

## **Pike JVSD Remote Learning Plan**

School: Pike County Career Technology Center

IRN #051375 District

IRN#029934 Career Center

175 Beaver Creek Road

Pike, Ohio 45661

### **Description**

The Pike CTC will use the **Pre COVID 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, all day, and five days a week.

In the event our school district is closed for 3 or more days, we will provide remote learning for students having internet capabilities. For those students that can drive, we will allow them to use an internet hub in the parking lot of our school. If a child cannot drive to the school or 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 three week increments. Students will return packets with the deadline provided.\*

This year our staff will be required to work all 5 days unless closed by the health department and/or state. 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 student can remote into the classroom and or call the teachers during their classroom scheduled time.

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, mailed to students and through our School Messenger Emergency Phone Call System. We will also add an article in the local newspaper. If permitted, students can schedule a meeting time with their teacher and or visit the Learning Center for help.

\*Less than 50% of our students have access to internet and many lack transportation other than district busing to get to and from school.

### **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 in to 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 home school, state and our graduation 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/principal.

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. The Pike CTC Learning Center will be open for students to contact during the day. All students can contact the Learning Center to receive help with classroom assignments.

### **Attendance Requirements**

Attendance problems and/or tardiness can affect grades, graduation credits, certificates, and recommendations for future employment. A parent or guardian must call the school to report the absence of the student the morning of the day the absence occurs at 740-289-2721. A note must also be sent within **3** days of return to school.

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. See chart below.

**Packet Attendance** – due to the large number of students who do not have internet access, we will be using packets for classroom lessons with those students.

90-100% packet is complete – 100% attendance for the three week period.

80- 89% packet is complete – 80% attendance for the three week period.

70-79% packet is complete – 70% attendance for the three week period.

60-69% packet is complete – 60% attendance for the three week period.

50-59% packet is complete – 50% attendance for the three week period.

40-49% packet is complete – 40% attendance for the three week period.

30-39% packet complete – 30% attendance for the three week period.

20-29% packet complete – 20% attendance for the three week period.

10-19% packet complete – 10% attendance for the three week period.

Less than 10% failed to attend.

### **Remote Attendance**

**Teacher-led remote learning (synchronous)** – any remote classes going online and requiring students to attend that have internet access will keep attendance on a regular basis just like in a regular classroom.

**Self-directed remote learning (asynchronous)** – self-directed students will follow the guidelines for grading below:

- Daily logins to learning management systems.
- Daily interactions with the teacher to acknowledge attendance.
- Daily messages, emails, telephone calls, video chats or other formats.
- Assignment completion for attendance.
  - If using assignment completion to track attendance, teachers should determine the number of hours they expect an assignment to take for a typical student and use that to gauge each student's attendance.

### **Tracking Absences**

- **Excused absences:** Any circumstances for which an excuse is received will be recorded in the EMIS system.
- **No evidence of exposure, engagement or participation:** If there is no evidence the student participated or engaged in any way in a remote learning activity, then the student should be marked with an absence for the hours for that remote learning activity.
- **Remote learning cannot be used to make up absences from in-school learning**

**Local Attendance and Absenteeism Policy** – see attached attendance policy.

**Excused absences are limited to:**

- 1. Illness – under a doctor's care—Doctor's note required (Students with long-term conditions will be required to submit Physician Excuses every 90 days.)
- 2. Death in immediate family
- 3. Court appearance – verification from court is required
- 4. Special Testing (Director's approval)
- 5. Performance of certain work at home with Director's approval
- 6. Emergency (Director's approval)
- 7. A maximum of two college visits, for seniors only, may be approved by the Guidance Counselor **prior to the visit**. Documentation must be obtained from the college in order to receive a School Approved Activity.
  - **Other excused absents** - Temporary internet outage, unexpected technical difficulties, and student absence due to COVID-19.

### **Grading Due to Attendance**

- 1. Students will be excused **7** occurrences, covering a maximum of seven days, with a parental note during a school year. After those occurrences are used, a written doctor's excuse must be turned in for that occurrences to be excused. This is subject to change depending on current health issues in the state related to health care appointments and other considerations.
- 2. Truancy/Leaving school without permission will result in a full day of unexcused absence and disciplinary procedures will follow. Failing to attend remote classes may count as an absent day or the equivalent hours for the class. See remote section for grading on this teaching model.
- 3. Students will be counted present for actual time at school, working on and handing in packets and remote online learning. Students will be marked as excused or unexcused for the time they are late. Instructors will give grades accordingly for missed / unfinished assignments.
- 4. Students will have 3 days to make up any and all missed work for an excused absence or consecutive excused absences. Exceptions may be made for a student on extended medical leave (over 10 days) with Director's approval. **Students are responsible to see their instructors for any work missed that can be made up. Extended time will be permitted for those absents related to the list identified as other in the excused absents section above.**
- 5. Students not participating in an approved school work program will not be allowed to leave school early, arrive late or skip remote learning classes.

### **Progress Monitoring**

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

If a student has a grade below a "B" after a three week period, he/she will call the student and keep a record of all calls. If the student needs help, the teacher will take necessary steps to help the student. The Learning Center will be open all day to take calls and emails. They may call at 740-289-2721.

### **Equitable Access**

All students have access to classroom lessons. We will assign the same work and it will either be remote or mailed packets. We will also add a page on our school website for student's to see all assignments. Any issues should be immediately reported to the director and/or main office at 740-289-2721.

## **Professional Development**

We will have teachers review the following website <https://www.weareteachers.com/free-online-learning-resources/> . This website gives many options for platforms and resources for online learning. We will also be doing a google classroom professional development program for teachers. We use google classroom in about all of our academic classrooms. We will also require teachers to do a professional development of their choice once a month.

Also these ODE resources.

- [Approaches to Remote Learning for Career-Technical Education](#)
- [Ohio Department of Education Remote Learning Educator Resources](#)
- [Ohio Department of Education Remote Learning Resource Guide](#)

Approved by the Pike JVSD Board

August 17, 2020