

Crestview Local Schools

DISTRICT REMOTE LEARNING GUIDE



INTRODUCTION: The purpose of this document is to share the district's remote learning plan with parents and students. Remote learning has two different components.

Parent-Selected Remote Learning

Definition

Remote learning that was selected as option 2 (reference Superintendent's letter mailed to parents) by the parent is called Parent-Selected Remote Learning. The only difference from a school-based learning selection is that the student is learning at home using the Zoom platform and Google Classroom during normal school hours. A younger student (preschool through grade 2) will have more offline classwork than online classwork, but would still need to access lessons online at specific times during the school day.

Attendance/Schedule

Each student will need to log in and be present via Zoom during the normal daily schedule (face-to-face), and the teacher will take student attendance. A schedule of classes and/or daily instruction will be provided to students at every grade level.

A student will be marked present if he/she is logged into the Zoom session. A student will be marked tardy if he/she is not logged in at the start of the session. The student will need to stay for the entire Zoom session to be counted present. If a student is sick, parents or guardians will need to follow normal attendance policy and contact the school. Students who miss a Zoom session without a reported absence will be required to complete the classwork; attendance will be unexcused.

Related Services

Each student who qualifies for related services such as Speech, OT, and PT under his/her IEP/504s will have services through Zoom. These sessions will be scheduled through the school provider.

Assessment

Students will have an established time to report to the school building (possibly after normal school hours) to take any summative assessments. Students may also receive additional support/help, if needed. This will be done in a small group setting, if possible.

District-Determined Remote Learning

Definition

Remote learning that is determined by the Superintendent or a directive from the Van Wert County Health Department will be called District Determined Remote Learning. District-Determined Remote Learning will be utilized as follows:

1. Should a student test a positive COVID 19 diagnosis that requires a 10-day quarantine (Note: the quarantine starts with the onset of symptoms, not the positive diagnosis); *OR*
2. Should a student be identified as a “first generation” contact that requires a 14- day quarantine; *OR*
3. Should the virus trend upward placing our county on a level three “red” category and at the direction of the Superintendent, an alternative schedule will be in place that will require remote learning for all students on specific days of the week with the nontraditional daily schedules (found at the end of this document) to accommodate remote learning at various grade levels; *OR*
4. Should the virus trend upward placing our county on a level four “purple” category and at the direction of the Superintendent and/or a public order from the Governor and/or an order from the Ohio Department of Health, all students in the district will be moved to remote learning.

Communication

Teachers will post assignments and communications via Google Classroom. Emails may be used as reminders that direct students to the content/instruction posted on Google Classroom; however, email communication will not be used to give new material and instruction not posted on Google Classroom. Teachers will communicate with parents primarily via email, but may also do so via Zoom and phone/text messaging.

Time

At any of the levels specified in District Determined Remote Learning, teachers are available to students Mondays-Fridays from 8:00am through 3:00pm. Students requiring clarifications on assignments or extra help should seek assistance from their teachers during this normal school day time. This will protect teachers’ family time and/or after-school extra-curricular commitments. Conversely, teachers will respect parents’ and students’ family time and not make email or phone contacts on Saturdays or Sundays.

Attendance

If a student is unable to attend school (Zoom session) because of technical issues/family issues and or illness, a parent is required to follow normal attendance policy and contact the school. Student visible participation during Zoom sessions is an attendance marker, so attendance will be monitored and reported in the statewide attendance accounting system. Where offline assignments, projects or assessments/tests are assigned, completion of such will be used as an attendance marker. If there is a special concern regarding a student’s attendance, please contact the building principal.

Instruction

Teachers will conduct live Zoom sessions or pre-recorded videos based on the nontraditional schedule below. The instructional content is based on state standards at grade levels. Google Classroom posts from teachers will contain all informational and student resource items associated with the lesson. Teachers may also use other technology-based platforms such as EdPuzzle, Flip Grid, Screencastify, and Google Docs/Forms/Slides/Sheets. These applications will all be integrated within Google Classroom for student access. Students are expected to attend all Zoom sessions unless the parent reports an absence or presents a special concern to the building principal. Teachers have been instructed to communicate clear expectations and guidelines to students while remaining flexible as students adapt in a remote learning environment.

Zoom

All Zoom sessions will be recorded and posted to Google Classroom by teachers. Students who miss a Zoom lesson due to a reported absence will have the opportunity to complete classwork. Students who miss a Zoom session without a reported absence will be required to complete the classwork; attendance will be unexcused.

