

# *Remote K-8 Building* *Parent Handbook* *2024-2025*



Please be sure to refer to the School and CMSD Website for all related information critical to learning.

**School:**

<https://tinyurl.com/yckzfhpm>



**CMSD:**

<https://tinyurl.com/2t6akm35>



*(216) 838-7250*

**(All parent/guardians are expected to review this entire handbook with their students at the beginning of the school year.)**

# Welcome to the Remote K8 School



Welcome to the Cleveland Metropolitan Kindergarten through 8<sup>th</sup> grade Remote School, where staff and students work together to engage in learning tasks that are rigorous, relevant, and applicable to the real world. Our goal is to provide an equitable and individualized learning environment so that we can develop well-rounded, confident, and responsible students who strive to reach their full potential. At the CMRS K8 School, each student will have access to a quality education from a location of your choice that includes: 175 minutes of LIVE remote instruction a day, Special classes such as Physical Education, Music, Art, and Reading Intervention, Say Yes to Education [services](#), one-to-one technology devices, including Chromebooks and Hotspots, and access to a library of digital learning resources and applications.

**Due to the unique learning environment we offer, all new scholars and families are required to attend an in-person orientation at the Remote K8 school site before enrollment is initiated and courses scheduled. This orientation will review school procedures, expectations and supports, and will allow all new enrollments to receive needed technology and supplies. A Remote K8 Agreement form, appendix E, is required. Please call us at 216-838-7250 for more information.**

## **Things To Do As A Remote K-8 Parent:**

- *Contact the school immediately with any phone number, email, or address changes.*
- *Notify the school regarding absences and tardies each morning by 10:00am by calling 216-838-7250.*
- *Participate in school activities, virtual and in-person.*
- *Help with homework/assignments and provide a place for your scholar(s) to work.*
- *Check Schoology, SeeSaw and instructional platforms for communication.*
- *Ensure the scholar(s) log-into school on time each day and stay engaged at all times.*
  - *Students must attend all live classes with their camera on and face fully present.*
  - *Students must log in to all live classes and be logged in and engaged in learning activities on a school computer for 6 hours each school day.*
- *Come to school for all in-person events, such as: Testing, Device pick-up and repair, etc.*
- *Attend Virtual/In-Person Parent-Teacher Conferences and other school events.*
- *Discuss any concerns you have about your child's behavior and academic performance with the teacher or the principal.*
- *Always maintain professional and safe behavior. This includes the language and behavior of all individuals whenever involved in a school related activity.*
- *Ensure that technology is always utilized for school related purposes and address broken technology immediately by calling or coming to the school.*

# *Schedule*

## **8:00 am – 2:30 pm Instructional Day**

- 8:00**                      *Scholars must log-in to the first class of the day.*
- 8:00-12:10**            *Scholars will follow their classroom schedule through synchronous and asynchronous work.*
- 12:10-12:50**        *Lunch Break*
- 12:50**                      *Scholars must log back in from lunch.*
- 12:50-2:30**            *Scholars will follow their classroom schedule through synchronous and asynchronous work.*
- Synchronous** – *Time for direct instruction with a staff member. Students are logged-in to a meeting link and engaged in work with peers and/or staff.*

**Asynchronous** – *Time for independent practice. Students are logged into learning apps and completing work as assigned by a staff member.*

It is critical that all students are logged in to class meetings and engaged in learning during synchronous time AND logged in to learning apps inside Clever and completing work as assigned during asynchronous work time as both are used to determine student attendance and grades.

