

Date: 10/26/2020

To: Zane Trace Remote Learning Students and Guardians

From. Ty Wertman, Zane Trace High School Principal

RE: Remote Learning Update after 1st 9 Weeks

The ZTHS remote learning staff met and determined a clarification was needed for late work policy. This policy will be presented for board at the next school board meeting.

High school guidelines have been established in the following areas: late work, returning to school from remote learning, and future curriculum.

These guidelines have been developed after the first 9 weeks of remote learning in order to provide clearer expectations for students and families.

Zane Trace Remote Learning Program

Students in Grades 9-12 will learn via Google Classroom and their schedules will be created in conjunction with the High School Administrative team to ensure students are taking the necessary courses to graduate. *It is possible that certain advanced or elective courses may not be available to students in the online format, as they would be if a student were physically on campus.

- Any family intending on pursuing the Zane Trace Remote Learning option must be enrolled as a Zane Trace Local Schools student if not already registered with the district. If you are a prospective student returning from elsewhere, please refer to zanetrace.org and head to Parent Resources and the Student Registration Link in our menu for details on the enrollment process.
- Parents/guardians and teachers in the online learning option are expected to be equal partners in the facilitation of online learning. Each provider plays a pivotal role in providing certain deliverables to each child to ensure learning happens online.
- District staff will offer virtual meetings periodically, for family support to ask questions and receive help with online schooling facilitation.
- Students in Grades 9-12 will learn via Google Classroom. Student schedules will be created in conjunction with high school administration to ensure students are taking necessary courses to graduate. *It is possible that certain advanced or elective courses may not be available to students in the online format as they traditionally would be if a student were physically on campus* (Example: Calculus, Statistics, College English, Foreign Language options will not be available remotely).
- Students enrolled in the program are eligible to return to school after the 1st Semester ONLY if it is in the best interest of the student, but they must complete at least one semester. If a parent would like to see their child return physically to campus after the first semester, they must notify the building principal prior to December 15th. Any requests to return prior to the next semester can only be approved by the building principal.
- Parents and guardians of students in the Zane Trace Remote Learning option must meet with their building administration/principal prior to the start of school.
- In the event that an enrolled student does not have a device at home for online learning, they may be provided with a school issued Chromebook regardless of grade level (K-12) upon turning in the necessary district technology and Chromebook agreements.
- Students will receive traditional grades in alignment with the grading scales and policies of the school in which they would otherwise be attending in person.
- All students enrolled in ZTRL will be eligible to participate in extracurricular activities and athletics.

Student Responsibilities

- Students are responsible for checking email daily.
- Students are responsible for reaching out to teachers to communicate needs.
- Students must notify the district of any device or connectivity issues.
- Students should monitor weekly progress.

Parent Responsibilities

- Monitor student daily.
- Monitor weekly progress.
- Contact Zane Trace Office to report any illness that prohibits a student from working.

Teacher Responsibilities

- Maintain open communication with students during school hours.
- Record student progress on a weekly basis.
- Offer virtual meeting conference time on the provided district conference dates per 9 weeks.

Additional Notes

- Students that are forced to transition into remote learning after the first two weeks of the semester will remain enrolled in the same course of their general classroom teacher.
- Teachers are not required to respond to student/parent emails outside of school hours.
- Teachers are not required to accept late assignments.
- Teachers are not required to grade assignments within a 7 day period.
- District will not use remote learning for credit recovery.
- Students may be prohibited access to remote learning for non-COVID related circumstances.