will receive all specific class related material from their instructor in their individual</p>

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Google Classroom sites. Parents can request parent access to their courses if they want to stay informed about what is going on in each individual course.

We will host open house/orientation meetings for parents and students to explain our online plan and answer questions related to this method of instruction.

- Students will be scheduled to attend a grade level meeting during the week of August 24th-28th (7-12) and August 31 - Sept. 2 (K-6). The purpose of this orientation will be to go over educational expectations, how to utilize Google Classroom and its instructional features, and distribute devices to students.
 - Additional materials will also be distributed by teachers at this time, and may include syllabi, books, and other instructional materials that students will need.
 - Monday: 7th grade at 6 pm and 8th grade at 7:30
 - Tuesday: 9th grade at 6 pm and 10th grade at 7:30
 - Wednesday: 11th grade at 6 pm and 12th grade at 7:30
 - Thursday: Make up day for students and parents that cannot attend.
 - Staff will come in on Monday, August 10th or Wednesday, August 12th for a PD session to go over our plan, discuss expectations, and develop syllabi to distribute at student and parent meetings. Clint will also share information related to Google and the add-on that are available.
- Parents will also be asked to attend an orientation meeting at the same time in a different location in the building to receive information about instruction, attendance, and expectations for online learning this school year. Parents in K-6 will participate with their child in the orientation conferences.
- **Masks will be required for all parents and students during orientation meetings in accordance with Governor DeWine's mandate.**