



2020-21

REMOTE LEARNING GUIDE

LAKE ORION
COMMUNITY
SCHOOLS

September 2020

TABLE OF CONTENTS

2 LETTER FROM ASSISTANT SUPERINTENDENT OF
TEACHING AND LEARNING HEIDI MERCER

3 ATTENDANCE

4 • SOCIAL AND EMOTIONAL LEARNING
• WEDNESDAY PLANS

5 TECHNOLOGY

6 • SPECIAL EDUCATION/ENGLISH LEARNER
• FOOD DISTRIBUTION
• COMMUNICATION

7 REMOTE LEARNING TIPS

8-11 SCHEDULES (ELEMENTARY, MIDDLE, LAKE ORION
HIGH SCHOOL, LEARNING OPTIONS HIGH SCHOOL)

12 FREQUENTLY ASKED QUESTIONS

SEPTEMBER 2020



LETTER FROM ASSISTANT SUPERINTENDENT OF TEACHING AND LEARNING HEIDI MERCER

Welcome to the 2020-2021 school year! While this is a different start than we are used to, we are just as excited and eager to begin the year. It is going to be a year full of learning and growth.

LOCS staff has been learning, preparing and planning for several months knowing that remote learning could be a likelihood at any time during this school year.

In six months, the way we educate our students has drastically changed. What has not changed is our dedication and commitment to providing an exemplary education for all students. We remain true to our mission.

We also recognize that the past six months have brought many changes for our families. We continue to strive to provide as much support as we can for family needs.

We appreciate the support, understanding, and collaboration with our families and community. We have all come together during these unprecedented times. We all have roles and responsibilities in ensuring the success of our students.

The stronger positive, partnership we form between home and school will only benefit our students. This guide has been developed to assist with our remote learning plan. Please take a few moments to review the different sections. This document will also be posted on our website. While communication is always important, during our remote learning, it will be even more critical. Please reach out to teachers should your student need extra support with remote learning.

We are looking forward to a great school year. Thank you for our partnership as we work together to navigate this unique situation and ensure we are doing our best to meet the needs of all students.

We are all in this together.

We are Orion strong and Dragon proud!



ATTENDANCE

Attendance during the remote learning period is required and being documented for the state of Michigan and Board of Education. A student, during the remote learning period, will count as present each school day if they do one of the following: attend a “live” class period/meeting, turn in assignments, or enter into two-way communication with the classroom teacher regarding course/core content.

During the remote learning period, it is not required to report an absence to the school office. However, should a parent want to report their child absent, follow these procedures:

Elementary Level (grades DK-5)

- **Email Teacher:** A parent can email their child’s classroom teacher noting what parts of the day their child will be absent and missing live instruction.
- **Seesaw:** All work missed during the absence is required to be completed and turned in through Seesaw.
- **Additional Assistance:** Should a child need help with the content missed due to the absence, the parent can set up an appointment with the classroom teacher for extra support on a Wednesday.

Secondary Level (grades 6-12, Post-Secondary)

- **Email Teacher:** The student can email the teacher(s) of any class(es) in which the student will miss live instruction.
- **Students should use their LOCS email account.**
- **Missed Work:** All class work (assignments, assessments, etc.) missed during the absence is required to be completed and turned in through Microsoft Teams.
- **Additional Assistance:** Should a student need help with the course content missed, the student should plan to attend the next office hour session for that specific class period.

SOCIAL AND EMOTIONAL

LOCS is committed to educating the whole child. That involves not only providing academic teach and learning, but also providing support and growth for students' social and emotional needs. Meeting students social and emotional needs is the foundation for academic success.

LOCS will be providing resources for parents to support their children at home during this unique time.

Please also contact your child's counselor at the secondary level or Family School Coordinator at the elementary level should you child need social and emotional support.

WEDNESDAY PLANS

Students will have independent work to complete on Wednesdays.

Seesaw, for elementary, and Microsoft Teams, for secondary, are the platforms where students will access this independent work.