**Class Links can be found on our [website](#) and in Schoology.**

## **CMSD Remote K8 Important Dates 2024-2025**

### Mandatory In-Person Testing:

- 3<sup>rd</sup> Grade Ohio State Reading Test: October 14<sup>th</sup>-18<sup>th</sup>.
- 2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup> Grade Gifted and Talented Assessment: Oct 14<sup>th</sup>-18<sup>th</sup>.
- Ohio English Language Proficiency Assessment for English Language Scholars: Feb. 3<sup>rd</sup> - March 14<sup>th</sup>.
- 3<sup>rd</sup>-8<sup>th</sup> Grade Alternative Assessment (AASCD) for Low-Incident Students: Feb.18<sup>th</sup>-April 17<sup>th</sup>.
- 3<sup>rd</sup>-8<sup>th</sup> Grade Ohio State Reading Test: April 7<sup>th</sup>-April 25<sup>th</sup>.
- 3<sup>rd</sup>-8<sup>th</sup> Grade Ohio State Math Test & 5<sup>th</sup>/8<sup>th</sup> Grade Ohio Social Studies Test: April 21<sup>th</sup>-May 9<sup>rd</sup>.

### Other Important Dates:

- 8/19/24 – First Day for First through 8<sup>th</sup> grade students.
- 8/23/24 – First Day for Kindergarten students.
- 9/2/24 – No School, Labor Day.
- 9/12/24 – Virtual Open House, 6:00-8:00pm.
- 9/16/24 at 3:30pm – In-Person Schoology Support Session.
- 9/20/24 – No School for Kindergarten, Staff PD.
- 10/10/24 at 4:00 – In-Person Fall Festival.
- 10/11/24 – No School, Fall Recess.
- 10/18/24 – End of the 1<sup>st</sup> Marking Period.
- 10/29/24 – Virtual Parent-Teacher Conferences, 12:30-7:00pm.
- 11/5/24 – No School, Staff PD.
- 11/11/24 – No School, Veterans Day.
- 11/19/24 at 4:00pm – In-Person Reading Night
- 11/20/24 at 5:00pm – Virtual Reading Night.
- 11/27/24-11/29/24 – No School, Thanksgiving.
- 12/6/24 – No School for Kindergarten, Staff PD.
- 12/18/24 at 4:00pm – In-Person Winter Celebration.
- 12/20/24 – End of the 2<sup>nd</sup> Marking Period.
- 12/23/24 – 1/3/25 – No School, Winter Break.
- 1/13/25 at 3:30pm – In-Person Math Night.
- 1/14/25 at 5:00pm – Virtual Math Night.
- February, date TBD – In-Person Black History Program.
- 1/20/25 – No School, Martin Luther King Jr. Day.
- 2/5/25 – Virtual Parent-Teacher Conferences.
- 2/14/25 – No School, Staff PD.
- 2/17/25 – No School, Presidents Day.
- 3/19/25 at 4:00pm – In-Person Ohio State Testing Night.
- 3/20/25 at 5:00pm – Virtual Ohio State Testing Night.
- 3/14/25 – End of the 3<sup>rd</sup> Marking Period.
- 3/24/25-3/28/25 – No School, Spring Break.
- 4/11/25 – No School for Kindergarten, Staff PD.
- 4/18/25 – No School, Good Friday.
- 4/23/25 – Virtual Parent-Teacher Conferences.
- 5/19/25 – End-of Year In-Person Celebration Event.
- 5/26/25 – No School, Memorial Day.
- 5/28/25 – Kindergarten and 8<sup>th</sup> grade Promotion Events.
- 5/29/25 – Last Day for Students, End of the 4<sup>th</sup> Marking Period.

# **General Information**

## **VISITORS:**

All students, staff, and visitors are required to enter through the main doors on Martin Luther King Drive and report to the John Adams High School office on the first floor. From there, visitors will be directed to the 3<sup>rd</sup> Floor, where the Remote School K8 office is located – room 300.

1. Upon arrival on the 3<sup>rd</sup> floor, all visitors are to report to the Remote K8 office in room 300, directly across from the stairwells and elevator.
2. Visitors will NOT be allowed past the office unless it is deemed an emergency OR an appointment was made in advance.
3. If at all possible, please call the school at 216-838-7250 for assistance.

