

MAPLEWOOD CAREER CENTER EDUCATIONAL PLANS FOR THE 2020-2021 SCHOOL YEAR

SAFETY PROTOCOLS FOR STUDENTS AND STAFF ON SITE:

- **Work arrival protocol:**
 - ✓ **ALL STAFF are to ENTER THE BUILDING through the front Main Entrance.**
 - ✓ The school building will be open for **CLASSIFIED STAFF at 6:50 a.m. (clock-in).**
 - ✓ The school building will be open for **LICENSED STAFF at 7:00 a.m.**
 - ✓ Staff members are **NOT** to enter the building before their designated times. Additionally, staff members are **NOT** to open other doors to allow staff into the building. Mrs. Binegar will be manning the thermal imaging machine at the front entrance from 7:00 a.m. to 7:30 a.m.
 - ✓ Staff members, whose temperature is over 100.4 degrees, will be sent home.
 - ✓ Classified staff who work second or third shift will enter through the Main Entrance and check their own temperature on the thermal imaging machine. If they have a temperature over 100.4 degrees, they are to go home.
 - ✓ Staff who leave due to a high temperature will put in for sick leave.

- **Protocols to reduce the transmission of communicable illnesses:**
 - ✓ **OUTSIDE BUILDING USES:** The building will not host any outside organizations this school year.
 - ✓ **THERMAL IMAGING:** From 7:30 a.m. to 8:12 a.m., the administration will man the thermal imaging machines at the Southeast Entrance, the Northeast Entrance, and the Main Entrance. Mrs. Binegar will monitor the Main Entrance throughout the remainder of the school day. Visitors, staff, and students will have their temperature taken upon entrance. Anyone with a temperature over 100.4 degrees will be asked to leave.
 - ✓ **MASKS:** Staff and students will be provided with an MCC mask. However, both staff and students may use a mask of their choosing also. Neck gaiters, bandanas, scarfs, etc. will not be used in place of a mask. Staff and students are to wear masks, at all times in the building, except when they are eating. This rule will be enforced for staff and students. Any exception to this rule must be approved by the Superintendent. Students who refuse to wear a mask will receive a detention and be sent home. Student consequences will be become progressive.
 - ✓ **SOCIAL DISTANCING:** Social distancing at a six-foot distance is not feasible in any of the schools in Portage County. The Portage County Health Department has set the standard of three feet where possible.
 - ❖ Plan to social distance your students to the best of your ability in classrooms and labs.
 - ❖ We want to limit students congregating in their typical areas of choice.

- ❖ When you are at your door to start the day, open your classroom/lab door to let students in the room.
- ❖ Ask students to come in and be seated when you see them in the halls.
- ❖ Encourage students to keep their distance from one another throughout the school day.
- ✓ **SCHOOL LUNCHES:** School lunches will be held in Conference Room A, Conference Room B, and the Cafeteria. Students who buy a lunch or receive a free/reduced lunch will receive a bagged lunch with all of their items. There will be a line for pick up at each of the conference rooms. Students will be assigned to a room based upon their program. They will be routed down the back hall to go to Conference Room A and B. Students assigned to the Cafeteria will be expected to enter the Cafeteria hallway from the south end.
- ✓ **ACCESS TO WATER:** We are in the process of obtaining touchless water refill stations in the halls. Students will need to bring water to school to start the year. Once refill stations are operational, students/staff will be able to fill water bottles throughout the school day. **Plastic water bottles, in which water is distributed to consumers, will be the only containers students will be able to use in the building.** Tumblers, coffee mugs, thermoses, etc. will not be permitted. Staff may use the containers of their choice.
- ✓ **STUDENT FORMS:** Student forms are to be turned into the program instructor or submitted via Final Forms. Do not collect forms if you are not a program instructor.
- ✓ **CLEANING REGIMENT:** Facilities will be cleaned throughout the school day and evening. We can spray classrooms within a few minutes. Rooms will need five minutes to dry. If you are interested in your room being sprayed during your prep period, please inform Mr. Lenzo. When we determine our overall needs for this type of cleaning, we may have to add staffing. This change may delay the start of spraying.
- ✓ **HAND SANITIZER:** Hand sanitizer stations will be available throughout the facility for visitors, staff, and student use. We encourage all of the individuals, who are in the building, to use the hand sanitizer stations frequently.
- ✓ **FIELD TRIPS, CHRISTMAS IN THE WOODS, COLLEGE EXPO, SPORTS BREAKFAST, ALL BOARD DINNER, BUS DRIVERS MEETINGS, BLOOD DRIVE, ETC.:** These events, as well as many others, will be discontinued for the 2020-2021 school year. Whenever possible, we plan to avoid mass gatherings this school year. However, we will develop a plan for Sophomore Visitation and 8th grade tours.

