Mentor Public Schools

REMOTE LEARNING PLAN FOR INSTRUCTIONAL CONTINUITY

FULLY ONLINE TEACHER EXPECTATIONS:
- Follow structured daily/weekly lessons with daily interactive instruction using Zoom
- Balance of asynchronous and synchronous instruction
- Use of engagement tools (e.g. Flipgrid, Edpuzzle, Vocaroo, Calendly)
- Expectations for communicate with students independently
- Small group instruction

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Mentor Schools Instruction Aligned with Lake County Risk Levels

Level 1 Yellow	Level 2 Orange	Level 3 Red	Level 4 Purple
In Person	**In Person**	**Hybrid**	**Remote**
_____	_____	_____	_____
All staff and students attend school five days per week.	All staff and students attend school five days per week.	A blend of in person and remote learning. 50% of the students will attend classes in-person two days, attend scheduled Zoom classes on Wednesday and have independent assignments the other two days.*	All students are participating in the remote learning (Zoom) from home following the Remote Learning schedule.

*Hybrid Schedule:
- **Last name beginning A–L will attend school Mon/Tues and have independent work on Thur/Fri**
- **Last names beginning with M–Z will attend school Thur/Fri and have independent work on Mon/Tues**
- **All students will be online on Wednesday**

Elementary Remote Learning Schedule	
8:45 - 9:15 am	Morning Meeting and Goal Setting
9:15 - 10:45 am	Literacy Instruction (whole group, small group and independent work)
10:45 - 11:00 am	Snack Break
11:00 - 12:30 am	Math Instruction (whole group, small group and independent work)
12:30 - 1:15 am	Lunch Break
1:15 - 1:45 pm	Social Studies / Science / Writing
1:45 - 2:15 pm	Closing Meeting on SeeSaw or Schoology

*Related Arts TBD

REMOTE LEARNING SCHEDULES

Middle School		High School	
10:00 - 10:25 am	**Period 1**	10:00 - 10:25 am	**Mods 1 - 2**
10:30 - 10:55 am	**Period 2**	10:30 - 10:55 am	**Mods 3 - 4**
11:00 - 11:25 am	**Period 3**	11:00 - 11:25 am	**Mods 5 - 6**
11:30 11:55 am	**Period 4**	11:30 11:55 am	**Mods 7 - 8**
12:00 - 12:25 pm	**Period 5**	12:00 - 12:25 pm	**Mods 9 - 10**
12:30 - 12:55 pm	**Period 6**	12:30 - 12:55 pm	**Mods 11 - 12**
1:00 - 1:25 pm	**Period 7**	1:00 - 1:25 pm	**Mods 13 - 14**
1:30 - 1:55 pm	**Period 8**	1:30 - 1:55 pm	**Mods 15 -16**
2:00 - 2:50 pm	**Help Time**	2:00 - 2:50 pm	**Help Time**
Students will be required to complete additional work beyond these Zoom meeting times.		Students will be required to complete additional work beyond these Zoom meeting times.	

ACCESSIBILITY

All students will be provided a device by the district (iPad, Chromebook or MacBook) and in the event that there is no access to the internet, a hotspot will also be made available.

TEACHING ONLINE

In the event that a physical school would be closed and/or in a hybrid model and students will be learning remotely, faculty and staff may be working remotely, but could work from school unless there is a campus closure. This determination will be made by the Superintendent based on the Ohio Public Health Advisory System. It is expected that teachers will "meet" at key points as a department or grade level and even as a whole faculty. We will need this time to stay in touch, support each other, and plan. During remote school days (Wednesdays of Level 3 and Monday-Friday of Level 4), everyone at Mentor Schools will follow a set schedule.

Here are a few things to keep in mind:
- **Direct Students to Clever.** All district electronic resources should be accessed by students through Clever.

