



**2020-21**

**Communication and Instructional Plan**

**Updated on 11/2/2020**

## Motto and Mission

Galion City Schools trusts that no matter the environment, all students can

**Believe • Achieve • Succeed**

Galion City Schools' mission is to...

Prepare students with a rigorous education that enables them to be contributing members of our community. We provide a safe, respectful environment that cultivates leaders of tomorrow. Our guiding principle is Believe in yourself, Achieve your greatest potential, and Succeed in all aspects of life.



# District Tools for 2020-21

	Communication	Instruction
K-2	Seesaw, Zoom, Email/Final Forms	Seesaw Google Classroom (optional)
3-8	Canvas Conference, Zoom, Remind, Email/Final Forms	Canvas
9-12	Canvas Conference, Zoom, Remind, ICU, Email/Final Forms	Canvas
Online Academy	Remind (grades K-12), Email/Final Forms	5-12 NOVA K-2 Seesaw or NOVA 3-4 Canvas or NOVA
District	Zoom, Remind, School Messenger	

[Zoom](#)  
[Canvas Expectations](#)

[Seesaw](#)  
Remind

[GCS Blended Learning Tools](#)

## Level 2 and Level 3 Wednesdays for All Buildings

Student	<p>Check LMS (Seesaw or Canvas) and complete as assigned. (Missing assignments = class absence) Optional Wellness activities are available. Attend virtual meetings as scheduled. Contact teachers for individual support. IEPs, WEPs, and 504s will be serviced at school and at home.</p>
Parent	<p>Keep Final Forms updated as needed. Check LMS (Seesaw or Canvas) and complete as assigned. Assist students in attending virtual meetings as needed. Contact teachers or administration for individual support. Report an absence to the school office on the morning of the absence.</p>
Teacher	<p>Have set office hours to assist and support students/families within the number of contractual hours per day. Review and explain student expectations. On Tuesday, create and post an assignment per course that will be completed at home on Wednesday, but due on Friday. This assignment should be meaningful and rigorous. This can be either a formative or summative assignment. Grade work in a timely manner and/or provide feedback as often as possible. Use "Message Students Who..." feature in Canvas gradebook per assignments Attendance will be monitored by progress (completing assignment and/or participation on Wednesday) Continue traditional method of grading. Attend district/building meetings or PD as scheduled. IEPs, WEPs, and 504s will be serviced at school and at home. Track and report attendance of the at home student group to the attendance secretary on Monday for the previous week.</p>
Administrator	<p>Schedule district/building meeting and/or PD as needed. Support and monitor teachers as needed. Make personal phone calls to families to address concerns communicated to them by teachers. Attend Virtual meetings with staff and students when possible.</p>

# Level 2, 3, & 4 Wellness Wednesdays All Buildings

Student	Check LMS (Seesaw or Canvas) for activities by school counselor and/or social worker and complete as needed.
Parent	Check LMS (Seesaw or Canvas) for activities by school counselor and/or social worker and follow up as needed. Concerns about your child should be communicated to the teacher or building administrator.
Teacher	Communicate all concerns about students' social/emotional well-being to school counselor and/or social worker and administration.
Administrator	Communicate all concerns about students' social/emotional well being to school counselor and/or social worker, staff and families. Make personal phone calls to families to address concerns communicated to them by teachers. Attend Virtual meetings with staff and students when possible.
School Counselor Social Worker	Post and maintain daily office hours. Post wellness activity each Wednesday morning on Seesaw and/or Canvas Follow-up with all parties involved as needed. Maintain open line of communication with students, families, staff, and admin. Schedule Virtual meetings with staff and students to check-in as needed.

