

CLEVELAND PREPARATORY ACADEMY
2025-2026 ONLINE DAY PLAN

Pursuant to Ohio Revised Code Section 3313.482, the Board of Directors hereby authorizes the following plan to provide instruction via online delivery in order to make up a maximum of the number of hours that are the equivalent of three school days, or such other maximum as may be permitted by law, in which it is necessary to close the School for any of the reasons specified in Section 3313.482. The plan is designed to ensure continuity of learning for students during School closure and includes the following:

- 1) To the extent possible, the School will provide for teacher-directed synchronous learning in which the teacher and students are interacting in real time on a virtual learning platform. When synchronous learning is not possible, the School will provide for learning opportunities such as posting classroom lessons to the learning management system or School's website, assigning a research project, watching pre-recorded virtual lessons, or other examples of asynchronous learning.
- 2) When this plan is in effect, students are expected to attend school by participating in the learning opportunities assigned by their teacher. Teachers will document student attendance and monitor student engagement based on student participation in learning opportunities. This may be done in a variety of ways depending on the mode of instruction. For example: during synchronous learning, teachers will track attendance and monitor engagement based on student participation in real time; during asynchronous learning, teachers may document attendance and ensure engagement through a student's daily logins to the learning management system, daily interactions with students (such as messages, emails, telephone calls or video chats) that enable teachers to engage with students, or based on completion of assignments. Each teacher will be responsible for determining the appropriate method for documenting attendance and for certifying attendance to school administration. Teachers will use the Ohio Department of Education's Alternative Learning Opportunity Documentation Log or similar template for the purpose of documenting attendance. Attendance documentation shall include the following elements:
 - i. Student SSID;
 - ii. Brief description of learning opportunities;
 - iii. Dates and times of actual learning opportunities;
 - iv. Total of verified learning opportunities time; and
 - v. Signature of teacher verifying reported learning opportunities.
- 3) To ensure equitable access to quality instruction the School will continue the sequence of standards taught in each course at each grade level. Students will have access to intervention specialists or other instructors

and additional resources based on their needs. Instruction will be delivered through asynchronous and, where possible, synchronous instruction. As necessary, materials will be modified to the individual learning needs of diverse populations.

- 4) The School administrator shall determine when to utilize this plan and the School will notify staff, students, and parents that the School will be using online delivery of instruction through a School Messenger message , the School website, social media outlets or through email, text, or other electronic messaging system.
- 5) When this plan is in effect, parents and students may contact teachers through the learning management system, email, or text message. Individual teachers may also provide specific contact information to students and parents in connection with the provision of assignments and/or contact information will be made available via the notification systems described in Section 4, above.
- 6) The manner in which the School will meet staff and student needs for internet connectivity and technology for online delivery of instruction will depend on the specific reason for School closure and the resources that are available. Where appropriate, the School will make efforts to connect families and staff with community resources related to internet connectivity. If possible, the School may provide students with Chromebooks or similar electronic equipment and internet hotspots.