IEP/504

Students who are on IEPs and 504s will have scheduled Zoom meeting times with their intervention teachers per their individualized education plans. Students are required to attend those Zoom sessions. These Zoom meetings will be scheduled either as a small group or individually by the intervention teacher. Students will have access to intervention teachers during the core instruction period. It is understood that due to the unconventional nature of remote learning, students receiving special education services may need additional modifications and accommodations to daily classwork, projects, or assessments/tests.

Related Services

Students who qualify for related services such as Speech, OT, and PT within their IEPs/504s will have services through Zoom or TeleHealth. These sessions will be scheduled through the speech therapist, the physical therapist/PT assistant, or the Occupational Therapist/OT assistant.

Student Assessment/Grading/Promotion

Grades will be taken during remote learning. Students will be assessed on classwork, specific assignments, projects, quizzes, tests, and/or other assessments. The grading scale for individual grade levels is provided in the respective student handbooks. Board of Education approved promotion and retention policies will be applied.

Student Progress

In grades 3-12, student progress is monitored via ProgressBook grading suite. Parents and students have access to this platform and can check it daily. Parents of students in grades preschool through five will receive a report card at the end of each trimester (approximately 60 days) indicating the student's progress. Interim Reports are provided at the midpoint in a trimester (approximately 30 days). In grades 6-12 mid-term (interim) reports will be issued to parents and students approximately 4-5 weeks during the quarterly term. The grade card will be issued at the end of each quarter; semester grades will be maintained as well.

Parent Assistance/Training

To assist parents in their understanding of online learning platforms and applications, building principals will offer several training sessions for parents within the first month of school. These training sessions will be offered on-site and via Zoom. Building principals will provide specific information regarding training dates and times. There will also be short video clips on the district website to assist parents under *Reopening Our School 2020-2021*.

Schedules

Should the district move to a "red" level three category, the district will move to an alternate schedule. This means each grade level will have established on-site learning days and remote learning days. The following provides further information as to what the alternate schedule looks like at each grade level:

1. **High School:** Students will follow their regular schedule during onsite learning days and receive instruction via Zoom utilizing the same 8-period schedule day for remote learning days. Freshman and Sophomores will be onsite on Mondays, Tuesdays, and Wednesdays and learn remotely on Thursdays and Fridays. Juniors and Seniors will be in the building on Wednesdays, Thursdays and Fridays and learn remotely on Mondays and Tuesdays.
2. **Grades 4 through 8:** Students will follow their regular schedule during onsite learning days. On remote learning days, students will follow the schedule specified below as identified for their appropriate grade level. Students will be online for core instruction periods only via Zoom, and specials will not occur remotely on the alternate schedule. Specials will occur on the days students are in the building for on-site instruction. Grade 4 will be onsite on Mondays, Tuesdays, and Thursdays and learn remotely on Wednesdays and Fridays. Grade 5 will be onsite on Mondays, Wednesdays, and Fridays and learn remotely on Tuesdays and Thursdays. Grade 6 will be onsite on Mondays, Wednesdays and Fridays and learning remotely on Tuesdays and Thursdays. Grades 7 and 8 will be onsite on Mondays, Tuesdays, and Thursdays and learning remotely on Wednesdays and Fridays.
3. **Grades 1 through 3:** Students will follow their daily classroom schedules on days they are in the building with onsite learning. On days when students are learning remotely, there will be blended learning with some online (digital) learning and some offline (analog) learning. Grade 3 will be onsite on Tuesdays, Thursdays and Fridays and learn remotely on Mondays, and Wednesdays. Grade 2 will be onsite on Mondays, Wednesdays, and Fridays and learn remotely on Tuesdays and Thursdays. Grade 1 will be onsite on Tuesdays, Wednesdays, and Thursdays and learn remotely on Mondays and Fridays.
4. **Kindergarten:** Students will be onsite for learning on Mondays, Tuesdays, Wednesdays, and Thursdays and learning remotely on Fridays. The focus of learning on Fridays will be the reinforcement of skills that have already been taught during the week.
5. **Preschool:** The younger preschoolers (ages 3, and young 4's) will continue to attend two days per week maintaining their established onsite learning days as Mondays and Wednesdays. The older preschoolers (older 4's and 5's) will be onsite on their normal Tuesdays and Thursdays and learn remotely on Fridays. The focus of learning on Fridays will be the reinforcement of skills that have already been taught during the week.

Should the whole district move to a "purple" level 4 category, all students will be learning remotely every day.

