



# Leipsic Local Schools

## 2020 - 2021

### Remote Learning Schedule



Last updated: August 5, 2020

In the event the school is closed due to an order from the Putnam County Health Department or the State of Ohio Health Department, the Leipsic Local School District will implement the Remote Learning Schedule.

#### Student Distant Learning Responsibilities

- Develop a consistent daily study schedule designated for distance learning.
- Access your online learning platform frequently to identify due dates and task lists for learning activities, assignments and assessments.
- Check your email throughout the day, each day, for communication from teachers or school staff.
- Access teachers often with questions via their school phone number, email, or Google meeting requests.
- Find your ideal study environment - establish a designated space that is free from distractions.
- Keep your space and study materials organized.
- Practice effective communication through writing as often as you can.

#### Attendance

- Students are expected to log on daily each morning to complete lessons, assignments, and assessments.
- Assignments turned in on time will be used for attendance also.

#### Students in the Building

Based on Principal discretion, some students may need to be in the building for various reasons.

## Typical Distance Learning Day MS/HS Student Schedule

8:00 a.m.	Wake up, get ready for the day, eat a balanced breakfast.
9:00 a.m. - 11:30 a.m.	Distance learning activities for the day will be posted by 9 a.m. Check the pages and announcements for each of your courses to find what you need to work on. Pay attention to due dates on assignments and get work submitted before then. Have questions? Email your teacher to check in. They may set up a time with you to connect via Google Meet during the afternoon.
11:30 a.m. - 12:00 p.m.	Take a break for lunch, get outside to get some fresh air, do some stretching, grab a book to take a break from screens.
12:00 p.m. - 3:00 p.m.	<p>Work to finish up distance learning activities and get them submitted by the due date. Need help? Teachers will post information on their online learning platform about the best ways to connect with them. They can be reached via email, their district phone number, or a google meet.</p> <p>***We are asking our teachers to keep balance in their lives too, so evening emails may not receive an answer until the next remote learning day.</p>

## High School Remote Learning Schedule

Monday (Block A)	Tuesday (Block B)	Wednesday	Thursday (Block A)	Friday (Block B)
Math Social Studies Spanish Art Business Yearbook	English Science Ag FCS Band/Choir PE/Health	<ul style="list-style-type: none"> <li>No live classes (with the exception of Special Education tutoring classes, AP &amp; CCP courses)</li> <li>Continue to work through assigned tasks, study for assessments and complete learning activities</li> </ul>	Math Social Studies Spanish Art Business Yearbook	English Science Ag FCS Band/Choir PE/Health

\*\*Advanced Placement (AP), College Credit Plus (CCP), High School of Business (HSB) classes may have additional meeting times/assignments that are assigned outside of the above schedule.

## Middle School Remote Learning Schedule

Monday (Block A)	Tuesday (Block B)	Wednesday	Thursday (Block A)	Friday (Block B)
Math Social Studies Ag/Keyboarding (7th) Current Events (8th)	English Science Band/ Choir PE/Art/Wellness (7th) Business/Health (8th)	<ul style="list-style-type: none"> <li>No live classes (with the exception of Special Education tutoring classes)</li> <li>Continue to work through assigned tasks, study for assessments and complete learning activities</li> </ul>	Math Social Studies Ag/Keyboarding (7th) Current Events (8th)	English Science Band/ Choir PE/Art/Wellness (7th) Business/Health (8th)

## Teacher Distant Learning Responsibilities

- Post assignments and assessments by 9 a.m. on your scheduled day.
- All assignments and assessments will be due 2 schools days after they are assigned.
- Contact students and parents when needed for missing work and student assignments.
- Utilize teacher planning time to prepare and deliver instruction.
- Be available during virtual office hours to provide intervention and enrichment for students.

## Tentative Teacher Schedule Middle School and High School

8 a.m. - 11:30 a.m.	Teachers planning time: recording video lessons, grading assignments and assessments, collaborating with other teachers, and preparing for that week's instruction.
11:30 a.m. - 12:00 p.m.	Lunch time for teachers.
12:00 p.m. - 3: 00 p.m.	Teachers virtual office hours: Teachers will be working on responses periodically from 12 p.m. to 3 p.m. on remote learning days (unless they choose to hold additional office hours after 3 p.m.). Teachers will be contacting parents/students and holding Google Meets with students.  ***We are asking our teachers to keep balance in their lives too, so evening emails may not receive an answer until the next remote learning day.
3:00 p.m. - 3:15 p.m.	Additional planning time

### Tentative Teacher Schedule Elementary (K-3)

8 a.m. - 11:30 a.m.	Teachers planning time: recording video lessons, grading assignments and assessments, collaborating with other teachers, preparing for that week's instruction, and Google Meets with students.
11:30 a.m. - 12:00 p.m.	Lunch time for teachers.
12:00 p.m. - 3: 00 p.m.	Teachers virtual office hours: Teachers will be working on responses periodically from 12 p.m. to 3 p.m. on remote learning days (unless they choose to hold additional office hours after 3 p.m.). Teachers will be contacting parents/students and holding Google Meets with students.  ***We are asking our teachers to keep balance in their lives too, so evening emails may not receive an answer until the next remote learning day.
3:00 p.m. - 3:15 p.m.	Additional planning time

### Late Assignments

All assignments are due 2 school days after they are assigned.  
If assignments are one day late, one letter grade off.  
If assignments are two days late, two letter grades off.  
If assignments are three days late, it is an automatic F.  
\*\*\*IEP Students will be based on their IEP accommodations

## Special Education Students and Programs

Leipsic Local Schools recognizes and acknowledges the unique set of challenges that remote learning presents to a student with a disability. As we are responsible for the free and appropriate public education (FAPE) of our students, we remain committed to meeting the requirements of Individuals with Disabilities Education Act (IDEA), Part B and Part C.

We are working closely with the Ohio Department of Education (ODE), the U.S. Department of Education, and the Office of Special Education Programs (OSEP) as we develop our plans.

IEPs will continue to be implemented.

- Leipsic Local Schools will communicate (via phone or virtually) with parents and guardians regarding their child's services, which may include discussion regarding amending Individualized Education Plans (IEPs) to address how best to meet the student's needs in a remote learning model. This includes direct specialized instruction, related services and accommodations.
- Leipsic Local Schools will review the delivery of special education and related services, as well as general education curriculum to ensure students with disabilities have equal access to distance learning. This includes communication between the intervention specialist, the general education teachers, the parent/guardian and related services providers to ensure students with disabilities can be appropriately involved and make progress toward the general education standards and IEP goals.
- Intervention Specialists will communicate with school administrators and educators in order to prepare staff to plan for the needs of students eligible for special education, evaluations/ reevaluations and IEP implementation.
- Leipsic Local Schools will use virtual meetings and phone conferences to hold IEP, evaluation, and re-evaluation meetings in accordance with regular due process dates.
- Leipsic Local Schools teachers will be collecting data through Google forms/survey, parent and student input through live communication, submitted work samples and recorded videos.
- Direct instruction will occur through:
  - Online meetings (Google Meet)
  - Online Learning Platform (Schoology, Google Classroom, etc.)
  - Phone calls, ParentSquare, emails, Google Chat
  - Use of presentation (Google Slides, etc.)
  - Links to recorded videos and sites
  - Checklists and worksheets