

NORTHWESTERN LOCAL SCHOOLS POLICY

Due to the current COVID-19 pandemic, school districts have been tasked to make decisions regarding the educational opportunities available to students. After a review of student and family needs, Northwestern Local Schools has chosen to offer both direct (in school) instruction, as well as, online learning. School districts have been given the discretion to design and implement educational services based on the district's needs and resources. The following document provides the online learning policy as it applies to Northwestern Local Schools, providing specific information about the program's requirements and design.

ONLINE PLATFORM

The online learning platform will be monitored by Northwestern staff through Google Classroom and a virtual learning management system, as an alternative learning opportunity during COVID-19 and the 2020-2021 school-year. Students choosing the online opportunity will take all of their coursework online rather than on campus. At this time, the district is not offering any type of hybrid learning options (in-class and online learning), with the exception of the High School Band. In this case, students and families would be responsible for their own transportation.

This type of online learning is considered self-directed learning, as students will be required to complete lessons independently, without direct, in-person instruction from Northwestern staff. The lessons and resources are designed by our staff based on Ohio Content Standards, using multiple resources and content from a virtual learning management system. The courses will progress at a typical school-day pace, meaning that the online school work will require a similar amount of time as a typical school-day and will not be reduced.

If, at any point, the student and family would like the student to return to in-class instruction, they must contact the school to set up an appointment to discuss the transition back to school. For those students wanting to return to in-school instruction from online learning, the transition time will be at either the mid-term or end of grading period.

The district will also communicate with parents and students about the longevity of the online platform during the 2020-2021 school-year and beyond, if necessary. Should this option be discontinued, parents will be contacted by the district to develop a plan for the students to return to school or to discuss other options. In addition, should school be closed for a period of time, this online platform would be utilized for all Northwestern students during the time of school closure, which should be an easy transition for both the in-class and online learners. If this were

to happen, the platform would be changed to include more teacher-student interaction opportunities (i.e.: remote instructional lessons, Zoom meetings, etc.).

COURSEWORK REQUIREMENTS

Students are required to take enough courses to meet the requirements for the grade-level. This would include any required grade-level courses (K-8) and requirements towards graduation and earning High School credit (8-12). A schedule will need to be developed and agreed upon by administration for each student. As an example, for students in grades K-8, English Language Arts, Math, Science, and Social Studies would be essential coursework, taken by all students.

Based on the curriculum and content available to our Northwestern staff, we will not be able to provide all in-class Northwestern courses on the online platform. Northwestern provides a unique list of career-tech and elective options, which may not be able to be replicated in an online format.

It is important to note that the online coursework will require significant time and may require students and parents to do additional time and research on their own. Although classroom instructors will do their best to give several resources, individual students may find that they need to do additional work to better understand the content and curriculum. Please keep in mind that with this particular online platform, teachers will be required to provide some direct instruction opportunities (i.e.: Zoom calls or video conferencing). As mentioned, this online platform is more self-directed learning rather than remote or hybrid learning.

ATTENDANCE

Students are encouraged to log-in everyday in order to keep up with the requirements of the online platform. Although daily attendance will not be taken, students' school work will be monitored to determine whether they are staying on-track.

GRADING

The online platform will follow the grading scale approved by the Board of Education for in-class instruction. Students will receive letter grades (A-F) based on their performance within the online class and on their assignments. These assignments are being graded by Northwestern staff in a similar fashion as if the students were attending in-class instruction. These grades will also be used to determine athletic eligibility. Should a student fail a course in the online platform, s/he may be required to retake the course and may become eligible for retention as stated in Northwestern Local Schools Board Policy.

Grades will be posted in Progress Book for students. Parents and students should access Progress Book in order to monitor student performance and grades. Student performance will be graded in a similar fashion as it is if the student were attending in-class instruction; therefore, students should be diligent in completing all assignments to the best of his/her ability.

All grades will show up on student report cards and transcripts. The grades obtained in the online platform will also calculate into the final grades for the school-year. Should a student complete some work in-class and some work through the online platform, the grades will be averaged to determine a combined grade.

COMMUNICATION

Students are responsible for accessing content and for responding to coursework requirements and communication on a regular basis. It is also the responsibility of the student and/or parents to contact a teacher should there be questions or concerns. Teachers are available through email during the school week, during regular school hours. Since staff are responding to both in-class and online learners, parents and students are encouraged to send emails, allowing for 24 hours for a response. Teachers will have a prep period, allowing for them to be contacted via phone and email for online learners during the school week.

HABITS OF MIND

Online course work requires strong organizational and time management skills. Students must be independent, self-directed learners who are capable of staying on task while working from a virtual lab, home, or other remote location. Students must be committed to managing assignment due dates, and asking for help when they need assistance. Students must access the course on a daily basis and check email regularly for communications from the teacher.