Individual student considerations are as follows:

1. Should a student be quarantined due to a positive COVID test, the student, if able to participate, will follow the traditional school day schedule from 8:00 a.m.- 3:00 p.m. If the student is unable to participate due to the illness, the parent needs to contact the school and report the absence.
2. Should a student be quarantined due to a "first generation" exposure, the student is expected to participate in class(es) and will follow a traditional school day schedule from 8:00 a.m.-3:00 p.m.

GRADE LEVEL SCHEDULES

Schedule for Early Childhood Center ([Grade Preschool](#))

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
Letter Instructional Video (5-10 min) Letter Work (5 min)	Letter Work (5 min)	Letter Instructional Video (5-10 min) Letter Work (5 min)	Letter Work (5 min)	Letter Work (5 min)
Reading Activity/ Work (5 min)	Reading Activity/Work (5 min)	Science/S.S. Activity/Work (5 min)	Reading Activity/Work (5 min)	Reading Instructional Video (5-10 min) Reading Activity/Work (5 min)
Math Activity/Work (5 min)	Math Instructional Video (5-10 min) Math Activity/Work (5 min)	Math Activity/Work (5 min)	Math Activity/Work (5 min)	Math Activity/Work (5 min)
Writing Activity/Work (5 min)	Writing Activity/Work (5 min)	Writing Activity/Work (5 min)	Writing Instructional Video (5-10 min) Writing Activity/Work (5 min)	Writing Activity/Work (5 min)
Total Time: 30 minutes	Total Time: 30 minutes	Total Time: 30 minutes	Total Time: 30 minutes	Total Time: 30 minutes

Assignments for the week are due by Sunday at 8:00pm.

Teachers are available Mondays-Fridays from 8:00am - 3:00pm to assist students/parents.

Schedule for Early Childhood Center ([Kindergarten](#))

Monday	Tuesday	Wednesday	Thursday	Friday
Phonics Instructional Video (5-10 min) Phonics Work (5-10 min)	Phonics Work (10 min)	Phonics Instructional Video (5-10 min) Phonics Work (5-10 min)	Phonics Work (10 min)	Phonics Instructional Video (5-10 min) Phonics Work (5-10 min)
Reading Instructional Video (5-10 min) Reading Activity/ Work (10 min)	Sight WordsWork (10 min) Read Bookie Bag Books (5-10 min)	Reading Instructional Video (5-10 min) Reading Activity/Work (10 min)	Sight Word Work (10 min) Read Bookie Bag Books (5-10 min)	Science/S.S. Video/Reading/Work (10-15min)
Math Work (15 min)	Math Instructional Video (5-10 min) i-Ready Lesson (10 min)	Math Work (15 min)	Math Instructional Video (5-10 min) i-Ready Lesson (10 min)	Math Instructional Video (5-10 min) i-Ready Lesson (10 min)
Zoom Meeting Social Emotional Learning with Encore Teachers (15 min)	Writing Instructional Video (5-10 min) Writing Activity/Work (5-10 min)	Writing Instructional Video (5-10 min) Writing Activity/Work (5-10 min)	Writing Instructional Video (5-10 min) Writing Activity/Work (5-10 min)	Writing Instructional Video (5-10 min) Writing Activity/Work (5-10 min)
Total Time: 70 minutes	Total Time: 70 minutes	Total Time: 75 minutes	Total Time: 70 minutes	Total Time: 75 minutes

Assignments for the week are due by Sunday at 8:00pm.

Teachers are available Mondays-Fridays from 8:00am - 3:00pm to assist students/parents.

Schedule for Elementary ([Grades 1-3](#))

Monday	Tuesday	Wednesday	Thursday	Friday
Phonics/Grammar Assignment (10 min)	Phonics/Grammar Instructional Video (Max 10 min)	Phonics/Grammar Assignment (10 min)	Phonics/Grammar Instructional Video (Max 10 min)	Phonics/Grammar Assignment (10 min)
Reading Instructional Video (Max 10 min) Reading Assignment (15 min)	Reading Assignment (20 min)	Reading Instructional Video (Max 10 min) Reading Assignment (15 min)	Reading Assignment (20 min)	Science/S.S. Assignment/Video (20 min)
Read (20 min)	Read (20 min)	Read (20 min)	Read (20 min)	Read (20 min)
Writing Instructional Video (Max 10 min)	Work on Writing Prompt (10 min)	Work on Writing Prompt (10 min)	Work on Writing Prompt (10 min)	Finish Writing (10 min)
Math Assignment (20 min)	Math Instructional Video (Max 10 min) Math Assignment (15 min)	Math Assignment (20 min)	Math Instructional Video (Max 10 min) Math Assignment (15 min)	i-Ready Lesson (20 min)
Rocket Math (5 min)	Rocket Math (5 min)	Rocket Math (5 min)	Rocket Math (5 min)	Rocket Math (5 min)
	1st Grade Zoom Social Emotional Learning with Encore Teachers (20 min)	2nd Grade Zoom Social Emotional Learning with Encore Teachers (20 min)	3rd Grade Zoom Social Emotional Learning with Encore Teachers (20 min)	
Total Time: 90 minutes	Total Time: 90 minutes	Total Time: 90 minutes	Total Time: 90 minutes	Total Time: 85 minutes