- **Use Video.** We recommend that you use video and to find ways to connect with students through Zoom. Post the link to the screen cast or the recorded Zoom in your Learning Management System for those students who were not able to attend the meeting at the time you conducted it. Video and audio will help make a switch to online learning feel less impersonal and more relational.
- **Preload & Vary Your Resources.** Preload all your resources and point them out in your LMS. Consider the types of resources you expect students to access. It's good practice to add PDFs of readings and to vary the type of media, e.g. screencasts, TED talks, video tutorials, etc... to make up for you not being in front of them.
- **Think about Assessments.** Assessments with online students require careful planning and should/may look different than what has been done previously. Traditional assessments can put remote students in a tricky position where a quick Google search makes cheating both easy and tempting. It's our job to create a learning environment that sets students up for success rather than for a moral dilemma. This is a good time to consider other types of assessment.

   Teachers should NOT:
   - Take a unit test that they have given previously and convert it to a Google Form or Google Doc (or something similar) to administer electronically.
   - Give assessments that are timed. For example, students must complete within a certain amount of time or at a set time of day, for example on a scheduled Zoom meeting. (Note: AP teachers may deem it appropriate to have students practice taking a timed test as practice for students who will be taking an AP test, which is timed.)
   - Grade assessments (assign points) on whether or not the answer was strictly right or wrong with no chance for students to improve based on teacher feedback and grow as a result.

   If a traditional test/quiz is out, how else can you evaluate what students understand? How else can you assess the development of a key skill? Project Based Learning, with multiple checkpoints along the way, is a great fit for remote learning.

- **Grading.** As a general rule, teachers should update student grades at least once per week. Emphasis should be placed on ongoing feedback for students.
- **Attendance**
   - **Hybrid** - Attendance will be taken on days the student is scheduled to be in school. For days when the students will be remote learning, teachers will track attendance using various evidence participation methods which include: daily logins into LMS, interactions with the teacher, and assignment progress / completion.
   - **Remote Learning** - Students are to be present at targeted teacher-led times of the day. Teachers will take attendance using a similar approach as to when students are attending classes in school.
   - **Mentor Schools Online (MSO)** - Students are to be present at targeted teacher-led times of the day. Teachers will take attendance using a similar approach as to when students are attending classes in school.
- **Due Dates**. <u>As a general rule, teachers should not establish daily deadlines</u>. Instead students should have multiple days to complete assignments, e.g. by Friday or Monday of the following week.   Late work should be accepted with minimal impact on the student's overall grade.

- **Be Flexible.** This is the time to adjust your curriculum to fit into a virtual school world. What is your comfort level? How will you use the many digital tools at your disposal? Make your plans, lay out your course, take a deep breath, and be flexible. If something doesn't work, just like in your classroom teaching, adjust and go back or move on. Remember to reach out to your colleagues and instructional coaches for support. We can do this...together.
- **Create an online community.** Consider creating a "water cooler" location, such as a question/post in your Learning Management System, for students to post questions and write about issues they are having. You can call it "Questions, Concerns, Comments" as an example. An open forum like this will allow not just you, but classmates to respond as well.

Important!
- **Student/Parent Communication.** Teachers should be contacting through email <u>and</u> phone calls families of students not participating or completing work. Please remember not to call or text students directly. Continue to use appropriate modes of communication for the educational setting (e.g. email, Infinite Campus Messenger, Remind App, etc.). Any phone calls need to be made to the parents and guardians and should not be made directly to students.
- **Appropriate Dress.** When conducting a live Zoom, be sure to dress appropriately; Mentor gear would be a great choice. Also, the setting/backdrop needs to be appropriate.

Please refer to the following section outlining your specific grade level schedule expectations.

CONTINGENCY PLANS IF YOU'RE SICK AND CAN'T FACILITATE CLASS

If you are unable to facilitate your class, please communicate with your principal and the Director of Human Resources. Remember, we are all in this together. We are all going to have to step in to help our colleagues through this.

ADDITIONAL RESOURCES

- [Remote Learning Resources](#)
- [Mentor Teachers 20 Days of Technology](#)
- [Clever](#) - Access to all district resources
- [Quicktime](#) - Create a Quicktime video
- [SeeSaw](#) for Home Learning