## **VISITOR CONDUCT:**

All visitors of the Remote K8 building are expected to always maintain professional and safe language and behavior. Any visitors deemed unsafe or who is demonstrating behavior deemed unfit for a school setting will be asked to leave campus. Repeat offenders and serious incidents will result in the offender being banned from campus.

## **LEARNING TECHNOLOGY – see appendix D**

All students will be provided a school -issued Chromebook to utilize for remote instruction. This device will be assigned to students upon enrollment. This device is to be used for school-related work only and is the responsibility of the parent/guardian. Please review the [District Digital Guidelines](#) around devices with your student. ([CMSD Device Care Website](#))

For technical support with a district provided device, please follow these steps in order:

1. Call the HelpDesk at 216-838-0440.
2. If they are unable to assist the below Office Hours are available for walk-in technology support on the 3<sup>rd</sup> Floor of John Adams.
  - a. Monday – Fridays, 8:30-3:30
3. If you are unable to utilize the above Office Hours, please email [john.vandenberg@clevelandmetroschools.org](mailto:john.vandenberg@clevelandmetroschools.org) to set an appointment.
4. Call the school at 216-838-7250.

*(Parent/Guardians are responsible for all district devices and must come to school for repair or replacement)*

A few helpful tips to avoid technology issues:

1. Set up a dedicated workspace at home for your scholar where all school related work will be completed from. If possible, this should be out of the bedroom. A quiet corner of the home is all that is needed.
2. Take the computer after all schoolwork is completed and plug it in for the next day. This will ensure that the computer is charged, fully operational, and not being used at night for non-school related things.
3. Set up ground rules for computer usage. These should include:
  - Use the device for school related work only.
  - Keep the computer on a stable surface, such as a desk and not a bed.
  - Do not walk around with the computer.
  - Keep food and drink away from the computer.
  - Keep the computer clean.

**All scholars in the Remote School K8 have been issued a Chromebook for their educational use. It is our belief that if reasonable precautions and care are taken, these Chromebooks and accessories should not experience physical damage. Replacement of district devices may result in a minimal fee of \$25. If a device is intentionally damaged, the family will be held responsible for the full cost of the device. See Appendix F.**

## **ATTENDANCE – see appendix A:**

Students are required to attend school 180 days per year. Regular attendance is vital for student success.

Parent/Guardians are required to call the school (838-7250) by 10:00am in the morning if their child will be absent or tardy.

For student absences, families must communicate with the school the reason for the absence to change it from unexcused to excused. This can be done in the following manners:

1. The parent/guardian calls the school office and informs the secretary.
2. The parent/guardian emails the school secretary explaining the absence.
3. The parent/guardian brings in a written note to the school office.
4. The parent/guardian messages the teacher via email, Schoology, or other means.
- Written absence notification must include the date of the absence, student's full name, guardian's full name, and the reason for the absence.

. Excused absences are for:

- Illness
- Religious Holiday
- Death in the Family
- Unusual Circumstances (must be explained in writing and approved by the Principal or Assistant Principal)

For technology related absences, the parent/guardian must contact the school to inform of the issue AND must contact the HelpDesk at 216-838-0440 for technical support. The absence MAY be excused for the below technology related reasons:

- Temporary internet outage for individual students or households.
- Technical difficulties for individual students or families at inconvenient times, such as during a teacher-led remote learning lesson.

**Students must complete all work related to the excused day(s) in order for the absence to be changed to present.**

## **PARTICIPATION:**

Per the Ohio Department of Education, to show proof of attendance and engagement in a Remote School, student must both attend live classes and log-in and complete assignments in Clever/Schoology each day. **Participation must equal 6 hours each school day.**

## **ENGAGEMENT – see appendix B:**

Cameras must be on at all times with the scholar's face fully on screen. If the camera is not able to be on the following expectations are in place:

- Parent/Guardians must communicate with the classroom teacher the reasons.
  - Permissible reasons include, but are not limited to, device issues, medical and mental health reasons, and special education accommodations.
    - If the camera is not working, the parent/guardian shall work with the school to correct the issue.
- The scholar must be actively engaged within the lesson as communicated by the teacher.
  - Includes, but is not limited to, use of the chat, verbal communication, use of learning applications such as SeeSaw, break-out rooms, virtual whiteboards, etc.
  - **Students must be logged in for 6 hours each school day.**



## **ATTENDANCE & ENGAGEMENT – see appendix C:**

All students and families of the Remote K8 School must commit to all policies, procedures, and expectations, including those related to Attendance and Engagement. Failure to do so may result in removal from the Remote K8 School to a brick and mortar school or an alternative educational setting.

