Springfield-Clark CTC Remote Learning Agreement

Commitment to the Remote Learning Plan

- Students will receive their academics through a remote learning plan.
- Students will receive their academics with a live teacher at the SCCTC by logging into their classroom using Google Meets during designated class times.
- Student schedules will be created indicating their days and times to be logged into their remote learning academics. These courses will be either Monday and Tuesday OR Thursday and Friday
- Students will receive their **related** career technical education (CTE) portion remotely.
- Students will receive their CTE remotely on Wednesdays. They are expected to be logged into their remote CTE lab time on Wednesdays at which time they will receive instruction from their lab instructor.
- In the case of credit recovery or acceleration, students may also be assigned remote learning utilizing a standards-aligned digital curriculum. The digital curriculum provides research-based instruction design and a visible pacing and progress component. In some cases, the program is primarily student driven and self-paced, but a SCCTC Educator will monitor each student's progress. In other cases, students will be assigned a time to log into a Google Meet and meet with a SCCTC Educator to work on their digital curriculum.
- Course rigor, academic expectations, and attendance requirements for remote learning will mirror the expectations of students attending the school setting.

Student Attendance

- Students must commit to being actively engaged and working on remote learning and online coursework.
- Students will receive a schedule with times to be logged into their academic courses.
- Students should follow the schedule for the traditional school-year calendar for the online courses. This includes grading periods, holidays, staff professional development days, etc. During the 2020-2021 school year, the student's academic year will begin on August 26, 2020 and is scheduled to end on May 27, 2021.
- Period/course attendance will be taken when students are scheduled to be working remotely in their academics. Students who do not log into their classes will be considered absent for those classes.
- Daily attendance will be taken when students are scheduled to be working remotely on their CTE curriculum. Students who do not log into their CTE course will be considered absent for that day.
- Students with unique situations must communicate with the assigned teacher.
- Parents/guardians must communicate with the school attendance office to report student absences.

Remote Learning Etiquette

- When working in the online/remote environment, students must have their cameras turned on.
- When working in the online/remote environment, students should mute unless the instructor asks that they unmute mics.
- When working in the online/remote environment, students should try to be in a location that has minimal distractions/background noise.
- When working in the online/remote environment, students should be dressed in school appropriate attire. Uniforms are not required in this environment, but are encouraged. Like when in school, attire should not disrupt/distract the learning environment.
- When working in the online/remote environment, students should make sure their background is school appropriate. Nothing in the background should disrupt/distract the learning environment.
- When working in the online/remote environment, chat features should be used per each instructor's guidance.

Technology

- Each student who is new to SCCTC will receive a SCCTC computer/device to be used for all coursework.
- Students returning to SCCTC are to maintain their already assigned computer/device and use it for all coursework.
- All technology devices and curriculum materials are subject to the SCCTC's District's Policies including: 7540 - Computer Technology and Networks; 7540.01 - Technology Privacy; 7540.03 - Student Education Technology Acceptable Use and Safety; and 7540.05 - Electronic Mail
- The school owned devices should not be used to access non-school related websites, including, but not limited to, social media, entertainment, adult-oriented material, etc.
- Students are required to return the device in the same condition as it was on the date of issue.
- Students should contact the SCCTC IT department for any issues that may arise with the SCCTC computer/device. This can be done by calling 937-325-7368 x 258 or by emailing helpdesk@scctc.org
- Students should contact the SCCTC IT Department immediately should they lose home internet access by calling 937-325-7368 x 258 or by emailing helpdesk@scctc.org. Otherwise, it is expected the parent/guardian is responsible for providing reliable internet access to ensure the student is able to complete assignments using the remote learning platform.

- Counselors, teachers and administrators will be available to support the needs of our students during remote and in-person learning.
- Please contact the teacher, counselor or administrator through email should you have a concern. Staff directory is available at scctc.org
- All accommodations will be provided per IEPs and 504s.

HB 164 Requirements:

HB 164 requires that school districts with a remote learning plan ensure the following:

1. *How student learning needs will be determined and documented?*
   Students learning via the remote learning platform will have their learning needs determined and documented by live classroom instructors just like they would have in the traditional school setting. The teacher will utilize district approved curriculum, pacing guides, and/or purchased instructional programs to create rigorous lessons that are differentiated to support each student's individual needs.

2. *Methods for determining competency, granting credit, and promoting students.*
   SCCTC academic and CTE instructors will use the Ohio State Standards for Learning to design instruction and assess students regularly in determining their competency. Students will be given traditional grades, credit will be awarded, and grade promotions will be made in accordance with current in-person learning practices and applicable board policies. Transcripts will be generated by the associate home district.

3. *Attendance requirements, including how the district will document participation in learning opportunities.*
   Students must commit to being actively engaged and working while involved in their in-person CTE environment and in their online coursework. They will be assigned times to be logged into their classes, with live instruction, during normal school hours. Documentation will be provided through the Google Classroom and/or online curriculum, to track student attendance and activity in the platform.

4. *How student progress will be monitored?*
   SCCTC teachers will monitor student progress through diagnostic, formative and summative assessments throughout the school year utilizing teacher created assignments and assessments and/or those provided through online software.

5. *How equitable access to quality instruction will be provided.*
   The district has purchased computer devices to be issued at the beginning of the school year for every incoming student in the district. The district has purchased computer devices that were previously issued to returning students. The district will provide live teachers and quality instruction to each student. Targeted interventions will support struggling students. Hot Spots will be available on an as-needed basis for students who do not have access to the internet when off campus.

6. *Description of professional development activities offered to teachers.*
   The district will provide the teaching staff with a variety of professional development opportunities throughout the year focusing on curriculum, instruction (including remote instruction), assessment, blended/hybrid learning models, emerging technologies, as well as, mental health, wellness, school safety, and varied needs of students.

Springfield-Clark CTC ![RESTART RESET logo] Remote Learning Agreement

I understand and agree to the information contained in this document and that contained within the training videos provided by the SCCTC. By initialing each box below, I acknowledge I have read and understand each corresponding section of the remote learning plan. My signature represents my understanding of the expectations, responsibilities and requirements for myself or my child to successfully participate in the remote learning being offered at Springfield-Clark CTC for the 2020-2021 school year.

Student's Initials	Parent's Initials	Remote Learning Plan Topics
		Commitment to the Remote Learning Plan
		Student Attendance
		Remote Learning Etiquette
		Technology
		Teachers/Administrators
		HB164 Requirements

Student First and Last Name, PRINTED: _____

Student's SIGNATURE: _____   Date: _____

Parent/Guardian First and Last Name PRINTED: _____

Parent/Guardian's SIGNATURE: _____ Date: _____

Program: _____ Grade Level: _____

Home District: _____