# Definition of Remote & Hybrid Learning

## Remote Learning is...

- Ensuring learning continues even though school is closed
- Offering a variety of opportunities (online and offline)
- Learning opportunities that are supported by an educator in a different location
- A variety of instruction (video, audio instruction, printed materials, paper packets)
- Using a device and checking in with students regularly
- Aligning to the state standards and district provided resources



## Hybrid learning is...

- A combination of face-to-face instruction with online learning





# Expectations for Primary School Level 3\* or 4 Remote Communication

<b>Student</b>	<p>Check Seesaw daily, including the inbox, journal activities and/or assignments. Attend Zoom meetings using the links found in your teacher's homepage. Communicate questions, concerns and technology issues immediately.</p>
<b>Parent</b>	<p>Keep Final Forms updated throughout the year. Check Seesaw daily, including the inbox, journal activities and/or assignments. Assist students in attending Zoom meetings. Communicate questions, concerns and technology issues immediately. Check the website at <a href="http://galionschools.org">galionschools.org</a> and social media for frequent updates. Report an absence to the school office on the morning of the absence.</p>
<b>Teacher</b>	<p>Review and explain student expectations Create a homepage within Seesaw; include set office hours, student expectations and Zoom links. Check messages and assignments daily and provide grades and feedback in a timely manner. Post assignments for the week on Mondays by 8:00am with due date set for Sunday of the same week (11:59pm). Continue providing positive contact to parents/guardians. Track and report attendance of the at home student group to the attendance secretary on Monday for the previous week.</p>
<b>Administrators</b>	<p>Communicate to students/parents through the Seesaw inbox when necessary. Building level communication will go through School Messenger or email via Final Forms. Attend zoom meetings with staff and students when possible. Use social media as necessary.</p>



# Expectations for PRIMARY SCHOOL Level 3\* or 4 Remote Instruction

Student	<p>Complete given assignments and tasks given for the week by the following Sunday. This will include Seesaw activities. (This may include paper packet workbook pages as needed) IEPs, WEPs, and 504s will be serviced at school or at home.</p> <p>Attend Zoom meetings as available.</p> <p>Follow a schedule to keep routines in place for students to complete assignments.</p> <p>Limit iPad use to school work and abide by the Acceptable Use Policy &amp; iPad Handbook.</p> <p>Attendance is based on completion of daily participation and/or assignments. (i.e.- 1 missing assignment = 1 class absence)</p>
Parent	<p>Monitor and assist your student as needed to complete and submit activities for the week by the deadline. Traditional method of mastery based grading will be continued.</p> <p>Develop a schedule to keep routines in place for students to complete assignments.</p> <p>Student attendance is based on completion of daily participation and/or assignments.</p> <p>Limit iPad use to school work and abide by the Acceptable Use Policy &amp; iPad Handbook.</p> <p>Ensure the security of iPad, bag and charger.</p> <p>Report an issues with the iPad immediately through the Parent Helpdesk located on the Galion Website.</p>
Teacher	<p>Have set office hours to assist and support students/families within the number of contractual hours per day.</p> <p>Distribute assignments &amp; recorded lessons on Monday by 8:00am for the week including a schedule for Zoom meetings.</p> <p>All assignments will be due on the following Sunday.</p> <p>Create lessons with meaningful and rigorous curriculum using pacing guide and state standards; provide intervention supports as needed.</p> <p>Create minimum of three multimedia lessons per week (audio/video screen recording, recorded lesson),with remaining days for conferencing and/or discussions</p> <p>Maintain instructional expectations for number of formative/summative assignments per grading period. Be mindful of quality and not quantity.</p> <p>Grade work in a timely manner and/or provide feedback.</p> <p>Attendance will be monitored by progress (completing assignments and/or participation)</p> <p>Continue traditional method of mastery based grading. IEPs, WEPs, and 504s will be serviced at school or at home.</p> <p>Attend district/building meetings or PD as scheduled.</p>
Administrators	<p>Support and monitor teachers as needed.</p> <p>Provide PD as needed.</p> <p>Make personal phone calls to families to address concerns communicated to them by teachers.</p>