*In accordance with Ohio Revised Code 3314.261(A-F), each internet or computer-based school shall develop a policy regarding failure to participate in instructional activities. The policy shall state that a student shall become subject to certain consequences, including disenrollment from the school. Therefore, failure to meet attendance and engagement expectations will result in consequences that may require a transition back to a brick-and-mortar school setting or an alternative setting, such as the Virtual Academy.*

## **CHANGE OF ADDRESS/TELEPHONE NUMBER:**

The school must maintain accurate addresses and telephone numbers in case of emergency. **If your address or phone number changes at any time throughout the year, please contact the school office immediately so we may update our records.**

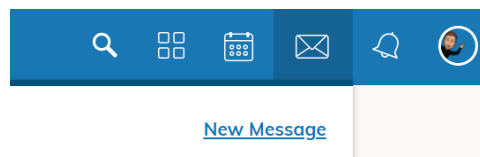
## **CONFERENCES:**

Parent-Teacher conferences are an essential component of a successful education. They provide the necessary link between home and school. Conferences are to be scheduled either by calling the school or by sending a note to your child's teacher. Parent-Teacher conferences must be arranged in advance and they must be scheduled for a time outside of instructional periods.

## **COMMUNICATION:**

Please always keep open communication with your student's teacher. To do so, please follow the below steps in order:

1. Send the teacher a message through Schoology. To do so, when logged in to Schoology, click on the envelop icon on the top right, click 'new message', and then type in the name of the teacher.



2. Email the teacher. Email address can be found on our [school website](#) under 'Staff Directory'. A current email address is required for all parent/guardians as it is the main method of communication.
3. Utilize the communication method as designated by the teacher. This may include email, Class Dojo, etc.
4. Call the school at 216-838-7250.

## **INTERIM PROGRESS REPORTS:**

Student grades will be maintained online. Parent/Guardians will be provided access to the online reporting program so that grades can be monitored on a regular basis.

## **REPORT CARDS:**

Report cards are sent out quarterly. Please look over your child's report card carefully. If there are any questions or concerns, please feel free to schedule a conference with your child's teacher.

## **INCLEMENT WEATHER:**

In the rare event of school closing due to inclement weather, such as a snowstorm, extreme temperatures, or an emergency situation, the local media will be informed. Parents should stay tuned to local news and radio broadcasts for details affecting our school. A phone call will also be made so please ensure your phone number is always current.

## ***Disciplinary Procedures***

In order for children to receive a quality education, disruptions and inappropriate behaviors will not be tolerated. We hold very high expectations for our students. **Behavior will be a consideration for participation in all special events, rewards and incentives.**

All students must follow the rules of the school as outlined in the CMSD Student Code of Conduct. Each teacher will have their own individual classroom management plan and procedures. Repeated violations of the classroom plan may result in a referral to administration.

## **STUDENT CODE OF CONDUCT:**

All scholars and families are expected to review and adhere to the Student Code of Conduct at all times. Students will be required to verify that they have received and reviewed the Code of Conduct.

## **STUDENT HARASSMENT, INTIMIDATION AND BULLYING:**

Harassment, intimidation, or bullying (including cyberbullying) is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student or school personnel more than once, and such behavior causes both, mental or physical harm to the other student or school personnel, and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student or school personnel.

Harassment, intimidation, or bullying of any student or school personnel on school property, on a school bus or at school-sponsored events is prohibited – this includes during online synchronous or asynchronous learning, and during the use of school supplied devices, technology and learning platforms.

