

# Remote Learning Plan 2020-2021



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FOR EMERGENCY CLOSURES OF SCHOOLS DURING THE  
CORONAVIRUS PANDEMIC

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# Section 1: Introduction

## Remote Learning Operating Principles

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- ❑ Local pandemic conditions may determine or alter the mode of instruction throughout the school year and dictate that learning is completed remotely. In the event the District is forced into a remote learning situation, each student will experience a learning opportunity supported by a teacher who is in a different location.
- ❑ Our goal is to be ready at a moment's notice to provide continuous instruction to our students under any conditions and to support the academic, social, emotional and physical needs of our students even though school buildings are closed.
- ❑ 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 that encourage students to explore the natural world and engage in interdisciplinary and artistic hands-on learning.
- ❑ Remote learning plans should not necessarily replicate a traditional school day—especially with regard to the daily schedule and timetable.

## Section 2: 2020 – 2021 Phases of School and Delivery of Instruction



This document covers the planning, expectations and learning plans for Fairfield Union Status Levels Orange and Red – Fully 100% Online/Remote Learning.

### COVID-19 Status Orange

- Specific Building(s) Closure Due to Outbreak
- Online/Remote Learning in Closed Building(s) Only

### COVID-19 Status Red

- All Students Stay Home
- Complete Online/Remote Curriculum



# Section 3: Roles in Supporting Remote Learning

## Staff

### STAFF WILL PREPARE FOR REMOTE LEARNING BY:

- ✓ Collaborating with colleagues, students, and parents.
- ✓ Being available during workhours and respond to students, parents, and coworkers in a timely manner (E.g. 24 hours).
- ✓ Monitoring District and building communication – email and voicemail - for up-to-date information.
- ✓ Setting office hours during the workday to connect with students and support their learning remotely.
- ✓ Providing lessons and instructional resources and materials through remote means such as Google Classroom and ProgressBook.
- ✓ Providing daily virtual interaction through Google Meets.
- ✓ Participating in group professional learning and attending virtual learning sessions intended to support remote learning including staff meetings.

## District Leadership

### LEADERS WILL PREPARE FOR REMOTE LEARNING BY:

- ✓ Providing support and an overall positive remote school culture.
- ✓ Supporting teachers with remote learning resources and guidance through virtual platforms such as Google Meet.
- ✓ Reviewing lessons and district-supplied remote learning materials in a timely manner.
- ✓ Monitoring District communication for up-to-date information regarding school closures and remote learning plans.
- ✓ Being accessible to staff, students, and families during the workday.
- ✓ Providing weekly communication to families and students.
- ✓ Communicating frequently with staff.
- ✓ Maintaining flexibility to better serve students.
- ✓ Keeping the Superintendent informed of systemic concerns with remote learning services.



# Section 3: Roles in Supporting Remote Learning

## Students

### STUDENTS WILL PREPARE FOR REMOTE LEARNING BY:

- ✓ Engaging and attending in remote learning activities being offered by their teachers, school and/or the District.
- ✓ Ensuring that they know the usernames and passwords for instructional resources that are available to them.
- ✓ Ensuring they set up a remote work space and calendar to manage their time.
- ✓ Communicating questions or concerns to staff immediately (K-4 may need parent assistance in doing so).

## Families

### FAMILIES WILL PREPARE FOR REMOTE LEARNING BY:

- ✓ Assuring students maintain their device and provide support in accessing the internet through home or District WiFi.
- ✓ Ensuring that they are monitoring District communication for up-to-date information regarding school closures and instructional continuation plans.
- ✓ Encouraging their students' participation in remote learning content.
- ✓ Reviewing the appropriate grade-level information within the Remote Learning Plan and monitor student progress.
- ✓ Ensuring that they know their students' usernames and passwords for instructional resources that are available to them.
- ✓ Responding to personal communication from a teacher or principal about their student.
- ✓ Contacting the appropriate school official with questions.

