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To Whom It May Concern:

On August 6, 2020, the Vantage Career Center Board of Education met. The following motion was presented:

- Approve the 2020-2021 school year remote learning plan.

Motion by Mr. Recker Seconded by Mrs. Etter

Roll Call:

Mr. Recker, Mrs. Etter, Mr. Egnor, Mr. Lyons, Mrs. Hoersten, Mrs. Wannemacher, Mrs. Gorman, Mr. von der Embse, Mrs. Compton, Mr. Nedderman, Mr. Baumle

10, aye; 0, no

Please note that Mr. Egnor was absent from the meeting

Motion passed.

Signed on August 6, 2020

Patrick Baumle, Board President

Laura Peters, Treasurer

### **Vantage Career Center - Remote Learning Plan**

Members of the Vantage administration have collaborated with other county administrators, the county Health Department and our Safety and Building Leadership teams to plan for the possibility of remote learning. We have also had all-staff meetings to dialog on the matter.

The focus, in planning ahead for any remote learning situation, is:

1. What kind of content can I use for students to continue learning from home?
2. How will I communicate with students to answer questions and provide feedback on work?
3. How can I do those two things with equity?

The leadership team and tech department will provide ongoing resources, examples and any training that staff feel is needed. These staff training opportunities began in March, 2020 and have been ongoing since then. There will be focused staff training the week of August 17, 2020, providing information and best practices on such things as remote learning, staff and student engagement, mindfulness and mental health. Our plan also includes training of students during the first weeks of school for the expectations of remote learning.

These are just some examples of the many preparations that have been put into place at Vantage Career Center.

- Our tech department worked with the administration and teachers to develop an extended learning plan that will provide some flexibility and allow students to continue their learning with online and offline at-home lessons/activities in the event of a school closure.
- Instructors have made sure students know how content/lessons will be distributed to them, and how they will be expected to communicate with instructors while school is closed. All classes utilize a Google Classroom for communication and content distribution.
- Instructors have made sure that students understand they are expected to follow the school calendar and check-in with instructors daily/complete work each day that we normally would have been in class.
- Students are reminded to take everything they may need, home with them everyday. That includes books, work packets, binders, and devices (chromebooks have been made available if a student needed to check one out from the tech department).

The types of services included in our remote learning plan are:

- Online instruction using video conferencing services
- Online instruction using commercial or publicly available content/resources
- Online instruction using locally available/teacher developed content and resources
- Lessons posted online for students to access, download and complete via Classroom
- Handouts and other materials made available for delivery or pickup for students

Staff are primarily using Google Classroom to communicate with students. Attendance is taken daily with a Google form. Staff are calling students and parents that are not checking in daily, just like they would if the student was absent for school. Staff department meetings are held weekly via Google Meet to share best practices, and video announcements are sent out daily to keep everyone informed.

There are approximately 10% of students in our district that do not have internet access at home. Our tech department will work with local internet providers to get free access for those students. The remaining students will be provided hardcopies of the work, either through the mail or by picking them up at school, and teachers are communicating with those students by phone.

• **A description of how student instructional needs will be determined and documented**

Instructional needs will be determined by monitoring student progress and accessing previously available data such as assessments or IEP information. Monitoring of student progress will continue to take place during any remote learning situation and documentation will be noted in Progressbook, as well as the student's IEP progress reports if applicable. This includes documentation on modifications and accommodations.

• **The method to be used for determining competency, granting credit, and promoting students to a higher grade level**

GRADING PROCEDURES – CREDITS

The Vantage school year is divided into four nine-week grading periods totaling 180 days of instruction. Students will receive letter grades to indicate the level of achievement according to the following scale:

A+	99-100
A	94-98
A-	92-93
B+	90-91
B	85-89
B-	83-84
C+	81-82
C	76-80
C-	74-75
D+	72-73
D	67-71
D-	65-66
F	(Below 65)

Students must meet the following criteria in order to gain credit for any course: The final grade must average to a passing grade. Final grades will be determined by averaging the four nine-week grades in career-technical courses. Academic courses will have a final grade

determined by the following formula: each of the four nine-week grades will count as 20 percent of the final course grade, with each of the semester exams counting as 10 percent of the final course grade. A grade of Incomplete will be given to students who do not complete work to the satisfaction of the instructor. Two Weeks will be given to complete the missing work, before the Incomplete is converted into an F or failing grade, for any assignments that are missing.

• **The school's attendance requirements, including how the school will document participation in online learning**

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- Instructors have made sure that students understand they are expected to follow the school calendar and check-in with instructors daily/complete work each day that we normally would have been in class.
- Students are reminded to take everything they may need, home with them everyday in preparation for remote learning. That includes books, work packets, binders, and devices (chromebooks have been made available if a student needed to check one out from the tech department).

• **A statement describing how student progress will be monitored**

PROGRESS REPORTS TO PARENTS

Vantage instructors will track and report student progress during all four grading periods for all students to inform the parents of the work and progress made in their student's classes. This notification outlines the performance of the student and indicates both strengths and areas of needed improvement. Progress information is available on-line through Progress Book (or mailed upon request). Please contact Student Services for more information.

• **A description as to how equitable access to quality instruction will be ensured**

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phone.

- **A description of the professional development activities that will be offered to teachers.**

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The leadership team and tech department will provide ongoing resources, examples and any training that staff feel is needed. These training opportunities may be offered in person, remotely, or through 3rd party providers. These staff training opportunities began in March, 2020 and have been ongoing since then. There will be focused staff training the week of August 17, 2020, providing information and best practices on such things as remote learning, staff and student engagement, mindfulness and mental health. Staff department meetings are held weekly during extended remote learning situations via video conferencing to share best practices, and video announcements are sent out daily to keep everyone informed.