

Remote Learning Teacher, Parent/Caregiver, Student Guidelines for 2020-2021

Primary Goal: We seek to provide students with opportunities to continue their trajectory of learning. We will provide students with access to content, support and feedback.

Structure: Students and families will have multiple opportunities for training and experiences with the new learning platform, Canvas. We seek to maintain structured remote learning opportunities with a focus on maintaining human interaction.

Continuous Improvement: Our practice has and will continue to evolve and improve as we continue to learn.

Support: NM will work to ensure all teachers have the resources, support and flexibility needed to promote student learning to the best of their ability. This support will include adjusting expectations based on the mental and physical health of our staff and their families. Teachers will be flexible regarding expectations and processes for student learning, with an understanding that online learning conditions will vary across students.

Student Preparation:

- Engage in remote learning activities being offered by their teachers and the school
- Ensure that you know the usernames and passwords for instructional resources that are accessible via the district portal and/or website
- Ensure that you set up a remote work space and calendar to manage your time

Family Preparation:

- Assure that a device and internet access are available at home
- Ensure that you are monitoring NM communication for up-to-date information regarding school closures and instructional continuation plans
- Encourage your students' participation in remote learning content
- Ensure that you know your students' usernames and passwords for instructional resources that are accessible via the NM platform, Canvas

Teacher Preparation

- Train, learn and become proficient with the remote learning platform, Canvas
- Provide instructional resources, and materials through the remote platform Canvas and with weekly pick-up and drop-off boxes
- Determine your schedule and available help hours to connect with students and support their learning remotely
- Participate in NM professional learning and attending virtual learning sessions intended to support remote learning with Canvas
- Ensure that you are monitoring NM communication for up-to-date information regarding school closures and remote learning plans.

NM Leadership Preparation

- Provide socio-economic support and an overall positive remote school culture
- Support teachers with the remote learning platform, Canvas

- Support teachers to provide instructional resources and materials for drop-off and pick-up student work boxes
- Set office hours to connect with parents to support remote learning for all students
- Participate in leader professional learning and attending virtual learning sessions intended to support leading in a remote environment
- Ensure that you are monitoring NM communication for up-to-date information regarding school closures and remote learning plans to then ensure communication systems are created and implemented for families

At NM we are committed to providing equitable and inclusive environments which is in alignment with our goal of support for the Whole Child.

- During Remote Learning we will use Culturally Responsive education and Social Emotional Academic Learning best practices and resources
- During Remote Learning teams will prepare student work boxes of paper packets (if technology access is an issue) as we work to ensure 100% device access
- During Remote Learning we will develop robust plans to address unfinished learning
- During Remote Learning we will provide resources to educators on trauma informed remote environments

Distribution of Devices

- Parent/Families will receive a survey to determine the availability of devices and Internet access at home
- If you are in need of a device, you will receive communication from your team for when distribution of devices will occur.
- You are responsible for NM equipment that you use during Remote Learning
- Equipment must be returned to school once school resumes

If a student does not have access to technology...

While we are working to ensure all students have access to technology, we realize this will not be the reality for every student. Please note that students can use a cell phone if available and write in a notebook. In the case that a cell phone is not available, we will work to include learning packets in the student's weekly work box for the core content areas (math, literacy and English language development) to students once we determine which students will need this.

Remote Learning Teacher, Parent/Caregiver, Student Agreement for 2020-2021

Student Name: _____

Date: _____

Parent/Caregiver Name: _____

Teacher Name: _____

Student Agreements

- Must participate in the beginning of the year orientation via Canvas
- Must complete required student work/tasks/assignments each week
- Must attend all Classroom meetings on Canvas and have camera on (can show top of head only)
- Must follow all the expectations and responsibilities from the ChromeBook Check-Out Contract (for students who check out ChromeBook from school)
- Must have a microphone device positioned nearby. (Remember to put the microphone on mute when not speaking).
- Must assume you are on camera at all times and can be recorded; therefore, act appropriately
- Must sign this contract
- Must follow all class requirements, grading, make-up requirements and policies that are set by your program lead teacher.
- Must communicate with each teacher regularly via email or Canvas. Students should use their school email when communicating with teachers.
- Must attend Remote Learning Make-up Days in June, July and August if attendance/participation is higher than the maximum allowed attendance