# Expectations for INTERMEDIATE SCHOOL Level 3\* or 4 Remote Communication

Student	<p>Check Canvas Announcements every Monday to see the week's schedule. Attend Zoom meetings and/or Canvas Conferences using the links posted on the course homepage. Communicate questions, concerns and technology issues immediately.</p>
Parent	<p>Keep Final Forms updated throughout the year. Be sure to have a Canvas Observer account. Call building admin to get a pairing code for new accounts. (Adjust Canvas notifications as necessary) Check students' To-Do list daily and monitor grades in Canvas. Assist students in attending Zoom meetings or Canvas Conferences as needed. Communicate questions, concerns and technology issues immediately. Check the website at <a href="http://galionschools.org">galionschools.org</a> and social media for frequent updates. Report an absence to the school office on the morning of the absence.</p>
Teacher	<p>Review and explain student expectations. Create a homepage (set as front page for each course) include office hours and student expectations. If using Zoom post the meeting links on the homepage. Create and post a weekly announcement in Canvas by Monday 8:00am to indicate which module(s) will be addressed for the upcoming week. Check Canvas inbox messages and respond daily. Continue providing positive contact to parents/guardians. Contact parents/guardians of at-risk students through email, Remind, or personal phone call. Track and report attendance of the at home student group to the attendance secretary on Monday for the previous week.</p>
Administrators	<p>Communicate to individual students/parents through phone calls, or email. Building level communication will go through School Messenger, email via Final Forms or Remind. Attend zoom meetings with staff and students when possible. Use social media as necessary.</p>



# Expectations for INTERMEDIATE School Level 3\* or 4 Remote Instruction

Student	<p>Follow a schedule to keep routines in place for students to complete assignments. Check Announcements in Canvas on Monday after 8:00am to see the the week's schedule. Read the content within the Modules. IEPs, WEPs, and 504s will be serviced at school or at home. Complete assignments on your "To-Do" List by Sunday at 11:59pm. All assignments will be graded using the district's grading scale. Attend Zoom meetings or Canvas Conferences as available. Attendance is based on completion of daily participation and/or assignments. (i.e.- 1 missing assignment = 1 class absence) Limit iPad use to school work and abide by the Acceptable Use Policy &amp; iPad Handbook</p>
Parent	<p>Monitor and assist your student as needed to complete and submit assignments for the week, Develop a schedule to keep routines in place for students to complete assignments. All assignments will be graded using the district's grading scale. Student attendance is based on completion of daily participation and/or assignments. Limit iPad use to school work and abide by the Acceptable Use Policy &amp; iPad Handbook Ensure the security of iPad, bag and charger. Report an issues with the iPad immediately through the Parent Helpdesk located on the Galion Website.</p>
Teacher	<p>Have set office hours to assist and support students/families within the number of contractual hours per day. Create and post a weekly announcement in Canvas by Monday 8:00am to indicate which module(s) will be addressed for the upcoming week. Modules will be used to contain content pages, assignments and quizzes Create lessons with meaningful and rigorous curriculum using pacing guide and state standards; provide intervention supports as needed. Create minimum of three multimedia lessons per week (audio/videos screen recording, recorded lesson),with remaining days for conferencing and/or discussions Maintain instructional expectations for number of formative/summative assignments per grading period. Be mindful of quality and not quantity. Grade work in a timely manner and/or provide feedback using traditional method of grading. IEPs, WEPs, and 504s will be serviced at school or at home. Use "Message Students Who..." feature in Canvas gradebook per assignments Attendance will be monitored by progress in the completion of assignments and/or participation Attend district/building meetings or PD as scheduled.</p>
Administrator	<p>Support and monitor teachers as needed. Provide PD as needed. Make personal phone calls to families to address concerns communicated to them by teachers.</p>