# Section 4: Remote Learning Resources

## Recommended Instructional Schedule for Students / Staff



### Student's Daily Online Instructional Schedule (Red or Orange Status Level)

- 9:30am - 11:30am                      Online/Offline Instructional Block 1
- 11:30am - 12:00pm                      Lunch
- 12:00pm – 12:30pm                      Exercise or Physical Activity
- 12:30pm - 2:30pm                      Online/Offline Instructional Block 2
- 2:30pm – 3:00pm                      Social-Emotional Health Activity (journal, draw, exercise, meditate, play music, etc...)

\*Students should keep a log of the exercise/physical activity and SEL activity completed each day.

### Teacher's Daily Online Instructional Schedule (Red or Orange Status Level)

- 8:30am - 9:30am                      Instructional Planning Time
- 9:30am - 11:30am                      Online Instructional Block 1
- 11:30am - 12:30pm                      Lunch and Office Hours
- 12:30pm - 2:30pm                      Online Instructional Block 2
- 2:30pm - 3:00pm                      Staff Collaboration and Planning

\*1 Evening hour to be determined by the teacher for administrative tasks (emails, phone calls, additional student support).

# Section 4: Remote Learning Resources



## LEARNING MANAGEMENT SYSTEMS

- Grades K-4 (Primary & Intermediate Schools)**
  - Teachers will prepare grade level lessons to be posted in the Google Classroom or ProgressBook.
    - [Remote Learning Resources and Tutorials](#)
    - Lesson plans may direct students to **ProgressBook, Google Classroom** and/or other virtual instructional programs.
    - The emphasis of instruction will be on Literacy & Mathematics.
    - K-4 students are expected to complete one (1) art, music, and PE assignment each week.
  - Teachers are expected to offer videoconference sessions daily with students during work hours to provide lesson support.
- Grades 5-12 (Middle & High Schools)**
  - Teachers will prepare online lessons using **ProgressBook, Google Classroom** and/or other virtual instructional programs.
  - Teachers are expected to offer videoconference sessions daily with students during work hours to provide lesson support.
  - Principals will work with staff to develop a rotation schedule for instructional blocks.

# Section 4: Remote Learning Resources



## LESSONS, ATTENDANCE & GRADING OF ASSIGNMENTS

- Students are expected to work on assignments daily so teachers are able to monitor progress. Flexibility will be provided; however, attention to due dates is important to ensure proper learning of material before moving on to new content.
- Students are expected to login daily for scheduled school days. If a student is ill and unable to participate, the parent should call or email the teacher, secretary, or building administrator. Attendance will be taken daily utilizing guidance from ODE.
- Emphasis is on learning. Students may be asked to resubmit lessons for mastery.
- The FULSD grading scale will continue to be used during online learning. Feedback should be specific and support learning.
- Lessons will be provided for each day of instruction scheduled on the school calendar.
- Lessons may span multiple days to relieve the workload on students.
- Utilize ongoing, formative assessments to evaluate student progress and learning.
- Teachers will keep ProgressBook updated weekly.

# Section 4: Remote Learning Resources



## STUDENT ACCESS TO ONLINE LEARNING PROGRAMS

- Students will access lessons through their ProgressBook, Google Classroom, student email, and/or other remote learning platforms.
- Students will be able to access most platforms with their Google single sign-on or their Fairfield Union issued login credentials.
- Any issues with logins, please contact our IT department at **740-240-2001** or [ithelp@fairfieldunion.org](mailto:ithelp@fairfieldunion.org).

# Section 4: Remote Learning Resources



## STUDENTS EXPERIENCING ISSUES WITH A DEVICE

### Chromebook Repair Depot

- The District will operate a Chromebook Repair Depot during any school closure. If you are needing to have your Chromebook repaired, please email [ithelp@fairfieldunion.org](mailto:ithelp@fairfieldunion.org) with a description of your issue and a contact phone number for service.
- The Chromebook Repair Depot will be housed at Fairfield Union High School. Once a student or family enters a repair request, an IT department staff member will contact the family to arrange for curbside service at Fairfield Union High School.
- For additional information or questions on the Chromebook Repair Depot, please contact the Fairfield Union IT Department at **740-240-2001**.