Wednesdays are a dedicated day for students to receive additional support with remote learning. Some ways this support will be provided include: teachers meeting with small groups of students, individual Zoom/Microsoft Teams check-in meetings, providing interventions for students, being accessible for students to contact teachers individually, and conducting other activities as necessary to support students.

While teachers will be reaching out to provide students with extra support, please know that parents and/or students can and should contact their teacher(s) for additional support.



TECHNOLOGY

The week of August 31, the LOCS Technology Department distributed devices to the majority of Lake Orion Community Schools students as the district works to reach the 1-to-1 goal of a device for each student.

Secondary level students (high school and middle school): All students were provided with laptops for their remote learning.

Please log into Microsoft Teams prior to Tuesday, September 8 to ensure a connection for the first day of school.

Here are a few resources to assist with Microsoft Teams, if needed.

- Parent University videos explaining how to use Microsoft Teams at home:
 - Family Edition: <https://vimeo.com/454391539>
 - Student Edition: <https://vimeo.com/454392407>

Technology support will be available Friday, September 4 from 8 a.m.-3 p.m. and again beginning at 7 a.m. on Tuesday, September 8. Please contact Technology Services at <https://servicedesk.oakland.k12.mi.us> or call 248-209-2060.

Elementary level students:

Students in Grades DK-2 are being provided with an iPad while students in Grades 3-5 are receiving a laptop from LOCS. Though devices were not available for all elementary students this week, the rest of the previously ordered devices are expected to be available by mid-October.

Families who have their own technology devices may refuse the district device, but LOCS requests that the personal device be able to load and run the district-related educational platforms.

Students are encouraged to log on to Seesaw prior to Tuesday's first day of school to ensure that the device is in working order for remote learning.

- Here is a Seesaw tutorial for families: <https://safeYouTube.net/w/WL9Y>

Technology support will be available Friday, September 4 from 8 a.m.-3 p.m. and again beginning at 7 a.m. on Tuesday, September 8.

Please contact Technology Services at <https://servicedesk.oakland.k12.mi.us> or call 248-209-2060.



SPECIAL EDUCATION/ ENGLISH LEARNER

The Special Education and English Learner students receive a unique educational delivery during the remote learning. All students receive individualized accommodations, as well as opportunities to receive small group instruction.

Because there are a variety of individual challenges for students with unique learning needs, families will learn about their student's plans directly from their special education provider and the teacher. Together, families and teachers will collaborate to ensure that all students have the supports they need.

If there are specific questions, families can contact their building Special Education teacher and/or service provider or English Learner program coordinator Jennifer Howe (Jennifer.Howe@lok12.org).

FOOD DISTRIBUTION

On Mondays and Wednesdays, LOCS will be offering free food to any students who are interested. The distributions will occur at Blanche Sims Elementary and Waldon Middle School from 11 a.m.-1 p.m. The distribution begins September 9.

COMMUNICATION

School Supply List for 2020-2021

patience	encouragement
flexibility	positivity
deep breaths	understanding
calmness	compassion
humor	respect
cooperation	kindness

When faced with a question or concern, please reach out via the appropriate process.

First Step -- Teacher

Second Step -- Building Administration (Principal)

Third Step -- Assistant Superintendent

Fourth Step -- Superintendent

Fifth Step -- Board of Education



REMOTE LEARNING TIPS

Establish routine, expectations

Creating positive habits and consistency is critical at the start. Preparing like a traditional school day (breakfast, getting dressed) will aid a routine. A normal bedtime and following a schedule allows students to prepare and know what to expect.

Set up a learning area

Finding a consistent, quiet work space within the home reminds it's a place for school learning and away from the casual activities and distractions. Keep the doors open so adults can observe, keeping the student on task.

Stay connected

Teachers will reach out to students in the group setting in class. Though remote, they are still available to assist students and the two-way interaction will help. Teachers are eager to assist and will answer questions as soon as they are able.

Students own learning

Just as in previous school years, parents are available for support, but the students are doing the work. Learning independence takes time. Yet, the students who engage with the teachers and class will be proud of their achievement.

