

## Teaching & Learning

September 8, 2020

Dear Parent/Guardian,

This is a school year that will require flexibility because of COVID-19. For example, due to virus spread, the Lucas County Health Department may require 14-day quarantines for specific students, a classroom, or the district could again be required to close. If we need to shift to short- or long-term remote learning, Maumee City Schools teachers will consider family situations and respond to student needs in order to provide equitable support, understanding, and flexibility.

Teachers will begin the year explaining how remote learning will work so students and parents know what to expect. Teachers will be reaching out to parents to explain the online platform and share videos and other resources to help you support your learner online. All K-12 teachers will use Google Classroom for remote learning. Teachers will also share their remote learning expectations, an information-gathering survey to find the best methods of communication, and a schedule to follow for remote learning.

On the Friday before each remote learning week, teachers will provide families with the times of video conference sessions for the following week. A full weekly schedule will be emailed to students & parents and posted on the remote learning platform on Monday mornings by the start of the school day. The full weekly schedule should include, but not be limited to, the expected workload and links, video conference schedules, digital instruction schedules, office hours, etc.

Teachers will communicate weekly with parents through these schedules, and also as needed by email, phone calls, handouts, school newsletters, Class Dojo (Wayne Trail), etc. During the school week, teachers will reply to parent and student contacts within 24 hours.

Teachers will strive to keep the workload manageable and be understanding of student needs at home. Unless we are in a school closure for an extended period of time, grades are earned in a manner consistent with a typical school year.

### Parent Best Practices for Successful Remote Learning

- Set up a schedule for your learner and provide guidance so that they maintain a consistent schedule. Work with older students to craft a schedule that balances free time, creative time, and enough time to complete the required learning tasks.
- Read over the 2020-21 Student Expectations When Learning Remotely (see below). Talk with your students about these expectations and make sure they understand them.
- Make sure your student is not counted absent. Read over the attendance section of the 2020-21 Student Expectations When Learning Remotely (see enclosure). Students are required to participate in video conference sessions. If a student needs to miss one of the scheduled sessions, they need to make prior arrangements to do an alternate assignment.
- Communicate early and often with teachers. Teachers want to know how best to communicate with you and your student during remote learning. Older students can be the ones who communicate with their teachers when they need help or have questions. Check PowerSchool often to make sure your student is keeping current with assignments.
- Seek help if you need it. Teachers will be able to provide help for classroom tasks, help students who may be struggling emotionally, help families who need financial assistance, and provide links to community resources.

If you have any questions or concerns, please reach out, we are here to help.

Sincerely,

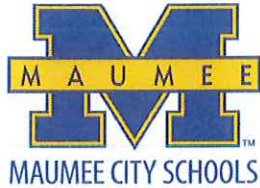
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Enclosure

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## 2020-2021 Student Expectations When Learning Remotely

Maumee City School students have responsibilities as learners, whether that learning takes place in a classroom or remotely.

### Act kindly

*toward others, giving everyone, including other students and teachers, the opportunity to learn and teach.*

### Commit yourself

*to your work, doing your work diligently and honestly.*

### Follow school rules

*when working on school work, no matter where or how you do that work.*

### Consider others

*when working with them, whether "live" online or not.*

**Academic Integrity** - You are expected to complete your *own* work without copying from other students or copying off the internet. This includes not snapchatting/group messaging answers, plagiarizing, or using other digital shortcuts to get work done. The classroom teacher will handle academic integrity issues, both for the student(s) who received the answers, and the student(s) who provided them. Consequences for cheating may include no credit for the assignment and office referrals. Teachers may require tests to be taken during a live videoconference with the videos on.

**Accountability and Grades** - Remote learning still counts as being 'in school'. You are accountable for all assigned work, including participating in all scheduled video conferences, watching instructional videos, attending office hours, and collaborating with other students on projects and assignments. Grades will remain the same as a typical school year.

**Attendance** - **Teachers are taking attendance during remote learning.** *This is different than in the Spring.* Ways to make sure you aren't counted absent are: participate in all video conferences, communicate with your teacher through emails, shared documents, comments, etc., and engage in assignments and activities.

Teachers will announce video conference times on the Friday before each remote learning week, and then email and post a full weekly schedule each Monday morning. You are expected to follow that schedule. If you have difficulty with the schedule for some reason, communicate early and often with the teacher to work out alternative plans.

**Communication** - During remote learning, communication is so important. Communicate *early* with teachers by reaching out right away if you are having problems understanding assignments, having technical difficulties or if you are unable to complete work because of illness or family situation. Communicate *often* with teachers by attending office hours, participating in video conferences, emailing teachers when you need extra help, etc.

**Engagement** - Log in and do your work every day that you are learning remotely. Actively engage during remote learning. Understand that teachers may need to adjust curriculum or instruction practices based on the needs of the group. If teachers offer resources to help such as optional video conferences, you are expected to take advantage of these if you need assistance. Realize that digital instruction will not look the same as face-to-face instruction and as such, you may have to take on more responsibility for your own learning.

**Expected Time** - Depending on your age and grade level, you can expect to spend a few to several hours each day learning remotely. This will include (but not be limited to) completing reading assignments, watching videos, writing, creating projects, and participating in video conferences. While teachers will try to keep the workload manageable and be understanding, you need to work with your teachers and vice versa to make sure you are learning and getting work done on time.

**Maintain a Consistent Schedule** - Set aside time in your day to focus only on school and schoolwork. Teachers will post weekly schedules of video conferences and workloads, and you are expected to maintain a schedule such that these expectations are met. Work with a trusted adult to create a consistent schedule that works for you, a schedule that balances free time, creative time, and enough time to complete required tasks.

**Use of the Technology** - Your teachers will address how digital instruction will work right from the start of the year so you and your parents know what to expect. Follow their guidelines for how to appropriately email, how to effectively use Google Classroom, and how they expect you to participate in video conferences