Parent/Caregiver Agreements:

- Understand that participating in the beginning of the year orientation for Canvas will be required for both student and parent.
- Understand that my student's attendance will reflect participation in remote classes, meetings, assignments, completion of assignments, assessments, Canvas attendance and other required activities from instructional and related arts teachers.
- Must follow all the expectations and responsibilities from the ChromeBook Check-Out Contract (for students who check out ChromeBook from school)
- Understand that when we operate on Plan B - Blended Learning you can choose Plan A - Full Remote Learning and you can only switch to Plan B (or back to Plan A) at the beginning of a new quarter.
- Must be responsible and able to receive handouts and materials will be provided to you either online or at the school building at determined pick-up and drop off times
- It is your responsibility to pick-up and drop off all materials that are provided for your student's use for coursework
- In the event that your internet fails, contact your student's lead teacher or the school immediately
- Must send student to NM to attend Remote Learning Make-up Days in June, July and August if attendance/participation is higher than the maximum allowed attendance

The signatures below affirm that we have read, discussed, and understand the Student and Parent Agreements of the Remote Learning Policy and agree to follow the outlined procedures. This signature form also authorizes and gives consent to Nightingale Montessori for distance learning classes to record and playback any likeness, image, voice and performance; understand that this access is designed for in school educational purposes only. I give these rights freely and without compensation now or in the future.

Upon issuance of the Remote Learning Contract students will have five (5) class days to return the signed Remote Learning Contract. Failure to do so will automatically eliminate attendance in the class until the contract is returned to the school. Not attending class, due to failure to return the signed contract, is an unexcused absence.

Attendance Policy and Procedures - Remote Learning Plan

This policy is updated in the Nightingale Montessori Family Handbook as well as the Nightingale Montessori Emergency Operations Plan and Safety Manual. Please review this policy for distance learning.

RESPONSIBILITIES

Student Responsibilities

- Attend assigned classes every day that school is in session
- Students will earn attendance through Canvas participation, via contact with their teachers, and via completion of work/tasks/assignments, assessments and activities

Parent Responsibilities

- Encourage and require your student to contact the teacher of a specific class daily and on time
- Inform the school by telephone (937-324-0336) or by email (administration@nightingaleschool.org) of a student absence no later than 10:00 AM the day of the absence
- Inform the school if something is occurring that is preventing your student from attending online courses regularly
- Work cooperatively with school personnel to solve any attendance problems that may arise

Teacher Responsibilities

- Take accurate daily attendance and maintain accurate attendance records for each daily class, work/task/assignment, assessment and activity.
- Communicate makeup work policies to students and apply those procedures uniformly
- Report any attendance problems that may arise to the Nightingale Montessori Administration and work constructively with administration, parent/caregiver, and the student to help the student get back on track.

Administration Responsibilities

- Require all students to attend assigned classes
- Inform parents, students or staff of school attendance regulations
- Maintain accurate records on student attendance
- Inform students and their parent/caregiver of student's absences through use of email or Canvas or SchoolCues
- Work constructively with the student and parent/caregiver to achieve regular attendance

ATTENDANCE PROCEDURES

Remote Synchronous Instruction

Two-way, real-time/live, virtual instruction between teachers and students when students are not on campus. In this method, the required amount of instructional time is scheduled each day and attendance is recorded daily. Synchronous instruction is provided through a computer or other electronic device or over the phone.

Remote Asynchronous Instruction

Instruction that does not require having the instructor and student engaged at the same time. In this method, students learn from instruction that is not necessarily being delivered in-person or in real time. This type of instruction may include various forms of digital and online learning, such as prerecorded video lessons or game-based learning tasks that students complete on their own, and pre-assigned work/tasks/assignments, assessments and activities that are made available to students.

How Is Attendance Measured?