Create reading time

Reading is built into the curriculum and teacher lessons. But ensuring some time to escape gives the student a different view, while practicing a significant life skill.

Establish quiet moments

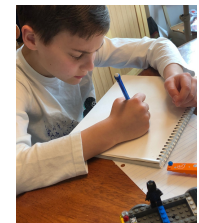
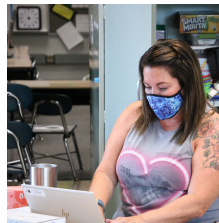
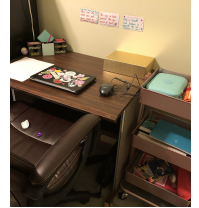
The home can be busy with multiple students and parents all in a confined space. Creating separation (either in a different room or with headphones) can help. LOCS is leaving Wednesdays for independent, low-stress learning.

Start, finish with check-in

Though many students are independent with their learning, a parent check-in at the start and end of the day helps organize and develop self-management skills.

Encourage physical activity

Students need to have physical activity for their own health as well as for keeping the brain engaged and energized to learn.



ELEMENTARY SCHOOL SCHEDULE

Elementary schedules were shared by teachers for students.

Wednesdays will be for office hours and small group lessons and projects.

The general elementary schedule below is posted on LakeOrionSchools.org/ReturnToSchool.

Elementary District Daily Schedule

Monday:

MONDAY ELEMENTARY SCHEDULE						
	Kindergarten	1st Grade	2nd Grade	3rd grade	4th Grade	5th Grade
8:15-8:45	Morning Connection Meeting			Music	Morning Connection Meeting	Art
8:45-9:15				Music		Art
9:15-9:45	Literacy	Literacy	Math	Morning Connection Meeting	Literacy	Morning Connection Meeting
9:45-10:00	Brain Break					
10:00-11:00	Literacy	Literacy	Literacy	Literacy	Math	Math
11:00-11:15	Brain Break					
11:15-12:15	Math	Math	Literacy	Literacy	Literacy	Literacy
12:15-1:00	Lunch/Recess					
1:00-1:30	Science/SS	Science/SS	Science/SS	Math	PE	Literacy
1:30-2:00	Social/Emotional Well check				PE	
2:00-2:10	Brain Break					
2:10-2:40	PE	Media	Art	Social/Emotional Well check		
2:40-3:10	PE	Media	Art	Science/SS	Science/SS	Science/SS

Thursday:

THURSDAY ELEMENTARY SCHEDULE						
	Kindergarten	1st Grade	2nd Grade	3rd grade	4th Grade	5th Grade
8:15-8:45	Morning Connection Meeting			Media	Morning Connection Meeting	PE
8:45-9:15				Media		PE
9:15-9:45	Literacy	Literacy	Math	Morning Connection Meeting	Literacy	Morning Connection Meeting
9:45-10:00	Brain Break					
10:00-11:00	Literacy	Literacy	Literacy	Literacy	Math	Math
11:00-11:15	Brain Break					
11:15-12:15	Math	Math	Literacy	Literacy	Literacy	Literacy
12:15-1:00	Lunch/Recess					
1:00-1:30	Science/SS	Science/SS	Science/SS	Math	Art	Literacy
1:30-2:00	Social/Emotional Well check				Art	
2:00-2:10	Brain Break					
2:10-2:40	Art	PE	Music	Social/Emotional Well check		
2:40-3:10	Art	PE	Music	Science/SS	Science/SS	Science/SS

Tuesday:

TUESDAY ELEMENTARY SCHEDULE						
	Kindergarten	1st Grade	2nd Grade	3rd grade	4th Grade	5th Grade
8:15-8:45	Morning Connection Meeting			Art	Morning Connection Meeting	Music
8:45-9:15				Art		Music
9:15-9:45	Literacy	Literacy	Math	Morning Connection Meeting	Literacy	Morning Connection Meeting
9:45-10:00	Brain Break					
10:00-11:00	Literacy	Literacy	Literacy	Literacy	Math	Math
11:00-11:15	Brain Break					
11:15-12:15	Math	Math	Literacy	Literacy	Literacy	Literacy
12:15-1:00	Lunch/Recess					
1:00-1:30	Science/SS	Science/SS	Science/SS	Math	Media	Literacy
1:30-2:00	Social/Emotional Well check				Media	
2:00-2:10	Brain Break					
2:10-2:40	Media	Music	PE	Social/Emotional Well check		
2:40-3:10	Media	Music	PE	Science/SS	Science/SS	Science/SS