Cyberbullying of students or school personnel at any time and at any location by students is prohibited. Cyberbullying is the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others. Cyberbullying includes, but is not limited to the following:

- posting slurs or rumors or other disparaging remarks, making threats of any kind, and discussing threats of any kind about a student or school personnel on a web site or on weblog;
- sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
- using a camera phone to take and send embarrassing photographs;
- posting misleading or fake photographs on web sites.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, including cellular telephones, pagers, or personal communications devices, are inconsistent with the educational process and are prohibited at all times. Students found responsible for harassment, intimidation or bullying by an electronic act may face suspension.

## **ACCEPTABLE USES OF THE INTERNET:**

This includes participation in collaborative efforts, accessing realtime data and unique resources, publishing information and resources, conducting research and communicating broadly and effectively.

Unacceptable uses include, but are not limited to, accessing material that is profane or obscene; suggesting illegal acts and/or advocating violence or discrimination;

using access to commit illegal acts; attempting to access any resources that are restricted, confidential or privileged; posting chain letters or personal contact information; granting access to unauthorized persons intentionally or unintentionally or failing to notify a teacher or administrator if you suspect someone of using your password; agreeing to meet someone online; disruption of access of District or other computers; causing damage or changing function of operation or design of technology; use of obscene, vulgar or threatening language; harassing others; posting defamatory information; disregarding rights of copyright owners; causing or permitting protected material to be uploaded or broadcast in any way.

For more information, please review Board Policy EDE, accessible at [ClevelandMetroSchools.org](http://ClevelandMetroSchools.org) under the “Board Policies” sidebar in the “Board” section.

## **DRESS CODE POLICY:**

Student do NOT need to be in dress code but MUST dress appropriately for school, even in a remote setting. Any aspect of a student’s clothing that is on camera is subject to the below expectations.

This includes, but is not limited to:

- Shirts/tops must cover the entire shoulder area and lay below the waistline.
- Shorts/skirts must come to the knee when standing.
- Pants must sit at the waistline.
- All clothing, jewelry, etc. must be non-distracting to the learning environment.
- No inappropriate language or images will be permitted.

### **Cleveland Metropolitan School District Educationally Appropriate Dress and Appearance/Dress Expectations**

The responsibility for the dress and appearance of a student rests primarily with the student and their parents or guardians. In the interest of maintaining a safe and healthy learning environment, the district believes in the following basic principles:

- All students are encouraged to dress in a manner that is appropriate, comfortable and conducive to an active academic school day.
- Students should be able to wear clothing without fear of or actual unnecessary discipline or body shaming.
- The student dress code should serve to support all students to develop a body-positive self-image.
- The district standard dress and appearance policy is gender neutral and applies to all students equally regardless of gender on school campuses and at school-sponsored functions and will be enforced consistently and fairly by all members of the school staff.

Examples of inappropriate clothing include:

- clothing where the buttocks or torso is exposed, i.e., tube tops, half shirts, halters
- clothing that is see-through. (clothing must be opaque)
- clothing or accessories that show profanity, obscene words or pictures, sexually suggestive statements, violence, or incitement to violence
- clothing representing gang-related activities
- clothing where the entire thigh is exposed, such as micro minis or short shorts.
- bathing suits or cut-offs
- the wearing and carrying of tobacco promotional items, or items promoting controlled substances (drugs) and/or alcohol
- clothing where undergarments are exposed
- clothing that has text or visual images that is libelous, bullying, constitutes harassment or discrimination
- footwear must be worn at school and all functions
- no backless or open toe footwear

## **OFFICE REFERRALS:**

School staff members may fill out office referrals for any infractions that disrupt the education of children or interrupt instructional time. Administration will handle all office referrals on an individual basis. Some problems can be settled simply by speaking to the child, allowing for a time out away from the classroom, assigning a writing assignment or an after school detention. Other problems may require a telephone call or a parent conference. Consequences for severe or consistent problems may be handled with an Intervention, Intent to Suspend or Suspension.

