

Hardin Community School Online Day Plan (2025–2026)

Adopted: September 25, 2025

Approved By: HCS School Board

1. Purpose of the Online Day Plan

HCS has built into its school calendar more hours of learning opportunities than the minimum number of hours required by law. Those extra hours enable the school to utilize calamity days of closure

This Online Day Plan ensures instructional continuity when HCS is closed due to temporary calamities such as hazardous weather, law enforcement emergencies, or building damage. It allows the school to make up for instructional hours lost due to extended closures, in compliance with Ohio Revised Code and Department of Education and Workforce guidelines.

2. Synchronous Teacher-Directed Learning Commitment

To the extent possible, HCS will provide **real-time teacher-directed synchronous instruction** during online learning days. Teachers will use approved virtual platforms (e.g., Google Meet, Microsoft Teams) to:

- Deliver live instruction aligned to the scheduled school day
 - Support students with questions and guided practice
 - Provide office hours for individualized help
 - Students will be expected to attend synchronous sessions unless excused or unable to access the internet.
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3. Attendance and Participation Requirements

a. Attendance Documentation

- Daily attendance will be based on:
 - Student login and participation in synchronous sessions
 - Submission of online assignments

- Communication with the teacher during the online learning period

b. Outreach & Engagement

- Non-participation for two consecutive days will trigger outreach from the teacher, followed by administration or the family liaison.
 - Individual engagement plans will be created for students experiencing barriers.
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4. Equitable Access to Instruction

HCS is committed to **educational equity** and will ensure all students can access online learning.

a. Students with Disabilities

- Special education services will continue virtually per IEPs.
- Related services (e.g., speech, OT) will be delivered online or rescheduled in person when feasible.
- Intervention specialists will support students in real time or via small groups.

b. English Learners

- EL teachers will provide language support via video calls or dedicated platforms.
- Instructional materials will be available in multiple languages, and interpreters will be available for family communication.

c. Other Vulnerable Populations

- PO/ Asst to the Director will maintain contact with at-risk students.
 - Access to school meals and mental health resources will continue during closures.
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5. Notification Process

In the event of a closure requiring the use of an online learning day:

- **Notification will be issued through:**

- Texts to parents/guardians
- Email to staff and students/ families

Notification will include:

- That an online day is being implemented
 - A reminder of where and when assignments will be posted
 - Instructions for accessing live sessions
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6. Communication with Teachers

Teachers will be available on online learning days through:

- **Email:** [teacherfullname@hardinohio.us]
- **Phone (voicemail monitored)**
- **Virtual Office Hours** (minimum 1 hour/day during closures/teacher will post)
- **Learning Platform Messages (email/VLA .)**

All communication should receive a response within 24 hours on school days.

7. Technology and Internet Access

To support participation in online instruction:

- **Devices:** Chromebooks are provided to all students.
- **Internet Access:** The school will support access through public/community Wi-Fi where needed.
- **Tech Support:**
 - Contact Asst to the director at 419-673-3210
 - Email: bridgetmoots@hardinohio.us

Students who cannot participate online due to connectivity will be allowed to complete their assignments upon return, with up to two weeks to submit.

8. Instructional Hours Compliance

- HCSJ follows the state's **hour-based model** and builds excess hours into its calendar.
 - Online learning days may be used for up to **three school days' worth of instruction** each year.
 - If total instructional hours fall below state minimums, additional in-person days will be added to the end of the school year.
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9. Assignment Guidelines

- Teachers will have lessons and assignments in the school's VLA by **9:00 AM** on the day of closure.
 - Students will have up to **two weeks after the school reopens** to complete online assignments.
 - Accommodations for students with IEPs or EL needs will be applied to online assignments.
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School Director Signature: _____

Date: (9/25/2025