# Expectations for MIDDLE SCHOOL Level 3\* or 4 Remote Communication

Student	<p>Check Canvas Announcements every Monday to see the week's schedule. Attend Zoom meetings and/or Canvas Conferences using the links posted on the course homepage. Communicate questions, concerns and technology issues immediately.</p>
Parent	<p>Keep Final Forms updated throughout the year. Be sure to have a Canvas Observer account. Call building admin to get a pairing code for new accounts. (Adjust Canvas notifications as necessary) Check students' To-Do list daily and monitor grades in Canvas. Communicate questions, concerns and technology issues immediately. Check the website at <a href="http://galionschools.org">galionschools.org</a> and social media for frequent updates. Report an absence to the school office on the morning of the absence.</p>
Teacher	<p>Review and explain student expectations. Create a homepage (set as front page for each course) include office hours and student expectations. If using Zoom post the meeting links on the homepage. Create and post a weekly announcement in Canvas by Monday 8:00am to indicate which module(s) will be addressed for the upcoming week. Check Canvas inbox messages and respond daily. Continue providing positive contact to parents/guardians. Contact parents/guardians of at-risk students through email, Remind, or personal phone call. Track and report attendance of the at home student group to the attendance secretary on Monday for the previous week.</p>
Administrators	<p>Communicate to individual students/parents through phone calls, or email. Building level communication will go through School Messenger, email via Final Forms or Remind. Attend zoom meetings with staff and students when possible. Use social media as necessary.</p>



# Expectations for MIDDLE SCHOOL Level 3\* or 4 Remote Instruction

Student	<p>Follow a schedule to keep routines in place for students to complete assignments. Check Announcements in Canvas on Monday after 8:00am to see the the week's schedule. Read the content within the Modules and complete assignments on your "To-Do" List by due dates. All assignments will be graded using the district's grading scale. IEPs, WEPs, and 504s will be serviced at school or at home. Attend Zoom meetings or Canvas Conferences as available. Attendance is based on completion of daily participation and/or assignments. (i.e.- 1 missing assignment = 1 class absence) Monitor iPad use and abide by the Acceptable Use Policy &amp; iPad Handbook Report any issue with the iPad immediately through the Parent Helpdesk located on the Galion Website.</p>
Parent	<p>Monitor and assist your student as needed to complete and submit assignments for the week, Develop a schedule to keep routines in place for students to complete assignments. All assignments will be graded using the district's grading scale. Student attendance is based on completion of daily participation and/or assignments. Monitor iPad use and abide by the Acceptable Use Policy &amp; iPad Handbook Report an issues with the iPad immediately through the Parent Helpdesk located on the Galion Website.</p>
Teacher	<p>Have set office hours to assist and support students/families within the number of contractual hours per day. Create and post a weekly announcement in Canvas by Monday 8:00am to indicate which module(s) will be addressed for the upcoming week. Modules will be used to contain content pages, assignments and quizzes. Create lessons with meaningful and rigorous curriculum using pacing guide and state standards; provide intervention supports as needed. Continue traditional method of grading. IEPs, WEPs, and 504s will be serviced at school or at home. Create minimum of three multimedia lessons per week (audio/video, screen recording, recorded lesson),with remaining days for conferencing and/or discussions. Maintain instructional expectations for number of formative/summative assignments per grading period. Be mindful of quality and not quantity. Grade work in a timely manner and/or provide feedback. Use "Message Students Who..." feature in Canvas gradebook per assignments Attendance will be monitored by progress (completing assignments and/or participation) Attend district/building meetings or PD as scheduled.</p>
Administrators	<p>Support and monitor teachers as needed. Provide PD as needed. Make personal phone calls to families to address concerns communicated to them by teachers.</p>