## **SUSPENSION:**

If a student is consistently or flagrantly disruptive, disrespectful, or otherwise commits a Level I, II, III or IV offense a Suspension can be issued. As stated above, Level I, II, III, and IV offenses are defined in the Cleveland Municipal Schools' Student Code of Conduct. When a Suspension is issued, assigned work will be given to the student to complete at home during the designated suspension period. The Principal will determine the number of days. Parents will be notified immediately once a Suspension has been issued. During the Suspension period, it is unlawful for the student to enter the school building or be on the streets during school hours. The Cleveland Municipal School District's Department of Safety and Security will be called to remove the student on the basis of trespassing.

# Summary

We strive to educate students to meet their highest potential. Every child has greatness within their self, and we do our best to bring that greatness to the surface. With the support of a nurturing school family, caring parents and an uplifting community, I look forward to celebrating your child's successes throughout the school year.

I have tried to include the most important information you will need within this handbook. I certainly hope it will be a useful reference throughout the year. Occasionally, I will send home letters to tell you about new programs, policies and special events. Our door is always open, and we welcome visitors and volunteers with open arms. Here's to another successful year!

Sincerely,

Mr. Chris Wyland,  
Principal

Mrs. Princess Shepard,  
Assistant Principal

## **ATTENDANCE INFORMATION**

Students are required to attend school 180 days per year. Regular attendance is vital for student success.

Parent/Guardians are requested to call the school (838-7250) in the morning if their child will be absent.

For student absences, families must communicate with the school the reason for the absence to change it from unexcused to excused. This can be done in the following manners:

5. The parent/guardian calls the school office and informs the secretary.
  6. The parent/guardian emails the school secretary explaining the absence.
  7. The parent/guardian brings in a written note to the school office.
  8. The parent/guardian messages the teacher via email, Schoology, or other means.
    - Written absence notification must include the date of the absence, student's full name, guardian's full name, and the reason for the absence.
- . Excused absences are for:
- Illness, Religious Holiday, Death in the Family, Unusual Circumstances (must be explained in writing and approved by the Principal or Assistant Principal)

For technology related absences, the parent/guardian must contact the school to inform of the issue AND must contact IT at 216-838-7258 or the HelpDesk at 216-838-0440 for technical support.

**Students must complete all work related to the excused day(s).**

## **PARTICIPATION**

Per the Ohio Department of Education, in order to show proof of attendance and engagement in a Remote School, student must both attend live classes and log-in and complete assignments in Clever/Schoology each day. All students must be logged into class and learning applications for 6 hours each school day to be considered enrolled full time.

## **ENGAGEMENT**

Cameras must be on at all times. If the camera is not able to be on the following expectations are in place:

- Parent/Guardians must communicate with the classroom teacher the reasons.
  - Permissible reasons include, but are not limited to, device issues, medical and mental health reasons, and special education accommodations.
    - If the camera is not working, the parent/guardian shall work with the school to correct the issue.
- The scholar must be actively engaged within the lesson as communicated by the teacher.
  - Includes, but is not limited to, use of the chat, verbal communication, use of learning applications such as SeeSaw, break-out rooms, virtual whiteboards, etc.

## **EXPECTATIONS FOR CONTINUED ENROLLMENT IN CMRS K8**

- Students in all grades are expected to attend all live classes, except when an excused absence is communicated to the school.
  - Excesses absences may result in retention or educational neglect.
- Students in all grades are expected to log-in daily and complete all course requirements.
  - Live class assignments.
  - Independent practice and tasks as assigned by the teacher.
- Consistent and satisfactory completion of assigned work.
- Continued academic progress as noted by formal and informal assessments.
- Spending 6 hours each day logged into live classes and learning applications as assigned by the teacher.

