Lake Center Christian School
Remote Learning Plan   August 2020

District Name:	Lake Center Christian School
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The Ohio Department of education requires that schools submit a Remote Learning Plan by August 21, 2020 in order to have some or all students participating in online learning outside of the school building during the 2020-2021 school year.

The following plan will be employed to enable families to choose remote attendance for their child(ren) and also in the event that the school building would need to close for an extended time. In this case, all students would be attending classes remotely.

Contents:

Remote Learning Plan Overview

1. *Determining Instructional Needs* (description of how):

   ● Teachers will communicate with previous level teachers about instruction for March, April, and May of 2020.
   ● Teachers will focus on review of essential skills and utilize formative assessment when beginning units of instruction.
   ● Students in grades K-10 will participate in STAR assessments in September, January, and May. Teachers will utilize this data, along with data from IOWA assessments (March 2020) to inform instruction and differentiation.
   ● Teachers will utilise the assessment features of the Learning Management System (LMS) to inform instruction.
   ● Teachers will utilize the RtI process for remote students the same as they would for in-person students, delivering and documenting tier 1, tier 2, and tier 3 interventions.

2. *Student Progress and Competency, Credit and Promotion* (method used to determine these):

- Students who progress through learning modules in the LMS and exhibit evidence of reaching unit objectives will be granted credit. Students will receive grades for assignments similarly to students attending in person.
- Students will participate in lessons, complete assignments, and complete formative and summative assessments within the teacher-designed modules of the LMS.
- Teachers will give feedback to students as to their progress through modules and acquisition of essential knowledge and skills as determined in the unit plan for the course.

3. *Attendance and Participation* (requirements and method of documentation):

- Students will be required to log on to the LMS daily.
- Parents or caregivers should utilize the school' attendance hotline for remote learning just as they would for in-person absences.
- Teachers will monitor student login times and duration as well as progress on learning activities.
- Teachers will communicate with parents or caregivers about attendance concerns. If not resolved, the principal will contact parents via phone, email, or letter. School attendance policies will be followed.

4. *Progress Monitoring* (statement describing how this is monitored):

- Teachers will monitor learning progress for remote students via the LMS and students will participate in universal screeners and progress monitoring assessments from home.
- Teachers will check in with students regularly, either individually, or in small groups.
- Teachers will hold parent-teacher conferences via online meeting during regularly scheduled conference times for students attending remotely.

5. *Equitable Access* (description as to how this is ensured):

    - Devices will be provided for all remote students as needed.
    - All families will have access to technical support.
    - Students will have access to the same information and direct instruction as students attending in the building. Lessons will be live streamed and posted to the LMS course for both synchronous and asynchronous participation.
    - Student resources, for in person instruction and remote instruction, will be posted in the LMS.
    - Manipulative packs and textbooks will be available for parents to pick up.

6. *Teacher Professional Development* (description of activities offered)
    - All teachers will participate in both self-paced and small group training on the school's LMS, as well as review of best practices for effective instructional design, delivery, and assessment.
    - These training will be done over 8 professional days before the school-year begins. Teachers will be given information regarding considerations for remote instruction (p.4) and school guidelines for teachers involved in remote instruction (p.5).
    - Professional Learning Communities will focus on best practices for implementing the LMS, remote instruction and engagement strategies, and assessment strategies.

Considerations for Remote Instruction

1. How am I going to diagnose what students need?

2. How will the pacing of my units need to be different this year?

3. How will I group students to meet their needs?

4. How will I keep students engaged, especially students attending remotely? How will they participate?

5. How will I assess students' skills and understanding?

6. How will I communicate with students attending remotely?

7. What resources does the school already have that I can utilize in remote instruction?

8. How will I administer universal screeners to students attending remotely?

9. What interventions can be delivered remotely?

10. How can I assure students attending remotely receive necessary accommodations?

11. How will I communicate student progress to students and parents?

Temporary Remote Attendance - Guidelines for Teachers

1. Learn the social and emotional needs of students, and connect in meaningful ways.

2. Establish learning targets (objectives) for each unit.

3. Follow backward planning model for unit/module design, keeping essential skills and understandings as a target for both assessment and instruction.

4. Link learning targets to Ohio standards and Expected Student Outcomes where appropriate.

5. Communicate expectations to students at the beginning of each module.

6. Use best-practice regarding length of direct instruction/lecture.

7. Share methods of communication with parents and students.

8. Establish office hours and communicate to students and parents through the LMS. Respond within 24 hours, or the next school day.

9. Check-in with small groups of remote students regularly.

10. Provide flexibility for viewing instruction (due to bandwidth) and flexibility for progress through modules in the LMS.

11. Acknowledge students attending remotely similarly to in person students when live streaming class.

12. Provide take-home manipulatives or other class-specific supplies as necessary, with enough time for parents to pick them up before students need to utilize them. Consider online simulations where developmentally appropriate.

<u>Temporary Remote Attendance - Guidelines for Learners and Families</u>

1. Classes will be live streamed between 8:00am and 2:41pm. Learners will attend class daily, synchronously, unless conflicting with another class. In this case a recording will be posted on the LMS (Canvas).

2. Parents can promote attendance and on-task behaviors. Use the attendance hotline thin the same way as for in person attendance.

3. Communicate with teachers regularly. Contact teachers through LMS (Canvas) during posted office hours, or expect a response within 24 hours.

4. For technical assistance, contact Intech Computer Solutions at www.intechcomputer.com or (330) 966-1129.

5. Have a designated learning area with supplies, away from distractions.