It is recommended that students turn in assignments on a daily basis through Google Classroom. If this is not feasible, all assignments for the week are due by Sunday at 8:00 p.m.

Teachers are available Mondays-Fridays from 8:00am - 3:00pm to assist students/parents.

Schedule for Elementary ([Grades 4-5](#))

Monday	Tuesday	Wednesday	Thursday	Friday
1:30-2:00: Core 1 2:00-2:30: Core 2 2:30-3:00: Core 3 3:00-3:30: Core 4	1:30-2:00: Core 1 2:00-2:30: Core 2 2:30-3:00: Core 3 3:00-3:30: Core 4	1:30-2:00: Core 1 2:00-2:30: Core 2 2:30-3:00: Core 3 3:00-3:30: Core 4	1:30-2:00: Core 1 2:00-2:30: Core 2 2:30-3:00: Core 3 3:00-3:30: Core 4	1:30-2:00: Core 1 2:00-2:30: Core 2 2:30-3:00: Core 3 3:00-3:30: Core 4
Reading/Science Assignment (20 min)	Math/Social Studies Assignment (20 min)	Reading/Science Assignment (20 min)	Math/Social Studies Assignment (20 min)	Zoom Social Emotional Learning with Encore Teachers (20 min)
Total Time: 140 minutes				

It is recommended that students turn in assignments on a daily basis through Google Classroom. If this is not feasible, all assignments for the week are due by Sunday at 8:00pm.

Teachers are available Mondays-Fridays from 8:00am - 3:00pm to assist students/parents.

Schedule for MS ([Grades 6-8](#))

Monday	Tuesday	Wednesday	Thursday	Friday
10:00-10:30 Core 1 10:30-11:00 Core 2 1:00-1:25 Special 1 2:00-2:30 Core 3 2:30-3:00 Core 4	10:00-10:30 Core 1 10:30-11:00 Core 2 1:30-1:55 Special 2 2:00-2:30 Core 3 2:30-3:00 Core 4	10:00-10:30 Core 1 10:30-11:00 Core 2 1:00-1:25 Special 1 2:00-2:30 Core 3 2:30-3:00 Core 4	10:00-10:30 Core 1 10:30-11:00 Core 2 1:30-1:55 Special 2 2:00-2:30 Core 3 2:30-3:00 Core 4	10:00-10:30 Core 1 10:30-11:00 Core 2 1:00-1:30 SEL 2:00-2:30 Core 3 2:30-3:00 Core 4 No Specials
-ELA/Science Assignments given* -Math/SS Assignment turn-in	-Math/SS Assignments given* -ELA/Science Assignment turn-in	-ELA/Science Assignments given* -Math/SS Assignment turn-in	-Math/SS Assignments given* -ELA/Science Assignment turn-in	No New Assignments Given
Total Time*: 205 minutes	Total Time*: 205 minutes	Total Time*: 205 minutes	Total Time*: 205 minutes	Total Time*: 150 minutes

*Target assignments times should be approximately 30-40 minutes unless given multiple days to complete the assignment, and it will be due at the applicable class time on the day(s) indicated by the teacher.

Teachers are available Mondays-Fridays from 8:00am - 3:00pm to assist students/parents.

Schedule for HS ([Grades 9-12](#))

High school students will follow a regular 2-hour delay schedule. Remote learning will consist of 8-period days and the block schedule will not be utilized.

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
10:00-10:29 Period 1				
10:32-11:01 Period 2				
11:04-11:41 Period 5				
12:24-12:53 Period 6				
12:56-1:24 Period 3				
1:27-1:56 Period 4				
1:59-2:28 Period 7				
2:31-3:00 Period 8				
<i>Total Time: 248 minutes</i>				

Due date of assignments will be determined by each teacher and due during the time when class meets. Teachers are available Mondays-Fridays from 8:00am - 3:00pm to assist students/parents.