## **CMRS K8 FAMILY SUPPORTS**

- The Cleveland Remote K8 School understanding the importance of engaging with our families and will support our collective success by holding:
  - Introductory Meet and Greet and Open House events.
  - Parent Teacher Conferences.
  - Weekly Office Hours.
  - Success Celebrations.
  - Technology and Supply Distributions.
  - Regular Communication via email, phone calls, and newsletters.
  - Virtual and In Person Opportunities.
  - Daily Zoom support sessions.
  - In person orientation opportunities.



## **Engagement Expectations**

To ensure that all students are successful in a remote learning environment, we have established the following expectations related to student engagement. These expectations will allow students to get the most out of their learning experiences and support the development of a well-rounded scholar:

- **Attend all live classes, on time for the entire time, each school day, Monday/Tuesday/Wednesday/Thursday/Friday starting at 8:00am.**
- **Keep the camera on with face fully present on screen during live classes.**
- **I agree to actively work in scheduled classes and log into school learning platforms and assigned tasks within those platforms for at least 6 hours per school day, Monday through Friday.**
- **Use school technology for school related activities only. Families must be able to obtain a device from the school location.**
- **I agree to communicate with my teachers regularly and utilize asynchronous times to meet with teachers and complete assigned work.**
- **Attend in-person events, such as State Assessments, Technology Support, Orientation, Material Pick-Up, Conferences for a minimum of 6 occurrences each year.**
- **Complete assignments, activities, assessments, and school-assigned tasks.**

## CMSD Remote K-8<sup>th</sup> Grade School Attendance and Engagement Support Processes

### **Engagement –**

Students must not only attend all live classes with their camera on and face fully present on screen but must also be actively working on school related digital platforms for at minimum 6 hours each school day.

Students must also be able to attend in-person events, such as Ohio State Testing.

### **Attendance –**

Students are required to attend all classes, from 8:00-2:30, each school day. *State law requires 910 hours of instruction in grades K-6<sup>th</sup> and 1,001 hours of instruction for grades 7<sup>th</sup>-12<sup>th</sup>.*

Absences must be reported to the school office each morning by calling 216-838-7250.



School Website



<https://tinyurl.com/yckzfhpnm>

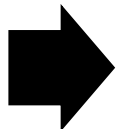
### **Low Engagement and Low Attendance**

Students who are engaged at a rate below 70% of the expected 6 hours each day (4.2 hours) and has low class attendance.



### **High Engagement with Low Attendance**

Students who are engaged online at a rate at or above 70% of the expected 6 hours each day (4.2 hours) but have low class attendance and/or low engagement during school hours.



### **Support Process**


1. Orientation and Remote Expectations.
2. Initial phone call from classroom teacher.
3. Ongoing access to virtual and in-person support, Family Support Specialist and IT.
4. Teacher communication as documented in the engagement tracker.
5. Tier 2 Attendance Support form as managed by the Community Center Coordinator.
6. Tier 2 Attendance Letter/Email.
7. House visit as deemed necessary.
8. Tier 3 Attendance Meeting.
9. Warning Letter.



**Failure to meet attendance and engagement expectations will result consequences that may require a transition back to a brick-and-mortar school setting or an alternative setting, such as the Virtual Academy.**

REMOTE K8 SCHOOL TECHNOLOGY OFFICE HOURS –  
3RD FLOOR JOHN ADAMS

Monday through Friday  
(School Days)  
8:30am-3:30pm



Do a full restart  
of the  
computer.


→

Call Remote  
School IT - 216-  
838-7259

→

Call CMSD Help  
Desk –  
216.838.0440

Parent/Guardians are responsible for coming on campus for all technology needs and are responsible for the devices provided to them and MUST review the [Device Guidelines](#) below.