- The minimum daily requirement of instruction is 5 ½ hours or 330 minutes per day.
- Teachers will take and post attendance for Remote Synchronous Instruction and Remote Asynchronous Instruction.
- All Remote Synchronous Instruction is time spent in class/meetings.
- All Remote Asynchronous Instruction pieces will have a learning outcome and a time value that will be recorded upon completion of the work/task/assignment, assessment or activity.
- Daily instruction minutes do not need to be consecutive. They can occur throughout the day.
- Time students spend participating in work-based learning opportunities can continue to be included in the daily instructional minute calculator. Work-based learning opportunities could include internships, externships, apprenticeships and mentorships.
- Special education students can receive their regular instruction and special education services through the remote synchronous instruction method.
- NM programs are required to maintain daily schedules that document the amount of instruction a student or group of students is scheduled to receive on a given day. The schedule should detail the amount and type of instruction being provided and should also include the official attendance time that was chosen for the purpose of taking attendance.
- Your daily instructional plan determines the daily engagement, instructional materials, progress monitoring, and teacher supports the students receive in order to earn daily attendance.
- Remote Asynchronous Attendance should be measured daily. Under your approved learning plan/schedule students earn daily attendance through daily engagement measure(s). This could be daily progress of learning outcomes, daily progress via teacher-student interactions, or completion of work/tasks/assignments, assessments and activities from student to teacher.
- A student will be considered absent if the student does not have documented engagement with the program and/or daily contact with a teacher, and/or documentation of completion/turn in of daily assignments.
- A teacher will input the student's daily attendance for the asynchronous method, based on the student's daily engagement with NM or other instructional avenue and/or daily contact with the teacher, by marking the student remote asynchronous present or absent for the designated asynchronous hours of the day.
- Teachers must be the primary provider of all instructions. Teachers can work with parents that want to provide the instruction to ensure that the learning outcomes will be met.
- Student attendance is measured daily and the schedule reflects this calculation. If students do not complete the daily measure of engagement but meet the weekly measure of engagement, then full daily measures of engagement will be assigned. If the student does not meet the weekly measure of engagement then attendance must be determined on a per day basis of the current week.

- Excessive Absence and Truancy rules and regulations apply to students who fail to meet the daily measurement of attendance requirements
- Attendance taking for special education students should track as closely as possible to the requirements for non-special education students. Modifications to the Remote Asynchronous Attendance measurements may be made.

Absences

- A student will be considered absent when he/she does not check in with the teacher on an instructional day
- Absences shall be reported and records of absences kept in accordance with regulations adopted to implement this policy
- If a student does not check in during the instructional time, teachers will attempt to make contact with the student. If no contact is made by 11:00 AM, school officials will be contacting parents/caregivers.
- Special absences are not counted in the maximum absence rule. Students are granted special absences for the following reasons
 - Religious instruction not to exceed three hours per week
 - An Individualized Education Plan that amends the attendance expectation
 - Student does not have access to the internet and has created a specialized education plan with the school
- The MAXIMUM ALLOWED ABSENCES includes both excused and unexcused absences. The Maximum Allowed Absences in one academic year is 137.5 hours. Reenrollment will not be considered for the following year if the student has exceeded the Maximum Allowed Absences without a legitimate excuse.
- Excessive Absences are 38 hours in one school month and 65 or more hours in one school year.
- The following absences are **excused** but **DO count towards maximum absence rule**. NOTE: All excused absences must be verified by parent/caregiver by phone call or email before 10:00 AM the day of the absence. Failure to do so may result in the absence being counted as unexcused.
 - Illness of student
 - Serious illness in the immediate family
 - Death in the immediate family/funeral
 - Attendance at a court or other judicial proceeding upon written verification by the court or hearing officer of the specific date and time
 - Family vacation subject to prior approval of the Nightingale Montessori Administration
 - Important events requiring student participation. Requires pre-approval of the Nightingale Montessori Administration
- Excessive Absences: If a student has not logged in during a class period or office hours, or if school officials have not been able to reach a student for three consecutive days, school officials will contact the parent/caregiver and begin to create an individualized plan to ensure student success.

Attendance Procedures

- Teachers will take attendance for all classes, meetings, work/tasks/assignments, assessments and activities on Canvas. If a student is absent, it will be recorded. If a student is working without internet access, the student will have a daily check-in time/phone call with a teacher for continued communication and instruction.
- A member of your student's teaching team will check daily attendance by 11:00 AM and begin to contact families of absent students
- After three consecutive absences, the teacher will notify NM Administration and NM Administration will contact families to create an individual instruction plan to ensure success.