



# Northeast Ohio College Preparatory School

2280 Professor Ave. Cleveland, Ohio 44113 | 216.453.4552 x1216

## EXHIBIT A

### COMPLETION OF MAKE UP DAYS VIA INSTRUCTION DELIVERED ONLINE

In accordance with the Ohio Revised Code 3313.482 the school policy regarding make-up hours via instruction online are as follows:

#### A. MAKEUP DAYS VIA WEB ACCESS

The Governing Authority of the School may adopt a plan to provide instruction via online delivery to make up hours in that school year on which it is necessary to close the school. This plan must be adopted before August 1st of the applicable school year.

The school may close for any of the following reasons:

1. Disease epidemic.
2. Hazardous weather conditions.
3. Law enforcement emergencies.
4. Inoperability of school buses or other equipment necessary to the school's operation.
5. Damage to a school building; or
6. Other temporary circumstances due to utility failure rendering the school building unfit. for school use.

The plan shall be designed to ensure continuity of learning for students during school closure and shall include all of the following:

1. A statement that the qualifying school, to the extent possible, will provide teachers with direct synchronous learning in which the teacher and students interact in real time on a virtual learning platform during the closure.
2. The qualifying school's attendance requirements, including how the school will document participation in learning opportunities and how the school will reach out to students to ensure engagement during the closure.
3. A description of how equitable access to quality instruction will be ensured, including how the qualifying school will address the needs of students with disabilities, English learners, and other vulnerable student populations.
4. The process the qualifying school will use to notify staff, students, and parents that the school will be using online delivery of instruction.
5. Information on contacting teachers by telephone, electronic mail, or a virtual learning platform during the closure.
6. A description of how the qualifying school will meet the needs of staff and students regarding internet connectivity and technology for online delivery of instruction. The maximum number of hours that can be included in the plan is the equivalent of three school days. Each plan adopted shall include the written consent of the teachers' employee representative designated under Ohio Revised Code 4117.07 (B).  
Ref: ORC 3313.482; 3314.06; HB 33 (135th GA, Eff. Oct. 3, 2023)



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## EXHIBIT B

### Online Day Plan

This online day plan will be used in the event of a calamity which leads to school closure. Online day plans are an alternative to making up hours due to school closure under several circumstances. Our school may use an online day to make up the equivalent of up to three (3) school days. This will allow students access to complete classroom lessons to fulfill up to a maximum number of hours. Closure due to calamity will occur under the following circumstances:

- Disease epidemic, hazardous weather conditions, law enforcement emergencies, inoperability of school buses or other equipment necessary to the school's operation, damage to a school building, or other temporary circumstances due to utility failure rendering the school building unfit for use.

**Teacher Directed Learning:** In case of closure, the school will provide teachers directed synchronous learning following the timeline of the school's online learning schedule. This will take place via the online learning platform Canvas. Using this platform allows for real time instruction and engagement between teachers and students.

- **Documentation of Participation:** Student participation will be documented via Canvas through teacher attendance, completion of assignments, and participation in discussions. Students must log on to Canvas on online learning days. If this is not possible, the teacher will email a link to the recorded session to the families.
- **Communication with Students:** The school will use multiple methods of communication to reach out to families and students such as emails, automated phone calls, announcements posted on Canvas platform, and text messages for students who may not be able to take part synchronously. This will ensure that families are aware of alternative learning options and can access support if needed.
- **Equitable Access:** In providing equitable access to quality instruction for all students during online learning days in addition to ensuring access to students with disabilities, English learners, and other vulnerable student populations, the school will:
  - Utilize Intervention Specialists, Instructional Assistants, and ESL instructors (where present) to reach families directly to ensure that students are keeping up with the lessons as presented.
  - Ensure that students with IEP's, 504s and other regular academic accommodations will continue to receive services virtually.
  - Instruction through the online learning platform Canvas which offers accessibility features such as closed captions, language settings, and screen readers to ensure participation for students with exceptional needs and language support requirements.
- **Notification Process:** Once the decision for closure has been made, families and staff will be notified via an automated call, email, and text message from the School Messenger function in the PowerSchool Platform. Schools will also share closure status and online learning plans via the school's webpage, its social media channels, and local news stations.
- **Teacher Contact:** Parents may reach out to teachers directly via their school email, Canvas, live chat, or by contacting the school directly. In case of technical difficulties, the school has a technical support team available during closure days to assist.



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- **Access to Internet and Technology:** When possible, students will be allowed to take their Chromebook devices home. These devices are equipped with internet accessibility. Each staff member is furnished with laptop devices during their employment with the school. A teacher who is unable to access the internet at home and unable to travel to a location with available internet should contact their supervisor support. If students are experiencing technical difficulties or access concerns, lessons may be recorded so students can review the material later. The online day plan for calamity days will be made available for students to access online or as paper copy lessons. If the teacher is utilizing a paper lesson, it will be sent home with the student the day the students return. Students that were given paper copies for remote lessons will also have one week to complete the lesson from the date of reopening.