# Expectations for HIGH SCHOOL Level 3\* or 4 Remote Communication

Student	<p>Check Canvas Announcements every Monday to see the week's schedule. Attend Zoom meetings and/or Canvas Conferences using the links posted on the course homepage. Communicate questions, concerns and technology issues immediately.</p>
Parent	<p>Keep Final Forms updated throughout the year. Be sure to have a Canvas Observer account. Call building admin to get a pairing code for new accounts. (Adjust Canvas notifications as necessary) Check students' To-Do list daily and monitor grades in Canvas. Communicate questions, concerns and technology issues immediately. Check the website at <a href="http://galionschools.org">galionschools.org</a> and social media for frequent updates. Report an absence to the school office on the morning of the absence.</p>
Teacher	<p>Review and explain student expectations. Create a homepage (set as front page for each course) include office hours and student expectations. If using Zoom post the meeting links on the homepage. Create and post a weekly announcement in Canvas by Monday 8:00am to indicate which module(s) will be addressed for the upcoming week. Check Canvas inbox messages and respond daily. Continue providing positive contact to parents/guardians through email, Remind, or personal phone call. Contact parents/guardians of at-risk students through email, Remind, or personal phone call. Track and report attendance of the at home student group to the attendance secretary on Monday for the previous week.</p>
Administrators	<p>Communicate to individual students/parents through phone calls, or email. Building level communication will go through School Messenger, email via Final Forms or Remind. Attend zoom meetings with staff and students when possible. Use social media as necessary.</p>



# Expectations for HIGH SCHOOL Level 3\* or 4 Remote Instruction

Student	<p>Follow a schedule to keep routines in place for students to complete assignments. Check Announcements in Canvas on Monday after 8:00am to see the the week's schedule. Read the content within the Modules. IEPs, WEPs, and 504s will be serviced at school or at home. Complete assignments on your "To-Do" List by due dates. All assignments will be graded using the district's grading scale. Attend Zoom meetings or Canvas Conferences as available. Attendance is based on completion of daily participation and/or assignments. (i.e.- 1 missing assignment = 1 class absence) Monitor iPad usage and abide by the Acceptable Use Policy &amp; iPad Handbook Report an issues with the iPad immediately through the Parent Helpdesk located on the Galion Website.</p>
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Teacher	<p>Have set office hours to assist and support students/families within the number of contractual hours per day. Create and post a weekly announcement in Canvas by Monday 8:00am to indicate which module(s) will be addressed for the upcoming week. Modules will be used to contain content pages, assignments and quizzes. Create lessons with meaningful and rigorous curriculum using pacing guide and state standards; provide intervention supports as needed. Continue traditional method of grading. IEPs, WEPs, and 504s will be serviced at school or at home. Create minimum of three multimedia lessons per week (audio/video, screen recording, recorded lesson),with remaining days for conferencing and/or discussions. Maintain instructional expectations for number of formative/summative assignments per grading period. Be mindful of quality and not quantity. Grade work in a timely manner and/or provide feedback. Use "Message Students Who..." feature in Canvas gradebook per assignments Attendance will be monitored by progress (completing assignments and/or participation) Attend district/building meetings or PD as scheduled.</p>
Administrator	<p>Support and monitor teachers as needed. Provide PD as needed. Make personal phone calls to families to address concerns communicated to them by teachers.</p>



## Level 2, 3, & 4 Attendance for All Buildings

Our remote learning attendance policy will follow all state guidance and will require multiple approaches to account for the differences between in-school and remote learning. In both in-school and remote learning situations, parents are expected to report student absences as they arise. Excused and unexcused absence policy will remain the same in both situations as noted in our student handbooks.

### **In-School Attendance**

Staff will track attendance following the current policy and will record period attendance within Progress Book.

### **Remote Attendance**

On days in which students are learning from home, staff will monitor and track evidence of participation and completion of assignments. Staff will record period attendance within Progress Book. Staff will be clear and consistent on expectations of participation and assignments. Late work will be graded at full credit, but will not change the recorded absence.

Evidence of participation includes, but not limited to:

- Virtual meetings (Canvas Conferences/Zoom)
- Online discussions within Canvas/Seesaw
- Completed assignments (formative/summative)
- Assessments