PLAN #1 - FACE TO FACE INSTRUCTION IN A TRADITIONAL MANNER:

STUDENTS & STAFF:

- ✓ All of the safety protocols above will be followed by staff and students.
- ✓ Staff members will be role models for the students and enforce the safety precautions presented herein.
- ✓ Students and staff will follow traditional District guidelines related to instruction and classes will follow transpire according to the Master Schedule.

Maplewood Career Center will have a Digital Curriculum Delivery Plan and a Hybrid Curriculum Delivery Plan due to the changing conditions caused by COVID-19. These plans will not be instituted unless necessary. Moving to an alternative plan will be based upon COVID – 19 conditions and maintaining the safety of our school community.

PLAN 2 - HYBRID CURRICULUM DEILIVERY PLAN:

STUDENTS:

- ✓ Students will be on campus **PART TIME**.
- ✓ Students will be scheduled to attend school by program, 2 or 3 days a week, depending upon the week. **When on campus, students will follow their schedule as usual.**
- ✓ When students are **NOT** on campus, they will attend their academic classes as scheduled via Microsoft Teams/ZOOM. They will participate in class, receive assignments, assessments, etc. as if they were in the classroom.
- ✓ When program students are **NOT** on campus, they will virtually join their lab instructor on Microsoft Teams/ZOOM at the beginning of their regularly scheduled lab. The Career and Technical instructors will teach 2 separate 20-minute sessions with 10 minutes in between lessons for question and answer for juniors and seniors at the beginning of their regularly scheduled lab time.

STAFF:

- ✓ All staff **WILL** attend work as usual should a Hybrid Curriculum Delivery Plan be implemented. Implementing the Hybrid Curriculum Delivery Plan will require staff to be on site, additional technology support, and staff having easy access to one another in order to facilitate learning.
- ✓ According to ODE, schools must track student attendance. Staff will take classroom attendance daily virtually and/or in person.
- ✓ Academic instructors will follow their normal schedule. Microsoft Teams/ZOOM will be used during lessons so that students who are off campus can join the class virtually.
- ✓ When students are on-site, program instructors will provide hands-on experiences for students throughout the lab period.
- ✓ When students are not on site, program instructors will teach 2 separate 20-minute sessions, with 10 minutes in between lessons for question and answer, for juniors and seniors at the beginning of their regularly scheduled lab time.

PLAN #3 – DIGITAL CURRICULUM DELIVERY:

STUDENTS:

- ✓ Students will **NOT** be on campus.
- ✓ Students will attend their class schedule virtually and be subject to the same instruction, assessments, homework, etc.

STAFF:

- ✓ All staff **WILL** attend work as usual should a Digital Curriculum Delivery Plan be implemented. Implementing the Digital Curriculum Delivery Plan requires additional technology support and staff having easy access to one another in order to facilitate

learning.

- ✓ According to ODE, schools must track student attendance. Staff will take classroom/program attendance daily during virtual instruction sessions.
- ✓ Students will be expected to join Microsoft Teams/**ZOOM** meetings when classes/labs are regularly scheduled.
- ✓ Staff will provide instruction via Microsoft Teams/**ZOOM** meetings. Additionally, lessons will be recorded for students who are absent.
- ✓ Academics instructors will teach 40-minute periods according to their schedule as usual.
- ✓ Program instructors will teach 2 separate 20-minute sessions, with 10 minutes in between lessons for question and answer, for juniors and seniors, at the beginning of their regularly scheduled lab time.