PARENT/GUARDIAN SUPPORT

Parent/guardian support is important to the success of online students. Parents must be aware of the online requirements, monitor work habits and progress, and ensure appropriate technology access at all times. Students should have someone who can provide technical assistance as necessary as well.

TECHNOLOGY ACCESS

Online learning often requires students to be able to access their courses from another remote location. Online students must therefore have access to a computer with a high-speed internet connection and a processor capable of downloading/uploading streaming video and large multimedia files. The computer should be equipped with a word processor (preferably Microsoft

Word), web browser, speakers, and a microphone. Students can sign out Chromebooks from the school; however, families are responsible for providing internet connection consistently.

ETHICS

Online students are expected to complete their own work at all times. Students should use their school email account and should not share their login information with other students. If a student breaks this code of ethics, the students' code of conduct will be enforced, which will result in no credit for the assignment, assessment, or course. Violation of this section may result in the student being removed from the course and not receiving credit. A student must also read and acknowledge the district Acceptable Use Policy (AUP) regarding technology and the internet.

SPECIAL SERVICES

If your child is identified as a student with a disability, his/her instructional team will discuss student services based on meeting students' academic needs. These plans will be reviewed and created on an individual basis.

SPORTS/ACTIVITIES

Students in the online platform continue to be students of Northwestern Schools, which allows them the opportunity to participate in sports, clubs, and activities on school campus, based on the student's academic eligibility and on the requirements of the club/activity/sport.

TESTING

Although the majority of assessments and grading will be conducted online, there may be requirements for students to complete assessments at school. These assessments could include: state-required assessments, exams, and/or quarterly assessments. The assessment times will be scheduled with the families and the school.

PRIVACY GUIDELINES FOR PARENTS/STUDENTS

Virtual check-ins are designed for students to help aid and assist their learning with content and curriculum. Virtual check-ins could include, but are not limited to logging into the online platform, interacting with the platform, completing online assignments, and/or teacher virtual conferences (i.e.: Zoom), video lessons, and recordings. In order to foster a positive learning environment, parents should not actively participate in check-in sessions. Parents may assist with technology or be nearby to monitor student performance, completion of tasks, and to answer general questions about student learning. Parents and students are to refrain from video/audio recording, photographs, live streaming, or transmitting any check in session, or virtual lesson by

any means. This also includes posting the above on social media. Confidential and any personally identifiable information related to students participating in the virtual online learning classroom and or check-ins should not be collected, discussed and/or shared.

Should a parent have questions regarding online learning or the platform, they are encouraged to contact the teacher or the school rather than participate in a student virtual or online check-in.

NORTHWESTERN LOCAL SCHOOLS ONLINE LEARNING CONTRACT

Student Name: _____ Grade: _____

PARENT/STUDENT ACKNOWLEDGEMENT

Student: I have read and I am aware of the Northwestern Local Schools' Online Learning Policy. I accept the responsibility for the preparation needed to complete this course. I am aware that I must attend class online regularly and be active in the course assignments in order to stay on pace for course completion by the end date. I will organize my time, communicate with my teacher as needed, and contribute positively to the online learning process. I understand that if I do not meet the above stated criteria I may be in jeopardy of not receiving credit for the class. I am aware that I am still considered a Northwestern student, which means that I am still responsible for my behaviors, as it applies to Board policy and the student handbook. If I fail to follow the student conduct policy, I understand that I may receive a consequence, as outlined in the code of conduct.

Parent: I have read and I am aware of the Northwestern Local Schools' Online Learning Policy, and agree to help my child work to be successful in all online learning courses. I am aware of attendance requirements for my child, as well as daily work requirements and end dates. I understand if my child does not meet the above stated criteria they may be in jeopardy of not receiving credit for the class. If my student discontinues online learning through Northwestern, I understand that it is our responsibility to return any devices to the school. I also understand that failure to return devices and/or materials to the school can result in a financial cost (up to \$400). I am aware that my child is still considered a Northwestern student, which means that he/she is still responsible for his/her behaviors, as it applies to Board policy and the student handbook. I understand that my child may receive a consequence, as outlined in the code of conduct should he/she fail to follow the student handbook in regards to expected behaviors.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Online Courses (or attach a schedule to this form, if developed):

<u>Course</u>	<u>Teacher</u>	<u>Duration of the Class</u>

Other Considerations (mark all that apply):

- School-provided Chromebook and borrower agreement
- Special Services Plan
- Student Activities/Sports/Clubs:
- Acceptable Use Policy has been signed and turned in.

Other: