

Distance Learning Policy - Northwest Passage High School #4049-07

I. Purpose of Policy

- A. The purpose of this policy is to provide a comprehensive plan that addresses distance learning options for students

II. General Statement of Policy

- A. Students may be considered in attendance and awarded Learning Targets and/or credits for work that is completed off-campus under specific circumstances. These circumstances may include but are not limited to: mandated school closures, frequently scheduled health appointments that cannot be scheduled outside the school day, project-related learning experiences that cannot be completed on campus in accordance with our mission or other instances approved by the school.

III. Statement of Programming Expectations

- A. Students are expected to follow the approved daily schedule. This may be modified based on extenuating circumstances.
- B. Accommodations shall be made for students unable to access necessary technology.
- C. Headrush, Northwest Passage High School's (NWPHS) approved academic management platform, will be used to support learners' educational needs. Other online learning platforms may be utilized, including but not limited to Khan Academy, Google Classroom to differentiate instruction and to support the unique needs of individual learners. Individual Learning Plans for English Language Learners will be followed.
- D. Parents, Guardians and Students will be notified and provided training, as needed on NWPHS's Distance Learning Policy and expectations.
- E. Programming with counselors, paraprofessionals, contracted service providers and other school specialists will continue as described in Individualized Education Plans (IEP).
- F. Special education services will follow best practices for distance learning.
- G. Tracking of students' daily attendance will be recorded and monitored.
- H. Data privacy mandates will be followed.

IV. Procedures

- A. Students will need to make a daily plan for work and connect (via email, phone, Zoom, Google Hangout, etc) with their advisor no later than 10:00 a.m. on the day of distance learning.
- B. If needed, students may check out a Chromebook from their Advisor. Students are responsible for adhering to NWPHS computer usage policy as stated in our technology usage agreement.

- C. If, due to individual and/or extenuating circumstances, a student is unable to meet the demands of the approved schedule, they will be required to establish an alternate plan/schedule for completing work. This plan must be preapproved with their advisor.

V. Notice of Policy

- A. The School Board shall review this policy annually.
B. This policy will be made available via the student handbook and the school's website.

Daily Schedule/Requirements for Students:

Students will need to make a daily plan for work and connect (via email, phone, text, Google Hangout, Zoom, etc) with their advisor no later than 10 a.m. on the day of distance learning. Students will need to access Headrush and Google Accounts daily. If students do not have access to appropriate technology to be able to log-in, they may call or email Advisor. If needed, students may check out a Chromebook from their Advisor. Students are responsible for adhering to NPHS computer policy as stated in our Technology policy and complete a computer usage waiver.

We recognize that learning may be asynchronistic at times but the following schedule has been included to help guide your time and give structure to your day.

Asynchronistic Learning:

- 45 minutes of Reading each day - use daily log
- 45 minutes of Math each day - Khan Academy, or other approved math programs
- Daily Journaling
- Two 30 Minute Movement Breaks
- Focus on 2 Projects at a time at most
- Daily Check-ins with your advisor
- Log your time - evidence is key

Daily Schedule:

- 7:45-8:00 Students log on to computers
8:00-8:45 SSR. Students read for 40 minutes and then log time and do reflection in Headrush
8:45-9:00 Check-in/Morning Circle: Google Hangout or Meet.
9:00-11:00
Project Work
 - Advisors available online to help/check-in with students via Google
 - Advisors and students will have regularly scheduled check-ins.
 - Case managers and paras check in with students
 - Workshops and Seminars run as scheduled
 - Encourage movement breaks11:00-11:30 Lunch Break

- 11:30-12:15 Math
- Advisors available online to help/check-in with students via Google
 - Case managers and paras check in with students
- 12:15-1:15 Mindfulness time (Movement breaks, etc)
- 1:15-3:00 Project Work
- Advisors available online to help/check-in with students via Google
 - Case managers and paras check in with students
 - Workshops and Seminars run as scheduled.

Work Examples:

- Project work on existing, approved project(s)
- Write a project reflection
- Practice Math skills in Khan Academy
- Reading (book, short stories, news articles,...)
- Read (and highlight, takes notes, etc.) of printed versions of research
- Reading journal and/or “book report”
- Journaling
- Art
- Workout and document/write a reflection
- Service Learning/Volunteering
- Gardening
- Outdoor Exploration

Attendance:

Staff will take attendance every day. Attendance will be based on the advisor, case manager, and/or paraprofessional support staff connecting with their students. Connecting could include a phone call, text message, email, Zoom conference call or other digital formats.

Special Education:

Students receiving special education services and on an Individualized Education Plan (IEP) will continue to receive services. Case managers will contact parents to outline how services will be met if distance learning lasts more than a day or two. Staff will connect with students on a daily basis.

Social Workers and Other Support Services:

Northwest Passage High School will continue to provide social work and other support services. Staff and providers will be in contact with students and families they typically work with, and also available as needed.

English Language Learners and Families:

Teachers will be able to communicate with parents/guardians who do not speak English using an over the phone interpretation Language Line.

School Contact Information:

Business phone	763-862-9223	
E-mail	Joyce Nolan	jnolan@nwphs.org
School Director	Peter Wieczorek	pwieczorek@nwphs.org
Student Support Services	Cate Carlis	ccarlis@nwphs.org
Special Education Coordinator	Val Miller	vmiller@nwphs.org
School Social Worker	Deb Howard	dhoward@nwphs.org
School Board Chair	Jason Olson	jolson@nwphs.org

Northwest Passage High School Board Approved Policy

Adopted: March 24, 2020

Amended:.