<https://tinyurl.com/mrxx4hh7>

## **CMSD REMOTE K8 Engagement Agreement Form**

*The purpose of this agreement is to acknowledge acceptance of the identified roles and responsibilities for scholars and parent/guardians that request to enroll in the Remote K8 School.*

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_



School Website



**STUDENT (initial each box)**

- ☐ I agree to attend all live classes, on time for the entire time and for the entire period, each school day, Monday/Tuesday/Wednesday/Thursday/Friday.
- ☐ I agree to keep my camera on and face fully present on screen during live classes.
- ☐ I agree to actively work in scheduled classes and log into school learning platforms and assigned tasks within those platforms for at least 6 hours per school day, Monday through Friday
- ☐ I agree to use school technology for school related activities only.
- ☐ I agree to communicate with my teachers regularly and utilize asynchronous times to meet with teachers and complete assigned work.
- ☐ I agree to complete school assignments, activities, assessments, and school assigned tasks.
- ☐ I agree to willingly participate in all state assessments, including in-person assessments.

**PARENT/GUARDIAN (initial each box)**

- ☐ I agree to support my scholar in having him/her attend all live classes Monday through Friday, and engage in school relates tasked inside the learning platforms for a minimum of 6 hours each school day.
- ☐ I agree to support my scholar in having his/her screen on and face on screen during all live classes and actively participate within those classes.
- ☐ I agree to report in-person with my scholar for required events, such as orientation, technology support, testing, material pick-up, conferences, etc. for at minimum 6 times a year.
- ☐ I agree to communicate with the school, 216-838-7250, whenever my scholar will be absent.
- ☐ I agree to help designate a learning environment for my scholar and provide him/her with the needed supplies related to learning.
- ☐ I agree to monitor my scholar's progress weekly to identify areas in need of improvement and communicate with the school when a need may arise.
- ☐ I agree to return all equipment to the school when exiting the program and paying a fee of \$50 for any lost or damaged equipment.
- ☐ I agree to keep my contact information current with the school at all times and check Schoology for attendance and grades weekly.

**We acknowledge that we have reviewed and agree to the responsibilities outline in the document and that adherence to them is necessary for continued successful enrollment within the Remote K8 School.**

Student: \_\_\_\_\_

Parent: \_\_\_\_\_

School Representative: Principal Christopher Wgland



## Technology Replacement Request Form

Replacement Cost of  
Current Device:

All scholars in the Remote School K8 have been issued a Chromebook for their educational use. It is our belief that if reasonable precautions and care are taken, these Chromebooks and accessories should not experience physical damage. As this is a request for replacement technology, please read this form carefully and sign at the bottom of the page.

### General Care of a Device

- Use only a clean, soft cloth to clean the screen; do not use cleansers or liquids of any type to clean the device.
- Do not lean on the top of the device when it is closed.
- Do not place anything on the device that could put pressure on the screen.
- Do not bump the device against lockers, walls, car doors, floors, etc.
- Carefully insert cords and cables into the device to prevent damage of the parts.
- Do not eat or drink over your device. Keep liquids out of your backpack or bag when your device is in it.
- Do not disassemble or attempt to repair the device or take the device to a third-party for repair. The CMSD DoIT department will make all repairs.
- Do not leave your device in extreme cold or hot environment such as in a hot car.
- Carrying/Transporting Devices – To assist students in protecting the device while being transported from location to location, CMSD will provide a backpack for each student. The backpack will help protect the device from damage.

- All technology, including Chromebooks, laptops, chargers, and accessories are property of CMSD and are to be used for educational purposes only.
- District device users must follow all CMSD Digital Citizenship and Internet Safety Guidelines.
- The students and caregivers are responsible for daily care and maintenance of all CMSD technology.
- Students or caregivers will report any technology related need to the school at 216-838-7250 or the CMSD HelpDesk at 216-838-0440 immediately.
- The parent/caregiver will be held financially accountable for lost, stolen, or damaged devices at a minimum cost of \$25.
- Requested technology will be withheld until any repair or recirculation cost is submitted, which may impact enrollment at the Remote School K8.

*I have read and understand the above terms and conditions.*

Parent/Guardian Signature: \_\_\_\_\_

Scholar: \_\_\_\_\_

Date: \_\_\_\_\_



CMSD Family Technology Page