Friday:

FRIDAY ELEMENTARY SCHEDULE						
	Kindergarten	1st Grade	2nd Grade	3rd grade	4th Grade	5th Grade
8:15-8:45	Morning Connection Meeting			PE	Morning Connection Meeting	Media
8:45-9:15				PE		Media
9:15-9:45	Literacy	Literacy	Math	Morning Connection Meeting	Literacy	Morning Connection Meeting
9:45-10:00	Brain Break					
10:00-11:00	Literacy	Literacy	Literacy	Literacy	Math	Math
11:00-11:15	Brain Break					
11:15-12:15	Math	Math	Literacy	Literacy	Literacy	Literacy
12:15-1:00	Lunch/Recess					
1:00-1:30	Science/SS	Science/SS	Science/SS	Math	Music	Literacy
1:30-2:00	Social/Emotional Well check				Music	
2:00-2:10	Brain Break					
2:10-2:40	Music	Art	Media	Social/Emotional Well check		
2:40-3:10	Music	Art	Media	Science/SS	Science/SS	Science/SS

Important Components of Remote Learning

- **Asynchronous Learning:** self-directed learning where the student decides the times that he/she will learn and complete assignments. Learning and assignments will be provided utilizing Microsoft Teams and any other materials utilized by the teacher.
- **Synchronous Learning:** required learning that occurs utilizing live video (Microsoft Teams) as a group with a teacher at a designated time.

MIDDLE SCHOOL SCHEDULE

MONDAY	TUESDAY	THURSDAY	FRIDAY
7:45–8:30 a.m. 5th Hour Office Hours	7:45–8:30 a.m. 2nd Hour Office Hours	7:45–8:30 a.m. 4th Hour Office Hours	7:45–8:30 a.m. 1st Hour Office Hours
8:30–9:15 a.m. 6th Hour Office Hours	8:30–9:15 a.m. 3rd Hour Office Hours	8:30–9:15 a.m. 6th Hour Office Hours	8:30–9:15 a.m. 2nd Hour Office Hours
9:15–10:45 a.m. 1st Hour Virtual Meeting (required)	9:15–10:45 a.m. 4th Hour Virtual Meeting (required)	9:15–10:45 a.m. 1st Hour Virtual Meeting (required)	9:15–10:45 a.m. 4th Hour Virtual Meeting (required)
10:45 a.m.-12:15 p.m. 2nd Hour Virtual Meeting (required)	10:45 a.m.-12:15 p.m. 5th Hour Virtual Meeting (required)	10:45 a.m.-12:15 p.m. 2nd Hour Virtual Meeting (required)	10:45 a.m.-12:15 p.m. 5th Hour Virtual Meeting (required)
12:45-2:15 p.m. 3rd Hour Virtual Meeting (required)	12:45-2:15 p.m. 6th Hour Virtual Meeting (required)	12:45-2:15 p.m. 3rd Hour Virtual Meeting (required)	12:45-2:15 p.m. 6th Hour Virtual Meeting (required)
2:15-3 p.m. 4th Hour Office Hours	2:15-3 p.m. 1st Hour Office Hours	2:15-3 p.m. 5th Hour Office Hours	2:15-3 p.m. 3rd Hour Office Hours

Wednesday 7:45 a.m. – 3 p.m. Office Hours and Asynchronous Learning

Important Components of Remote Learning

- **Asynchronous Learning:** Self-directed learning where the student decides the times that he/she will learn and complete assignments. Learning and assignments will be provided utilizing Microsoft Teams and any other materials utilized by the teacher.
- **Synchronous Learning:** Required learning that occurs utilizing live video (Microsoft Teams) as a group with a teacher at a designated time.
- **Office Hours:** Small group, individual Microsoft Teams check-in meetings, staff lesson prep, teaming with like-course teachers, monitor and mentor online learning, interventions with students, summative assessments for students, grading, professional development, department meetings, collaboration with special education, EL and intervention staff, time for students to contact teachers individually, and other activities as necessary to support students.

