



## Auburn Career Center Remote Learning Plan

### **Description**

The Auburn Career Center will use the Pre COVID-19 Status Quo Model.

The district plans to open largely as it operated prior to the spring school-building closure period – all students in the classroom, five (5) days a week.

In the event our school district is closed for three (3) or more days, we will provide remote learning for students having internet capabilities. If a child cannot receive remote learning, he/she will receive a mailed packet of work. If it is a prolonged closure, we will design work to be delivered in two (2) week increments. Students will return packets with the deadline provided. We are working with local school districts to ensure that all students have laptops or Chromebooks along with mobile hotspot for students without internet. Auburn Career Center has laptops and hotspots for students that are unable to receive devices from their associate school district. We will provide recorded lessons for students that will be posted on Schoology, a learning management system.

This year our staff will be required to work all five (5) days face-to-face unless ordered otherwise, at which time the Superintendent will determine the location in which teachers will deliver their instruction regardless of the learning environment of one or more students. We will have staff here to help all students via web, email, online chat, phone or any other means possible. All of our courses have fixed schedules. During the closure, the students are scheduled to remote into the classroom and/or call the teacher during their classroom scheduled time.

Students will all have Google accounts to communicate with teachers and Schoology access.

All of our online materials are aligned to state and local standards and classroom/lab objectives. Our teachers will establish clear expectations to guide and engage students. These will be delivered the first week of school in their school packet.

The remote learning information will be distributed via the school website, Facebook, Twitter, Instagram, mailed to students and through our Infinite Campus Messenger phone call/text system.

### **Determining Competency, Granting Credit and Promotion**

Student competency and grading will be determined by the district grading and participation policy. Students using remote learning and/or packets will receive the grade earned. Students logging into remote learning will receive their participation credit for that class. When packets are returned, those students will receive their participation grade determined by the amount of work they have completed. Promotion will be determined by the homeschool, State and our completion requirements.

Classroom teachers will notify the guidance department of student's failing. Then the guidance department will monitor those specific students on progress during the closure. Currently we do this for all students.

All IEP students will have access directly to not only classroom teachers but our intervention specialists. Intervention specialists will track all students under IDEA and report any issues to the Director of High School.

Students can ask for additional time on all assignments. They must notify the teacher and set up a new time frame for work to be turned in.

### **Attendance Requirements**

Student's attendance will be monitored daily with those that can do remote learning. Otherwise, attendance will be monitored through those returning packets and the amount of work completed. Students failing to do work will not be counted present. Teachers, Teaching Assistants, School Counselors, Support Staff and Administrators will attempt contact on a weekly basis for any student without internet access. If a student is not working remotely, phone calls, emails and text messages will be sent to students.

### **Progress Monitoring**

Teachers will do progress monitoring through charting and Infinite Campus. We use Infinite Campus for grading and it allows the use of notes to be added. Any student needing help can contact the school and speak with their teacher. They can also send an email. These will be checked daily.

If a student has a grade below a "C", the teacher will call and keep a record of all calls every week. If the student needs help, the teacher will take necessary steps to help the student.

### **Equitable Access**

All students have access to classroom lessons. We will assign the same work and it will either be remote, via Schoology, or mailed packets. We will also add a page on our school website for students to see all assignments.

### **Professional Development**

We will have teachers participate in professional development once a month to enhance their knowledge of use in Schoology, Google, Microsoft, Promethean Boards, various cameras and video streaming equipment. This gives many options for platforms and resources for online learning. Professional development will be available for other online programs for each content area.