Camden Early College High School
Remote Learning Plan (9-13 Plan C)

Daily Instructional Schedule (include Core/Electives)

On the Remote Learning Days, CECHS will have the following daily schedule:

- Instructional Workday will be from 8 a.m. - 3 p.m.
  - During plan C (current plan), every student with internet access will be REQUIRED to log on to every class every day except Wednesday.
  - If/when plan B is implemented, the following will apply: Group A - Monday and Tuesday, Group B - Thursday and Friday. Wednesdays are set aside for office hours, additional support for students (one on one/small group, etc) and planning.

- Teachers shall deliver 60 to 90 minutes per course of direct engagement which may include direct instruction, assessment, note taking, videos, ect.

- Email remains the best way to reach a teacher.

- Reasonable daily assignments will be given and may include direct instruction, indirect instruction and assignment completion for each class.

List the learning management system(s) that will be utilized, along with on-line instructional resource(s), or offline instructional resource(s) that will be made available to all students in a grade-level across the public school unit. All schools are set up with a Guest network for internet usage.

Canvas will be utilized. Lessons and assignments will be posted weekly on Mondays by 8:00 a.m. Instructions will be posted weekly under "Modules" for each Canvas course the student takes. Each week's assignments are due by 11:59 p.m Sunday of each week.

Please see the list of online instructional and offline instructional resources that are available for students and parents:Camden Early College High School Resources

If your child does not have access to the internet, please see the plan below that your child's school has implemented to ensure that paper packets are available:

- Paper packets will be made available for families without internet or without reliable internet.
- Notify the Camden Early College front office that your child will need a paper packet.
- If your child receives a paper packet, the student must complete and must turn in the packet for a grade on or before the due date.
- Pictures of completed packets will not be accepted.
- *The use of packets should be a last resort as needed only; online should be the first choice if at all possible.*

Canvas
Provide step-by-step instructions for parents and students on how to access and use Canvas, including how to locate, complete, and submit assignments. The plan shall include regular opportunities for students to use the platforms and methods during non-remote instruction days to ensure student success during remote instruction.

Students will be provided with lessons via Canvas for each course in which the student is enrolled.

STEPS:

Step One: Log-in to IAM/NCEDCloud account: my.ncedcloud.org or via the icon on their Chromebook for log-in.

Step Two: Once logged in, students will click on the red CANVAS icon to see their courses.

Step Three: Students will see a block icon for each of the courses they are enrolled in. Example: If a student is enrolled in English II, World History, Spanish I, and Math I, the student will see a different square for each course.

Step Four: Students will click on the course for which they want to view and complete assignments. Students should view "Modules" (located on the left side-bar) to see the links and instructions to their weekly lesson for EACH COURSE in which they are enrolled.

Step Five: Students will submit assignments for grading according to the individual teacher's instructions that will be provided weekly via the "Modules" tab in Canvas.

Canvas information:

- Check your courses EVERY DAY via the "Modules" section in each of your Canvas courses.

- Assignments and lessons may consist of watching a video, participating in a Google Meet or Zoom, taking a quiz, or completing various projects. This information will be given to you via the "Modules" section in Canvas.

Grading and Attendance

The following explains tracking and reporting attendance on remote instruction days, including protocols for determining attendance, the reporting system to be used, and how attendance procedures will be communicated to parents before remote instruction begins:
Grading structures will be consistent with in-person and blended instructional environments as set forth by the school. Graded assignments and assessments will be posted in PowerSchool by the teacher.

Grading and Attendance:
- Complete the Google attendance form, DAILY, to be counted as present in PowerSchool. For student convenience, the Google attendance link will be provided on the homepage of each Canvas course. Students MUST log in by 9:00 a.m. to complete the Google Form or they will be marked as absent.
- Schools will work to communicate by phone, mail, or through our social worker if there are attendance issues or concerns.
- If you do not have internet access, you will be responsible for calling CECHS daily by 9:00 a.m. to inform the front office that you are present.
- Students are expected to attend all online learning with their teacher daily.
- Students who miss class for an EXCUSED ABSENCE only may be marked present for that class if they make up the work for that day. They must communicate with their teacher regarding this matter.
- Students should follow the instructions for each course in which they are enrolled to determine the requirements and assignments that should be completed. These instructions will be posted in Canvas under "Modules" by each teacher.
- The individual course grading policy will be located for each class in the syllabus provided on Canvas.
- Students completing paper packets will be expected to call their teacher during office hours if they are in need of additional instructional support.

Reporting System that will be Utilized:

PowerSchool

Communication to Parents with Regards to Grading and Attendance:

Parents will receive notification regarding the school/District's expectations regarding grading and attendance.

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Curriculum

Teachers will design lessons aligned to the state K-12 standards associated with their course.