LAKE ORION HIGH SCHOOL

SCHEDULE

MONDAY	TUESDAY	THURSDAY	FRIDAY
7:30 – 9 a.m. 3rd Hour Office Hours	7:30 – 9 a.m. 1st Hour Office Hours	7:30 – 9 a.m. 4th Hour Office Hours	7:30 – 9 a.m. 2nd Hour Office Hours
9–10:30 a.m. 4th Hour Office Hours	9–10:30 a.m. 2nd Hour Office Hours	9–10:30 a.m. 3rd Hour Office Hours	9–10:30 a.m. 1st Hour Office Hours
10:30 a.m. – 12:30 p.m. Required Virtual Meeting for 1st Hour Block OR 10:30-11:30 a.m. 1A 11:30 a.m.-12:30 p.m 1B	10:30 a.m. – 12:30 p.m. Required Virtual Meeting for 3rd Hour Block OR 10:30-11:30 a.m. 3A 11:30 a.m.-12:30 p.m 3B	10:30 a.m. – 12:30 p.m. Required Virtual Meeting for 1st Hour Block OR 10:30-11:30 a.m. 1A 11:30 a.m.-12:30 p.m 1B	10:30 a.m. – 12:30 p.m. Required Virtual Meeting for 3rd Hour Block OR 10:30-11:30 a.m. 3A 11:30 a.m.-12:30 p.m 3B
1-3 p.m. Virtual Meeting for 2nd Hour Block OR 1-2 p.m. 2A 2-3 p.m 2B	1-3 p.m. Virtual Meeting for 4th Hour Block OR 1-2 p.m. 4A 2-3 p.m 4B	1-3 p.m. Virtual Meeting for 2nd Hour Block OR 1-2 p.m. 2A 2-3 p.m 2B	1-3 p.m. Virtual Meeting for 4th Hour Block OR 1-2 p.m. 4A 2-3 p.m 4B

Wednesday 7:30 a.m. – 3 p.m. Office Hours

Important Components of Remote Learning

- **Asynchronous Learning:** Self-directed learning where the student decides the times that he/she will learn and complete assignments. Learning and assignments will be provided utilizing Microsoft Teams and any other materials utilized by the teacher.
- **Synchronous Learning:** Required learning that occurs utilizing live video (Microsoft Teams) as a group with a teacher at a designated time.
- **Office Hours:** Students should expect to use this time each day to complete school assignments in an asynchronous manner. Staff office hours can also be used for small group work, individual Microsoft Teams check-in meetings, to monitor and mentor online learning, interventions with students, summative assessments for students, collaboration with special education, English Learner and intervention staff, time for students to contact teachers individually, and other activities as necessary to support students.