ASSESSMENT OF STUDENT GROWTH:

- ✓ At the beginning of the school year, all students will take an SLO-pretest in each of their classes and their program.
- ✓ There will no longer be a post-test for the SLO's. The post test will be the Mid-Term Exam.
- ✓ **Grading procedures for the 2020-2021 school year will be as listed in the Teacher Handbook.**

METHODS FOR DETERMINING COMPETENCY, GRANTING CREDIT, AND PROMOTING STUDENTS TO A HIGHER GRADE LEVEL

HOMEWORK

The following guidelines should be used when assigning homework:

1. All homework assignments should have a specific purpose related to the learning objectives of a program or course.
2. Homework assignments should be appropriate to the grade level and the abilities of the students involved.
3. Punishment assignments should never be given.
4. The purpose of homework, in terms of the goals of a program, should be clear to the student when assigned, the work corrected when returned, and both the strengths and weaknesses of his/her work communicated in ways which provide for improved performance.
5. The time limits for the completion of homework should:
 - A. be reasonable and consistent with the nature of the assignments given
 - B. provide for interim appraisal of progress where assignments involved blocks of time
 - C. include a reasonable time for make-up of missed homework assignments and/or improvements based on instructor comments.

GRADING PROCEDURES

Grades should reflect achievement in the total class situation, i.e., they must involve not only test data but also participation in class, ability to follow directions, quality of work, and many other

similar items. Report cards will be issued at the end of each nine-week grading period as the means of giving students and their parents an evaluation of the student's progress. Interim reports will be mailed home each nine weeks for every student.

When a student is doing unsatisfactory work, it is imperative that this be made known to parents, supervisor, and counselor. Teachers should document the contacts with parents. A personal contact with the parent either by phone or conference at school is the most effective way to solicit help from the parents and to notify them of problems. All instructors **MUST** complete and mail an Interim Report for any student who is in danger of failing. Submit copies of the notice to Student Services and your supervisor.

The following grading scale has been adopted by the Board of Education:

Grading	Scale
A=	100%-90%
B=	89%-80%
C=	79%-70%
D=	69%-60%
F=	59%-50%

SEMESTER GRADING FORMULA:

(Grading Pd 1%) + (Grading Pd 2%)

2

FINAL GRADING FORMULA:

1ST Semester % Grade + 2nd Semester % Grade

2

Students who do not receive a passing grade for the SECOND SEMESTER will not receive credit or pass the course for the year. Students who fail their career and technical laboratory during their junior year will not be permitted to repeat the junior year in the same program without written permission from the program supervisor. These students will have the option of choosing another program or returning to their home school.

All incomplete grades need to be changed to the appropriate grade if the work is not completed within two weeks of the end of the grading period, or at a time agreed upon by the student and teacher. The teacher must inform the Student Services Office of the grade change and also make the grade change in the electronic grade book.

PROGRESSBOOK ASSESSMENT CODES

Formal Assessment Codes:

TEST – paper and pencil test – 100 points

PROJ – a class project that will be included in the three test requirement – 100 points

QUIZ – paper and pencil quiz – 20 to 50 points

PERF – speech, poem, lab project, etc. – 50 to 100 points

Informal Assessment Codes:

HW – homework – 5 to 25 points (HW is any work that is not completed entirely in class)

CW – classwork – 5 to 25 points (CW is work that is completed entirely in class)

PART – participation – 5 to 25 points

Assessments entered in ProgressBook will not exceed 100 points. All ProgressBook entries will be labeled with one of the above mentioned codes. When an assessment is entered in ProgressBook, the individual assessment will always begin with one of the capitalized codes above regardless of where it is entered.

GRADES & PROGRESSBOOK REQUIREMENTS

The grading procedures defined below delineates the minimum requirements.

General:

- 40-50% of the nine-week grade is comprised of formal assessments
- 50-60% of the nine-week grade is comprised of informal assessments (HW is not to exceed 20% of the informal assessments. For example, if there are 300 points of informal assessments, HW cannot exceed 60 points)

Specific:

- Academic courses – a minimum of three TEST entries **OR** two TEST entries and one PROJ entry in ProgressBook per nine-week period
- Programs – a minimum of two TEST entries and one 100 point PERF entry in ProgressBook per nine-week period

Students will continue to take comprehensive semester and final exams; however, they will be inserted in the second and fourth nine-week grades and will NOT have any bearing on the balance of formal and informal assessments.

