

Valley Christian Schools

Remote Instruction Guidelines

Introduction

Out of an abundance of caution, Valley Christian Schools is prepared to respond to an announcement of extended school closure to the Coronavirus pandemic. Remote Instruction is the process by which a student's learning can continue at home with remote teacher support. At Valley Christian Schools, the formation of its students should face minimal disruption and all measures should be taken to continue the learning which is traditionally facilitated in the classroom.

Remote Instruction is a challenge to students, families, and teachers that will require constant communication, clear expectations, and a high degree of support. For this reason, on the first day of an extended school closure period, teachers and school leaders will meet to review this plan of action and prepare necessary materials. On the second day of an extended school closure period, parents and students will report to their enrolled campus to collect necessary materials such as Remote Instruction information packets, Remote Instruction kits, and a Chromebook with charger. These materials will make it possible for valuable instruction to continue at home.

This plan of action reviews:

1. Student and Family Expectations and Responsibilities
2. Teacher Expectations and Responsibilities
3. Procedures for:
 - 3.1. Picking Up Remote Instruction Materials
 - 3.2. Returning Completed Assignments
 - 3.3. Chromebook Technical Issues
 - 3.4. School Lunch Program
4. Support Mechanisms
 - 4.1. General Support for Remote Instruction
 - 4.2. Special Education Support
 - 4.3. Internet Deficiencies
5. General Preparedness and Frequently Asked Questions

1. Student and Family Expectations and Responsibilities

To ensure equitable and consistent access to curriculum, instruction, and support, families and students commit to:

- At designated times of the extended school closure, a parent/guardian and their student will report to their enrolled campus to:
 - Receive a Remote Instruction Home Kit (Grades K-3)
 - Read and Sign a Remote Instruction Agreement (Grades K-12)
 - Read and Sign an addendum to the Chromebook Use Guidelines (Grades 4-12)
 - Sign out the student's assigned Chromebook device (Grades 4-12)
- Check communication platforms daily. Approved communication methods include RenWeb, Remind, ClassTag, and Google Classroom.
- Complete all assignments provided by the classroom teacher. Remote Instruction Home Kits will include a breakdown of which assignments to complete for each day. Students in grades 4-12 can view daily posted lessons and assignments on their teacher's Google Classroom page. Daily Google Classroom Assignments will be posted by 11:59pm on the night before.
- Submit all assignments to the classroom teacher by:
 - Submitting online assignments (Grades 4-12)
 - Returning all completed assignments upon the day of return to campus and regular instruction (Grades K-3)
 - Returning completed assignments to designated assignment return areas at the Central Campus. (Grades K-3)

*Students who fail to complete lesson activities and assignments will be deemed absent unexcused and subject to mandatory summer school.

2. Teacher Expectations and Responsibilities

To ensure equitable and consistent access to curriculum, instruction, and support, all VCS teachers commit to:

- Prepare Remote Instruction Home Kits for all students in grades K-3 and those students in grades 4-12 without access to reliable internet. The Remote Home Instruction Kit should be prepared for each student and one copy provided to the building principal and will include:
 - A cover sheet with the teacher's name and general instructions for using the kit.
 - Separate and detailed instructions for each day of learning for 10 school days that details the assignments to be completed, the support provided, and how parents can offer support. A copy of these instructions should be provided to the building principal.
 - Printed roster of all students in the teacher's class.
- Prepare and send daily communication using platforms such as Screencast-o-matic, RenWeb, *ClassTag, *Remind, and Google Classroom. Teachers must use at least one form of two-way indicated with an asterisk(*).

- Regularly check email.
- Complete a daily log of communication and instructional support to submit to the building principal. The daily log will be available as a Google Form.
- Daily Instructional Plans and Assignments Posted for students and families by 11pm the night before on Google Classroom (4-12).
- Provide notifications to students who failed to submit daily assignments.
- Invite the building principal to their Google Classroom page.

3. Procedures

3.1 Picking Up Remote Instruction Materials

On the second day of the school closure period, each campus will be open for resource pickup. Students and families should enter through the designated entrance at each campus and receive instruction from school personnel on documentation and resources. Students in grades 4-12 will receive their assigned Chromebook upon the completion of required paperwork (Chromebook Agreement, Expectations Agreement, etc.). The device must be returned upon the first day of return to normal instruction.

A parent alert will indicate the times students and families can report to their campus to pick up their Remote Instruction materials and the doors through which they should enter. All students and families must report to the school within the designated time window. If necessary, additional assignment pick-up days will be scheduled during the shut down period as needed.