These will be identified as learning targets on daily/weekly lessons on canvas.

Teachers will use higher-order thinking questions to gauge and deepen students' understanding.

Instruction

The common framework for instruction will include an opening, mini-lesson, work period and closing.

Requirements for deadlines for submission of assignments and methods to assess and grade learning during remote instruction.

All assignments will be posted in Canvas through the student's course by 8:00 a.m. Monday of each week that remote learning takes place. At Camden Early College, all assignments for all classes will be due Sunday of each week by 11:59 pm. All of this information will be located under "Modules" in each Canvas course.

Teachers will develop common formative assessments that are explicitly aligned to standards and collaboratively analyze student data.

Assignments will be assessed and graded by the teacher, and final grades will be posted in PowerSchool.

Assessments will be regularly given and graded. Feedback will be provided to students and instruction will be adjusted based on assessment results (differentiation).

Grading structures will be consistent with in-person and blended instruction environments as set forth by the school that your child attends.

The current week's assignments are due by Sunday at 11:59 pm. If assignments are late, there will be a ten percent deduction per day. Work will not be accepted more than five days after the due date (Friday at 11:59 pm the following week).

Administrators

On remote instructional days, the CECHS school administrator will have a plan that covers four main duties for the remote instructional day:

All teachers will have a Remote Sub Plan in Canvas and a teacher buddy in case of an unexpected absence. The teacher will notify the administrator as soon as possible concerning his/her absence. Management of the physical building - the school administrator will monitor the operations of the school while remote learning is taking place to ensure the buildings and grounds are safe and everything is in working order.

The school administrator will provide support, encouragement, feedback, and guidance to teachers during remote learning. Remote instruction will be monitored throughout the school day to ensure that lessons/instruction are being carried out with fidelity and rigor.

The school administrator will monitor teachers daily to ensure that expectations are being met. Staff meetings and individual teacher meetings will be held to communicate the progress of the remote learning instruction plan and student performance.

Online and offline contact options for students to communicate with teachers or staff for remote instruction days

Students should contact individual course teachers via email.

Students who cannot contact teachers via email will need to call the CECHS office: 335-7219.

Virtual meetings will be available as needed and upon request.

Technology and Technology support
Online learning will require that you have access to a device and reliable internet at home. If you are in need of a device please call the main office at CECHS.

Please notify your teacher if you are having any technical difficulties.

Students who cannot contact teachers via email will need to call the CECHS office: 335-7219.

You can submit a technology help desk ticket at https://ccsnc.on.spiceworks.com/portal_registrations

In the event you are unable to reach your teacher, please contact Mrs. Heath in the media center for assistance. rheath@camden.k12.nc.us

Providing equal access for students with disabilities to the remote instruction provided by their school and that remote instruction is provided in a manner consistent with each student's individualized education program (IEP) or 504 plan.

EC Teacher

1. The EC teacher will continue to provide EC services. This may include individualized video conferences, other methods of communication, the use of Canvas courses, and a variety of digital resources, as appropriate.

2. The EC Teacher will collaborate and communicate with general ed. teachers and other service providers, provide them with student information/modifications/accommodations, and verify implementation.

3. The EC teacher will provide links to relevant websites.

4. The EC teacher will be added to all relevant general ed. Canvas courses.

5. The EC teacher will communicate with parents and provide progress reports.

Related Services Providers (Speech, Occupational Therapy, Physical Therapy, Hearing, and Visual Therapy):
Related Services such as physical therapy, occupational therapy, and speech will be arranged individually with the therapist and parent. Speech therapy will be provided through Teletherapy, speech packets, and/or Zoom learning activities.

Multi-Tiered Systems of Support (MTSS) for students:
Continue to provide differentiated core, supplemental and intensive support to all students

English learners, Academically and/or Intellectually Gifted learners, and students who have been identified and are served under the McKinney-Vento Act as homeless

A. English learners

The students will have a school support team who will serve as a liaison between them and the respective core content area teacher. The goal is to provide guidance, social/ emotional, academic, and other vital services to meet the students' unique needs.

B. Academically and/or Intellectually Gifted learners for Secondary level

Tamara Bush @tbush@camden.k12.nc.us will serve as the facilitator for the AIG population at Camden Early College High School.

The AIG teacher is committed to providing support through resources and differentiated tasks and assignments to AIG students in a remote learning environment.
The AIG teacher will provide services through advanced course offerings that students register to attend.

C. Students served under the McKinney-Vento Act as homeless

Students will receive support from the teacher, school counselor, nurse, and school social worker to ensure equitable access to learning opportunities.

