Instructional Time Model

Rationale:

This Instructional Time Model has been developed to provide at risk and nontraditional high school students with alternative methods to meet instructional hour requirements to gain credits and successfully complete their High School Diploma.

Policy:

For the School Year 2021-2022 no more than 50% of total instructional time will be provided in a remote setting.

For the School Year 2022-2022 onward no more than 40% of total instructional time will be provided in a remote setting.

The percentage of remote instructional time will be calculated by dividing remote instructional minutes by total instructional minutes than multiplying by 100 as illustrated below.

 $\frac{remote minutes}{total minutes} x 100=\%remote instructional time$

Remote Options

The following remote options will be offered by Northern Arizona Academy

Remote courses via Edgenuity: These courses may be completed remotely on Edgenuity during regular school hours or during weekends and evenings. Courses will be monitored by an appropriately qualified teacher who will provide grading and feedback via the learning platform. Tutoring will be provided by the teacher during Extended Day Friday or via internet conferencing.

Paper Based Remote Courses: These courses may be completed remotely by completing assignment packets during regular school hours or during weekends and evenings. Packets will be turned into an appropriately qualified teacher for grading and feedback. Tutoring will be provided by the teacher during Extended Day Friday or via internet conferencing.

Attendance Options

Students, with guidance from appropriate school staff, parents and or guardians, may choose one of the following instructional options.

Students attending Northern Arizona Academy face to face full time may opt to take additional classes outside regular school hours using one of the remote options listed above. This option is available to all students.

Students may opt to complete instructional hours by attending NAA in person a minimum of 50% of the day and fulfill the balance of instructional hours remotely via one of the options listed above. This option will only be available to Juniors, Seniors and students with exceptional circumstances as determined by administration.

Students may opt to complete instructional hours fully remotely. This option will be limited to students that have successfully demonstrated their ability to complete remote instruction. No more than 20% of the student population may be assigned this option.

Procedure:

Students will be scheduled for remote classes during regular school hours within the Student Information System. Instructional hours worked outside of regular school hours will be tracked within the scheduled remote classes following the guidelines below. +

Paper Based Remote Courses

1. Students will be provided with packets to work on at home that represent 6 hours of work per week.
2. Students will hand in their time sheets and packets to the appropriately qualified teacher monitoring their remote course.
3. Teachers will hand in the completed time sheets to administration. They will also grade the completed work and enter the grades into the gradebook.
4. Teachers will provide a weekly report to administration regarding student completion of work.
5. Weekly attendance for the remote class shall be determined based upon the percentage of work the student completed.

 85% - 100% Completion: Fully Present

 70% - 84% Completion: Absent one day

 55% - 69% Completion: Absent two days

 40% – 54% Completion: Absent three days

 25% - 39% Completion: Absent four days

 Under 24% Completion: Absent five days

Remote Courses via Edgenuity

1. Students will be assigned to Edgenuity courses depending on their need.
2. Weekly reports will be pulled on student attendance and progress.
3. A student will be counted present the entire week in their remote class if they have completed six hours of work, less idle time, OR they are on track in the class as indicated by the Course Completed Percentage.
4. If a student is not on track in the class as indicated by the Course Completed Percentage and they have not logged six hours of course time during the week, less idle time, attendance will be based on the number of hours the student spent on task. One attendance hour online will equal one class period of attendance.