3.2 Submitting Completed Assignments

For students in grades K-3 and students in grades 4-12 completing hard-copy assignments, assignments must be submitted upon the day of return and regular instruction. However, assignments *may* be returned *periodically* to the school between 11:30am and 12:30pm for the convenience of families and teachers. Each campus will have turn-in centers to receive completed assignments.

For students in grades 4-12, assignments must be submitted digitally following teacher instructions for submission. Normal VCS policies for late work apply.

3.3 Chromebook Technical Issues

Students may encounter technical issues with their Chromebook. Students may return their Chromebook for repair between the hours of 11:30am and 12:30pm Monday through Friday. He/she will receive a replacement device to be used for the remainder of the school closure period. The replacement device must be returned to the Operations Coordinator's office upon the first day of return to normal instruction.

3.4 School Lunch Program

Students eligible for free and reduced lunch may report to the Central Campus to receive a daily lunch. Accompanied by an adult, students must enter through the Wychwood (Half-Circle) entrance. Lunches may be received as a take-out service; students are not permitted to remain in the building to consume the lunch or for any other reason.

4. Support Mechanisms

4.1 General Support for Remote Instruction

Teachers and staff will offer continued instructional support to all students throughout the school closure period. Such supports include but are not limited to:

- Regular communication through ScreenCasting, RenWeb, Remind, ClassTag, Google Classroom, etc.
- Google Classroom question and answer support
- Teacher-created screencast videos of lesson instruction
- Established digital learning platforms such as iReady, teachtci, studiesweekly, and AgileMind.

4.2 Special Education Support

Special education teachers will support students with special needs through the general instruction materials and through the video conferencing platform, Google Meet

4.3 Internet Deficiencies

Valley Christian Schools seeks to remove all barriers to learning. For students in grades 4-12, the need for consistent and reliable internet access may provide logistical challenges to receiving remote instruction and completing necessary assignments. Valley Christian Schools has an established partnership with the Mahoning County Public Library to lease internet hot spots to remove this barrier. However, these internet hotspots are available to Youngstown community on a first-come-first-served basis.

With that understanding, Valley Christian families of 4-12 families who indicate the existence of a barrier to internet access will receive Remote Instruction Home Kits.

5. General Preparedness and Frequently Asked Questions

In light of current information about the coronavirus, VCS has reviewed our school safety plans and incorporate hazards such as widespread flu and pandemic disease outbreaks.

Our administration is working cooperatively with the Office of Emergency Management and other city and state officials to establish procedures for determining when to close a school due

to illness, to communicate information to parents, students, staff and the community about the closing and procedures for decontaminating facilities, if necessary.

VCS is committed to making all decisions in the best interest of the health and safety of students and of the community and, as a precaution we are:

- Remaining in close contact with local health department and county emergency management agencies on local health emergency procedures in our community to be proactive in our decision-making.
- Convening planning teams to ensure awareness of emergency procedures specific to virus outbreak.
- Modifying our emergency management plans as needed, in light of new information.
- Reminding families to update their emergency contact information at their child's school.
- Communicating about our preparedness through the VCS parent alert and newsletter and website, letters to staff, families and community and through traditional media. Top of Form

FOR UP-TO-DATE INFORMATION ABOUT COVID-19 AND RESOURCES, VISIT WWW.CORONAVIRUS.OHIO.GOV.

The Ohio Department of Health opened a call center to answer questions from the public regarding coronavirus (COVID-19). The call center will be open 7 days a week from 9:00 a.m. to 8:00 p.m. and can be reached at **1-833-4-ASK-ODH (1-833-427-5634)**

*This information, based on information from the [Ohio Department of Health](#), [Centers for Disease Control and Prevention \(CDC\)](#) and Ohio Department of Education, is designed to help Ohio's schools and districts consider local preparedness and [action planning steps](#) necessary to carefully and effectively prepare for and respond to a **possible** coronavirus outbreak.*

*This Coronavirus FAQ anticipates possible district and school-level questions and offers answers that might be considered when formulating local action plans. **Schools and districts should make all decisions in the best interest of the health and safety of students and the community.***

The Ohio Department of Education is in the process of [requesting a USDA waiver](#) to enable sponsors to serve meals in a non-congregate setting and at school sites during school closures related to the coronavirus. Upon approval, the Department will update this notification with further instructions for schools.