Camden County Schools is committed to ensuring that the rights and services guaranteed in the McKinney-Vento Act are implemented throughout the school district. Camden County Schools will follow the requirements of the McKinney-Vento Act during the COVID-19 pandemic with the same assurances and without any alterations in policies and procedures. Students will be provided instructional materials and supplies (including technology hardware) to ensure their access to all educational opportunities afforded all students of Camden County. Students will also be provided with

a means to access any online instruction by providing a location for viable internet access. We are dedicated to meeting the needs of all children in Camden County.

Camden County Schools will:
- continue a homeless child's or youth's education in the school of origin for the duration of homelessness and the remainder of the academic year if the child or youth becomes permanently housed during an academic year
- enroll the homeless child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend
- presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied homeless youth) the youth
- consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youths, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied homeless youth) the youth
- immediately enroll the child or youth, even without records that are normally required for enrollment or if the child or youth has missed application or enrollment deadlines during any period of homelessness
- contact the school last attended for relevant records
- assist with obtaining immunizations or other required health records; and
- make any records ordinarily kept by the school available in a timely fashion when the child or youth enrolls in a new school or PSU;
- treat information about a homeless child's or youth's living situation as a student education record
- provide services comparable to those received by other students in the school
- coordinate with local social services agencies and other agencies or entities providing services to homeless children and youths and their families.

Social/Emotional Learning Strategies and Support
Camden County Schools is committed to providing social and emotional support for our students and staff, as we recognize that this is a stressful time for everyone.

The wellbeing of our staff, students, and parents/guardians is our priority. Schoolwork is important, but we also recognize that this is a stressful time for everyone, and we want our staff and families to have a healthy balance of work and family time. Please stay in communication with your child's teacher. If more time is needed for assignments, please let them know.

We have included social and emotional tips, links, and suggested activities to manage stress and stay on task.

See: https://www.edutopia.org/article/13-powerful-sel-activities-emelina-minero

https://www.k12.wa.us/sites/default/files/public/studentsupport/sel/pubdocs/SEL%20Parent%20and%20Educator%20Activities.pdf

https://www.youtube.com/watch?v=DqNn9qWoO1M&list=PL10g2YT_ln2gCNJMk3hDaxo9IbB75Ex_R&index=1

Staff Roles and Expectations

○Weekly lesson plans posted by 8:00 am Monday ○Office hours established Wednesday from 8:00 am-3:00 pm; must be available during those hours ○Communicate if not going to be available ○Respond to communication within 24 hours ○Virtual meetings must be recorded and posted by 5:00 pm same day for students who could not attend ○Communicate with your teacher buddy and communicate with your students who that teacher is ○PowerSchool updated weekly ○Collect Contact information ○Signed and read syllabus	●60-90 minute lessons ●Due dates for Assignments ●Weekly feedback - can be grades ●Parent contact for students not logging in or completing assignments weekly ●Virtual meetings must be a participation grade ●All student work must be submitted on Canvas ●Post getting started video ●Lessons must include a combination of synchronous instruction (online or distance education that happens in real time) and asynchronous instruction (occurs through online channels without real-time interactions) weekly ●High level expectations ●Teacher work hours are 8:00 am - 3:00 pm.

Student Expectations

►Check Canvas Daily ►Attendance: Sign in by 9:00 am daily ►Follow all due dates ►Virtual meetings see syllabus ►Dress code and behavior during virtual Meetings - dress appropriately and pay attention during the virtual meeting ►Students who are exhibiting distracted behavior will have points deducted from their daily participation grade ►Be on time to virtual meetings, just like you are on time for class - this means being logged on to the virtual class for each class period	►Check announcements daily for each class ►Contact teacher prior to missing a virtual meeting If you have a conflict with your class time it is your responsibility to communicate with your teacher to make other arrangements AND to watch that day's recorded video ►Working will not be considered an excuse for missing virtual classes/meetings - you are not legally allowed to work during school hours ►Contact individual teacher if you have any issues ►Submit all work to Canvas if you have internet ►Check emails daily and respond within 24 hours ►Students must use school gmail accounts ►Virtual meetings will count as participation grade ►Must check grades in PowerSchool weekly ►Students should contact teacher during office hours if there are any questions/concerns with weekly grades.

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CECHS
REMOTE DAILY SCHEDULE

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	Monday	Tuesday	Wednesday	Thursday	Friday
1st	8:30 - 9:30	8:30 - 9:30	**Remote Learning**	8:30 - 9:30	8:30 - 9:30
2nd	10:00 - 11:00	10:00 - 11:00	**Remote Learning**	10:00 - 11:00	10:00 - 11:00

| 3rd | 12:00 - 1:00 | 12:00 - 1:00 | Remote Learning | 12:00 - 1:00 | 12:00 - 1:00 |
| 4th | 1:30 - 2:30 | 1:30 - 2:30 | Remote Learning | 1:30 - 2:30 | 1:30 - 2:30 |