# Section 4: Remote Learning Resources



## STUDENTS WITHOUT INTERNET ACCESS

- District Hotspot Locations
  - The District Wi-Fi will be accessible on school grounds 24 hours per day. Families may go to their nearest Fairfield Union campus parking lot for internet access. The District is working to boost WiFi signals at every building to increase the flexibility for parents.
  - Lessons may be downloaded and saved to a device. Once lessons are downloaded, students may work offline (without internet access) at home on their assignments.
  - Directions on how to download lessons and work offline can be found on our [Online Education Resource and Tutorials Page](#).

# Section 4: Remote Learning Resources



## STUDENTS WITHOUT INTERNET ACCESS

The following internet providers provide services in the Fairfield Union District. This list was identified by ODE, but it is not all inclusive.

- |   |                |
|---|----------------|
| <input type="checkbox"/> Spectrum (Rushville/Pleasantville):  | 1-855-953-4535 |
| <input type="checkbox"/> Spectrum (Bremen/Lancaster):         | 1-855-615-1013 |
| <input type="checkbox"/> AT&T (Bremen/Lancaster):             | 1-855-973-1292 |
| <input type="checkbox"/> AT&T (Rushville):                    | 1-844-310-9596 |
| <input type="checkbox"/> Frontier (Bremen):                   | 1-855-880-2281 |
| <input type="checkbox"/> Frontier (Rushville/Pleasantville):  | 1-844-994-2929 |
| <input type="checkbox"/> HughesNet (Bremen/Lancaster):        | 1-844-969-1769 |
| <input type="checkbox"/> HughesNet (Rushville/Pleasantville): | 1-844-981-3815 |

You may also want to contact your local cellular provider to inquire about Hotspot service in your area.

Not sure which internet providers are available in your area? Visit <https://www.inmyarea.com/> and type in your zip code to see which providers service your area.

# Section 4: Remote Learning Resources



## FEEDING STUDENTS DURING CLOSURES

- We know a remote learning environment may cause many hardships on our students and families. School meals can provide needed nutrition for students. We encourage **ALL** families to take advantage of this service during a school closure. Students do **NOT** need to qualify for free/reduced lunch for this service.
- Please complete the following Food Service Application to participate: [Fairfield Union Food Service for Remote Learners](#)
- Contact Sally McCandlish, Director of Food Service, at 740-536-7384 or [sallymccandlish@fairfieldunion.org](mailto:sallymccandlish@fairfieldunion.org) with questions.
- Meals will be delivered daily during a Red Status Level closure by our transportation department drivers.
- When the District is operating on a Yellow Status Level, students may also request meals on a daily basis using the Food Service Application above. Students on their Remote Learning Week or 100% Remote Learning may pick up meals daily at Fairfield Union High School at the cafeteria entrance between 10:15 am and 12:15 pm.

# Section 4: Remote Learning Resources



## COMMUNICATION PLANS

- Office voicemails will continue to be monitored during any long-term closure. Please allow for 24 hours for a response.
- Students may email their teachers using school issued Google accounts.
- Teachers will monitor voicemail remotely.
- Teachers will monitor work email Monday-Friday during their scheduled work day.
- The District will utilize all communication resources we have available: phone, email, website, and social media.
- Families need to make sure their contact information is updated in OneView.
- For problems accessing OneView, please contact the District Office at 740-536-7384.



## Section 5: Additional Resources & Information

- [Fairfield Union Local School District](#)
- [ODE Remote Learning Resources](#)
- [Educator Resources](#)
- [Parent and Caregiver Resources](#)