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SUPERINTENDENT ERIK BELCHER
TREASURER MICHAEL BOSTELMAN

Napoleon Elementary School (Grades PK-6) Remote Online Plan 2020-21
Plan B (Yellow): Remote Learning Plan with assigned classroom brick & mortar teachers
Student Schedule: Students begin returning to school on August 27th, 2020, or thereafter, in a fully online environment provided by a certified teacher(s) as determined by the students' schedules.
   ** *This plan is to be used ONLY if it is required that schools operate under full distance remote online learning conditions either at the beginning of the year, or at any time after the start of school.* **

Student Schedule:
- Students will be expected to virtually "attend" their regularly scheduled courses via school issued chromebook/ipad during the regular school day.
- Teachers will instruct their students (online) in the school building during regular school hours (8:00 a.m.-3:30 p.m.) when following this remote learning plan.
- Students in grades BK-6 will receive online learning activities and instructions through Google Classroom from all original and existing classroom teachers.
- Students will receive instruction that meets the necessary standards for each enrolled course and will be assessed using the same expectations as an in-person course.
- If the schools move to Full Time Remote Online Learning a weekly schedule will be organized so students are required to have contact time with all instructors while participating in remote learning. Meaningful skill based lessons will be the focal point during the time period. Assessments will be relevant to the targeted learning goals. A reduction of major assessments such as unit tests, large comprehensive chapter tests, etc. All assignments can be made up until the end of the grading period with no penalties.
- Daily, students can expect 1-2 learning presentations or live modeling sessions of a skill/standard, followed by an independent practice activity. The student will receive feedback from the teacher and have opportunities to ask questions through Google Classroom, email. or during live classroom/office hours with the teacher.
- Instructional lessons will be recorded daily by the teacher and then downloaded into Google classroom for students to view and participate after regular school hours.
- It is suggested that families determine a learning station where students can consistently work. It could be a desk, table, or stationary area where materials are available. For privacy matters, it should not be a public space with extensive traffic.
- Students with Individualized Education Plans (IEPs) and/or 504 plans will receive education based on the requirements of the plan.

Considerations:
- If made necessary, the contingency will be announced as soon as possible for parents to begin planning.
- A student will be expected to participate in his/her regular coursework every day of the week.

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- A weekly schedule will be organized so students are required to have contact time with instructors while participating in remote learning.
- Meaningful skill based lessons will be the focal point during the time period.
- Assessments will be relevant to the targeted learning goals.
- A reduction of major assessments such as unit tests, large comprehensive chapter tests, etc.
- All assignments can be made up until the end of the grading period with no penalties.
- Grading- Online activities will be considered of the same weight/value as all in-person activities; however, the following may be implemented:
  - ○ "P" or Pass- If a student is making progress, such as attempting 50% of the work or completing 50% on the assignments; and/or achieving 50% of the point value of academics, the student can be awarded a Pass for the "Progress".
  - ○ "NI" or Needs Improvement- If a student completes less than 50% of the work and/or less than 50% of the point value of academics, the student will receive a Needs Improvement for the "Failure" to complete the necessary requirements of the course.
- For participation in online class activities, students will be given guidelines and expectations that are consistent with a formal learning environment to promote and encourage the best possible outcomes for all students.
- Parents will be provided guidelines and tips for how to monitor and maintain their child's engagement in the online classroom.

Plan B (Yellow): Remote Learning Plan with assigned classroom brick & mortar teachers

Student Schedule: Students return to school on Wednesday, August 26, 2020, or thereafter, in a fully online environment provided by a certified teacher(s) as determined by the students' schedules.

> ** *This plan is to be used ONLY if it is required that schools operate under full distance remote online learning conditions either at the beginning of the year, or at any time after the start of school.* **

Student Schedule:
- Students will be expected to virtually "attend" their regularly scheduled courses via Chromebook during the regular school day.
- Teachers will instruct their students (online) in the school building during regular school hours. Children of staff members should not be in the building during this time.
- Students in grades 7-12 will receive online learning activities and instructions through Google Classroom from all original and existing classroom teachers. Parents should ensure that they provide a working

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email address through which they will receive updates on student progress.

- Students will receive instruction that meets the necessary standards for each enrolled course and will be assessed using the same expectations as an in-person course.
- If the schools move to Full Time Remote Online Learning a weekly schedule will be organized so students are required to have contact time with instructors while participating in remote learning. Meaningful skill based lessons will be the focal point during the time period. Assessments will be relevant to the targeted learning goals. A reduction of major assessments such as unit tests, large comprehensive chapter tests, etc. Teachers may add zeros (as placeholders) for incomplete work. All assignments can be made up until the end of the grading period with no penalties (i.e. interim or quarter). No semester or course exams.
- Daily, students can expect 1- 4 learning presentations or live modeling sessions of a skill/standard, followed by an independent practice activity. The student will receive feedback from the teacher and have opportunities to ask questions through Google Classroom or during live classroom/office hours with the teacher.
- Expectations for certified staff will include attendance in a normal work day on campus, or determined by guidelines set forth by the ODE, OHD, and orders by the governor or local agencies.
- Grading- We will follow our approved grading scale during online (Google) instruction. Online activities will be considered of the same weight/value as all in-person activities; however, the following may be implemented:
  - For participation in online class activities, students will be given guidelines and expectations that are consistent with a formal learning environment to promote and encourage the best possible outcomes for all students.
  - Parents will be provided guidelines and tips for how to monitor and maintain their child's engagement in the online classroom.
- It is suggested that families determine a learning station where students can consistently work. It could be a desk, table, or stationary area where materials are available. For privacy matters, it should not be a public space with extensive traffic.

