ATTENDANCE & INSTRUCTIONAL NOTES FOR MOU DATED 10.29.20

FOR BUILDING LEADERS

2020 - 2021

COLUMBUS CITY SCHOOLS

Terms

Brick Days   In-person onsite

Click Days   Remote learning days for students offsite (synchronous and asynchronous)

Remote Only Day   Generally will fall on a Wednesday

Synchronous Learning (SL): is inclusive of live instruction and group or individual student work as long as the teacher is available for real-time interaction.

Asynchronous Learning (AL): is content aligned, grade level appropriate and planned and organized by the teacher, to allow for student-directed learning which does not include real-time interaction.

Currently, we are in **Fully Remote Learning,** so no changes are needed regarding instructional days and times. Until the district moves into Blended/Hybrid Learning, Elementary Schools **do not** have an Asynchronous or Remote Day. Currently, Middle and High Schools do have an Asynchronous Day.

Fully Remote Learning
(the current situation)

Attendance Procedures
Attendance for each quarter must be entered, confirmed, and updated for each student by the end of the quarter by the Teacher of Record ☐ Students/Parents can check-in ☐ **Synchronous Learning:** Teacher of Record marks participation ☐ **Asynchronous Learning:** Teacher of Record can mark participation based on, but not limited to the following: ☐ Daily logins to learning management systems/student information systems/digital curricular resources ☐ Daily interactions with the teacher to acknowledge attendance via messages, emails, telephone calls (when have access to district provided phones), video chats, or other formats that enable teachers to engage with students ☐ Assignment completion for which teachers should gauge each student's attendance based upon what they determine is the amount of time the assignment would take for a typical student (per ODE guidance)

Grades K-6 Elementary Fully Remote Instruction	Grades 6-12 Secondary Fully Remote Instruction
The Teacher will: ☐ Conduct 240-260 minutes (4-4:20) of Synchronous Learning per day ☐ Conduct 100 minutes (1:40) of Asynchronous Learning per day ☐ Communicate with students, parents and building administrators, teacher's class schedule that incorporates synchronous and asynchronous learning experiences	**The Teacher will:** ☐ Conduct Synchronous Learning four days per week with 40 minutes per class period ☐ Conduct Asynchronous Learning one day per week with 220 minutes of AL on that day ☐ Identify specific class time that assures direct instruction and time for virtual learning as well as any time for flexible group instruction Secondary schedules will be assigned for each course

Blended/Hybrid Learning

The typical weekly schedule of student in-person learning during a five-day student week is Mondays, Tuesdays (Cohort A), Thursdays and Fridays (Cohort B), and remote learning on Wednesdays. The schedule may change during weeks that contain one or more days of student non-attendance (e.g., Election Day, professional development days, weather related closures) in accordance with the Content Area Teacher language regarding Remote Only Days below.

Attendance Procedures

Attendance for each quarter must be entered, confirmed, and updated for each student by the end of the quarter by the Teacher of Record
 	
The Teacher of Record takes attendance for all in-person/physical (brick days); completion of work **canno**t be substituted for in-person attendance as it can for remote learning
 	
☐ Students/Parents can check-in on click days (remote learning, away from the school)
☐ During Remote Days where the teacher **is meeting** with students the Teacher of Record marks participation
☐ During Remote Days where the teacher **is NOT meeting** with students the Teacher of Record will take attendance on the following criteria (but not limited to):
    ☐ Daily logins to learning management systems/student information systems/digital curricular resources
    ☐ Daily interactions with the teacher to acknowledge attendance via messages, emails, telephone calls (when they have access to district provided phones), video chats, or other formats that enable teachers to engage with students
    ☐ Assignment completion for which teachers should gauge each student's attendance based upon what they determine is the amount of time the assignment would take for a typical student (per ODE guidance)

Grades K-6 Elementary Blended/Hybrid Instruction
(Both Brick & Click Days Weekly)

Brick Days will be the length of a contractual workday with 165 minutes ELA, 90 minutes Math, 60 minutes SS/Science

Click Days with Asynchronous Learning
- ☐ The teacher will conduct 200 minutes (3:20) of Asynchronous Learning
- ☐ Unified Arts/Specials will be remote with synchronous instruction provided by the Unified Arts/Specials Teacher

Remote Only Click Day (Generally Wednesdays)
- ☐ This is a Support and Asynchronous Learning Communication Day
- ☐ The teacher will conduct:
  - ☐ 220 minutes (3:40) of Asynchronous Learning
  - ☐ A 20-minute Synchronous Morning Meeting with all student cohorts at the beginning of the day
  - ☐ 60 minutes of proactive, teacher-directed, Synchronous student support that may include: small group conferences, content and assignment support, etc.
- ☐ The 20-minute Morning Meeting is not part of the 60 minus of Synchronous Learning Support
- ☐ The teacher will also send emails to students and parents; conduct teacher planning, TBTS, and MTSS Meetings
- ☐ The teacher will get 280 minutes (4:40) of planning time on this day and examples of planning activities are (not limited to): recording lessons, grading, resource preparation, etc.
- ☐ This amount of time can be altered for MTSS, IEP, MFE, TBT or staff meetings (see MOU)
- ☐ Up to 60 minutes of this Remote Only Day will be for MTSS, SPED, TBTs and other administrator designated meetings
- ☐ On days where there are at least 3 full days of student attendance, these parameters shift (see MOU)
- ☐ **Unified Arts/Specials Teachers** will continue to provide synchronous instruction on the remote only day

Grades 6-12 Secondary Blended/Hybrid Instruction
(Both Brick & Click Days Weekly)

Brick Days will be the length of a contractual workday and schedules will be assigned for each course

Click Days with Asynchronous Learning
- ☐ The teacher will conduct 120 minutes of Asynchronous Instruction that is content aligned, grade level appropriate instruction per class period. However, this time can be broken up over the three days (MTW or WRF); it does not have to be 40 minutes per day. For example, the teacher might assign a project over those three days that would equate to 120 minutes of work

Remote Only Click Day (Generally Wednesdays)
- ☐ The teacher will:
  - ☐ Conduct 120 minutes of Asynchronous Instruction that is content aligned, grade level appropriate instruction per class period
  - ☐ Hold synchronous student support sessions for a total of 90 minutes on this day (1.5 hours) which may include small group conferences, synchronous content and assignment support, etc. Teachers could be creative with this 90-minute block of time and meet with multiple classes together or meet with classes individually for smaller chunks of time
  - ☐ Engage in Asynchronous Communication: email to students and parents; teacher planning TBTs, MTSS Meetings
- ☐ Up to 90 minutes of the day can be for MTSS, SPED, HB 410, TBTs, and administrator designed meetings. Administrators can be creative with this time. For example, MTSS encompasses a lot of topics/areas and administer designated meetings might include safety announcements, etc.
- ☐ The teacher gets 240 unassigned planned minutes on this Remote Only Day (4 hours) where they can record lessons, grade, prepare resources, etc.

Special identified student populations (AP, IB, CCP, Career Center) may fall outside of these asynchronous minute requirements if teachers, in their professional judgment, choose to provide live instruction at their sole discretion to students who are remote or if the teachers must provide live instruction to certain students who are remote if deemed an appropriate accommodation as the result of a 504 or IEP team meeting, due process or mediation case. Teachers who provide live instruction to students who are remote will be provided with appropriate technology.