GRADEBOOK REQUIREMENTS

- No class should be more than one week behind with grades including yellow past due blanks
- There should be at least one assignment per week not counting participation assignments

- Students are not to be exempt from participation points unless they are at a school sponsored event or on a home school calamity day. Examples of school sponsored events could be, but are not limited to, field trips, IEP meetings, or meetings at Maplewood. Please contact the Director if you need clarification for an event.
- Students are not to be exempt from assignments with the exception of Apprenticeship and Early Placement assignments in lab
- Students who have an unexcused absence, including out of school suspension, can make up any missed work for 60% credit until the end of the nine weeks grading term.
- Marks must be posted to the web

SEMESTER/FINAL EXAMS

- Semester exams will be comprehensive tests that cover the content taught during the first two nine-week periods.
- Final exams will be comprehensive tests that cover the content taught throughout the entire school year.

The following are two examples of an acceptable informal and formal grade balances for nine-week periods:

1st and 3rd nine weeks

2 TESTS – pt. total – 200 pts.

1 PROJ – pt. total – 100 pts.

CW – pt. total – 240 pts.

HW – pt. total – 60 pts.

2nd and 4th nine weeks

2 TESTS – pt. total – 200 pts.

1 PROJ – pt. total – 100 pts.

CW – pt. total – 240 pts.

HW – pt. total – 60 pts.

SEMESTER or FINAL inserted but have NO bearing on formal versus informal grade balance

Academic Exams

- Academic exams will be a written test or project
- The test will be administered during the final week of the first semester and on the scheduled exam days of second semester
- Projects will be due during the final week of the first semester and on the scheduled exam day of second semester

Lab Exams

- Lab exams will contain a written component worth at least 20% of the exam grade- the written component will cover the major objectives/tasks during the semester
- Lab exams may also contain a performance component that is worth no more than 80% of the exam grade
- The lab exam may be a project that combines both the written and the performance tests in one task - the written portion must still be at least 20% of the overall exam grade and the project must cover the major objectives/tasks that

were taught during the semester

- First semester exams must be given during the final week of the semester
- The written section of the final exams must be given on the scheduled day

Please submit a copy of your exam and the answer key to your supervisor during exam week. Also include the total points possible on the exam.

COURSE CREDITS

In order to receive credit for a course, students must have passed the course as outlined under grading procedures and in addition, must have completed the final exam at the end of the year. Students will not be permitted to take any final exam prior to the scheduled examination period. Students may earn a maximum of 7 credits each year while attending Maplewood. The specific number of credits for each area will vary depending upon the student's program and individual schedule. The credit distribution for each is listed below.

Technical Lab: 3

Academic class (year): 1

Academic Class (semester): ½

ATTENDANCE PROCEDURES STUDENTS

Attendance must be taken in ProgressBook by 8:20 a.m. each morning. In the event there are late busses, there will be an announcement to hold attendance until the busses arrive.

All first period tardies are unexcused unless there is a late bus or school business. Students tardy to school must report to the Student Services Office to obtain a tardy pass. Do not admit first period tardy students without a pass.

Teachers are to take attendance at the beginning of each class period. Absences or tardies during the day should be recorded in your gradebook. If a student is absent from your class during the day, check the attendance list. If the student's name is not on the attendance list, submit a purple Attendance Inquiry form to Student Services. If the student is in attendance, but his/her name appears on the attendance list, submit a purple Attendance Inquiry form. Students, who arrive tardy to class, but have been in attendance at school, are to be admitted to class and issued consequences in accordance with your classroom rules and expectations.

FOR ALTERNATE DELIVERY PLANS, INSTRUCTORS WILL TAKE ATTENDANCE AS REQUIRED WHEN STUDENTS ARE TO BE PRESENT VIRTUALLY OR IN PERSON.

STUDENT PROGRESS MONITORING

Student progress and attendance will be monitored in the same fashion regardless of the delivery system. Technology support will be provided as all staff will remain on site in each our District's plans.

EQUITABLE ACCESS TO QUALITY INSTRUCTION

Students in our District will be one-to-one with electronic devices as we were last school year. Students with special needs will have weekly if not daily contact with VOSE coordinators, special education instructors, and a tutor. Students will have technology support and support personnel will assist students in this area as well.

PROFESSIONAL DEVELOPMENT ACTIVITIES

The staff has been trained on all the mediums of instructional deliver being used in the District for the 20-21 school year. However, we will be refining how we record and video lessons for students who are absent virtually or in-person. This instruction will take place during in-service days prior to the start of the school year. We have two new academic instructors who will be trained on the use of ProgressBook, ZOOM, Microsoft Teams, etc. during a four days of new teacher in-services.