LEARNING OPTIONS HIGH SCHOOL

SCHEDULE

MONDAY	TUESDAY	THURSDAY	FRIDAY
7:30–9 a.m. 1st Hour Teacher Office Hours	7:30–9 a.m. 4/5 Hour Teacher Office Hours	7:30–9 a.m. 2/3 Hour Teacher Office Hours	7:30–9 a.m. 6/7 Hour Teacher Office Hours
9–10:30 a.m. 2/3 Hour Teacher Office Hours	9–10:30 a.m. 6/7 Hour Teacher Office Hours	9–10:30 a.m. 1st Hour Teacher Office Hours	9–10:30 a.m. 4/5 Hour Teacher Office Hours
10:30 a.m.–11 a.m. Required Mentor Virtual Meeting (Synchronous)	No Mentor Virtual Meeting	No Mentor Virtual Meeting	10:30 a.m.–11 a.m. Required Mentor Virtual Meeting (Synchronous)
11:30–1 p.m. 4/5 Hour Required Virtual Meeting (Synchronous)	11:30–1 p.m. 1st Hour Required Virtual Meeting (Synchronous)	11:30–1 p.m. 4/5 Hour Required Virtual Meeting (Synchronous)	11:30–1 p.m. 1st Hour Required Virtual Meeting (Synchronous)
1:15–2:45 p.m. 6/7 Hour Required Virtual Meeting (Synchronous)	1:15–2:45 p.m. 2/3 Hour Required Virtual Meeting (Synchronous)	1:15–2:45 p.m. 6/7 Hour Required Virtual Meeting (Synchronous)	1:15–2:45 p.m. 2/3 Hour Required Virtual Meeting (Synchronous)
Asynchronous Learning Student Required 1st hour - 45 minutes 2/3 - 90 minutes	Asynchronous Learning Student Required 4/5 - 90 minutes 6/7 - 90 minutes	Asynchronous Learning Student Required 1st hour - 40 minutes 2/3 - 90 minutes	Asynchronous Learning Student Required 4/5 - 90 minutes 6/7 - 90 minutes

Wednesday 10:30–11 a.m. Required Mentor Virtual Meeting (Synchronous);

Asynchronous Required: 1 Hour - 45 minutes, 2/3 - 90 minutes, 4/5 - 90 minutes, 6/7 - 90 minutes

Important Components of Remote Learning

- **Asynchronous Learning:** self-directed learning where the student decides the times that he/she will learn and complete assignments. Learning and assignments will be provided utilizing Microsoft Teams and any other materials utilized by the teacher.
- **Synchronous Learning:** required learning that occurs utilizing live video (Microsoft Teams) as a group with a teacher at a designated time.
- **Office Hours:** Small group, individual meetings and instruction, communicating with with students and parents/guardians, monitoring student work and progress.

FREQUENTLY ASKED ?S

- **Why are all students in the same remote learning program?**
 - The LOCS Administration feels this was the best possible option for families from both previous paths. Those who desired the personal connection of in-person learning will have a set schedule with regular class hours and an interactive teacher. Those who sought the distance learning environment will be able to remain home and still experience the full LOCS curriculum. The connection to teachers on a daily basis in a live format will provide all students a strong social-emotional start to the school year and allow them to get used to the online platform on a set schedule.
- **What will be different than the spring online learning?**
 - In the spring, the state of Michigan imposed restrictions, denying school districts from taking attendance and requiring grades. This fall, students will be accountable, as if they were in the in-person environment. Attendance will be taken, assignments will be graded, grades will be given and feedback will be provided on classwork.
- **What are the platforms students will use?**
 - Elementary students will use the Zoom platform, while secondary students will engage through Microsoft Teams. Students will be expected to actively participate in those lessons. Schedules and class assignments were shared with families during the week of August 31.
- **How will teachers know where a student is academically, following the shortened in-person learning last spring?**
 - LOCS has adjusted its curriculum maps to account for the lessened-learning period in the spring. LOCS will continue its assessment plans with testing evaluations at the beginning, middle and end of the year. Because those are done remotely, it will be an easy transition. LOCS administrators and coaches are working on a plan to assess the youngest students, who are traditionally evaluated in a small group or individual setting.
- **What are some more details about the remote learning process?**
 - Learning plans/assignments are provided to students via Seesaw (grades DK-5, ECSE) or Microsoft Teams (grades 6-12, Post-secondary) from current teacher of record. The schedules in this guide require teachers to meet in a virtual manner (Zoom, Microsoft Teams)IEP and 504 plans may alter a student's daily schedule. It is again important to note that due to the flipped model of instruction being implemented by all teachers, students will always have online content and instructional videos available to them.
 - Remote meeting days should be utilized to reinforce important concepts through student discussion or sharing (to increase student engagement) and for formative assessment of students on their level of understanding of preceding lessons. The integration of asynchronous and synchronous learning, demonstrated in the plan above, is strongly recommended by the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.