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Remote Learning Schedule Day Version 1

Junior High / Senior High School Remote Learning
Weekly Schedule Version 1
2 DAYS A WEEK INSTRUCTION

As the closure continues, secondary schools are developing policies and practices to help students manage work and for teachers to deliver learning activities without conflict with other learning activities. This schedule, applying to both Napoleon Junior and Senior High Schools, provides a structure upon which students can plan their week of work and teachers can plan their video conferences and other activities.

Monday Weekly Building Meeting   9:00 - 9:45 AM

Tuesday and Thursday B1 Days
Tuesday Weekly Department Meeting   9:00 - 9:45 AM
Live Instruction

  Period 1   10:00 AM - 10:45 AM   Period 5   1:00 PM - 1:45 PM

  Period 3   11:00 AM - 11:45 PM   Period 7   2:00 PM - 2:45 PM

Wednesday and Friday B2 Days
Wednesday Weekly TBT Meeting   9:00 - 9:45 AM

Live Instruction

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Period 2	10:00 AM - 10:45 AM	Period 6	1:00 PM - 1:45 PM
Period 4	11:00 AM - 11:45 AM	Period 8	2:00 PM - 2:45 PM

Monday Work Days (Or flip to Friday with students T/R & M/W)

This day is reserved for non-scheduled activities, including, but not limited to, the following:

- Teacher office hours
- Teacher verify remote learning attendance
- Small group chats or one-on-one conferences
- Extra support services
- Homework, studying, and general catchup

Remote Learning Schedule Day Version 2

Junior High / Senior High School Remote Learning
Weekly Schedule Version 2
1 DAY A WEEK INSTRUCTION

As the closure continues, secondary schools are developing policies and practices to help students manage work and for teachers to deliver learning activities without conflict with other learning activities. This schedule, applying to both Napoleon Junior and Senior High Schools, provides a structure upon which students can plan their week of work and teachers can plan their video conferences and other activities.

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Attendance will be taken in live sessions and used for showing mandatory attendance. Students who miss the sessions will be considered absent and will require calls and notes as usual.

Monday Weekly Building Meeting 9:00 - 9:45 AM

Tuesday
Tuesday Weekly Department Meeting 9:00 - 9:45 AM
  Period 1 10:00 AM - 10:45 AM LIVE INSTRUCTION
  Period 2 11:00 AM - 11:45 AM LIVE INSTRUCTION

Wednesday
Wednesday Weekly TBT Meeting 9:00 - 9: 45 AM
  Period 3 10:00 AM - 10:45 AM LIVE INSTRUCTION
  Period 4 11:00 AM - 11:45 AM LIVE INSTRUCTION

Thursday
  Period 5 10:00 AM - 10:45 AM LIVE INSTRUCTION
  Period 6 11:00 AM - 11:45 AM LIVE INSTRUCTION

Friday
  Period 7 10:00 AM - 10:45 AM LIVE INSTRUCTION
  Period 8 11:00 AM - 11:45 AM LIVE INSTRUCTION

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Monday Work Days (Or flip to Friday with students T/R & M/W)

This day is reserved for non-scheduled activities, including, but not limited to, the following:

- Teacher office hours
- Teacher verify remote learning attendance
- Small group chats or one-on-one conferences
- Extra support services
- Homework, studying, and general catchup

REMOTE LEARNING ATTENDANCE POLICIES

If we go to a full remote learning, attendance will need to be documented by the teacher each week through:
- Attendance in web-based participation
- Evidence of participation
  - Daily logins
  - Daily interactions with teacher
    - Messages
    - Emails
    - Telephone Calls
    - Video Chats
    - Other formats that enable teachers to engage with students.
- Assignment Completion

All students will be assigned absence codes consistent with in-person instruction.

Attendance will be taken daily by the teacher. Weekly attendance will be reviewed by the teacher on the Monday following each school week.

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Assignments for the week will be due by Sunday at 11:59 PM. Those students who were not able to attend during the regular school day due to conflicts (parent work schedules, daily home requirements, etc.) and who may have to do their schoolwork outside of the traditional school day will have the opportunity to turn in their school work prior to the start of the next school week.

- Students who were counted as absent on the daily attendance may be doing work outside of the normal school day due to their unique circumstance.
- Parents are encouraged to notify teachers regarding the necessity for non-traditional school hours within their household.
- Teachers will update weekly attendance on the following Monday - when they have reviewed all submitted school work.
  - Teachers will notify the main office should absences need to be updated due to schoolwork submission.
  - Office staff will make needed corrections.

Parents will be required to contact the school regarding illness/ circumstance that have prevented their child from participating in the remote learning process on any given day that school is in session.

Non-communication from a parent regarding a student's absence will be counted as an unexcused.

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