



# *Commerce Public Schools*

217 Commerce Street  
Commerce, Oklahoma 74339-2200  
(918) 675-4316  
Fax (918) 675-4464

## **DISTANCE LEARNING PLAN**

**Adopted: August 3, 2020**

Alexander Elementary School  
601 6th Street  
(918) 675-4336  
Fax (918) 675-5056

Commerce Middle School  
500 Commerce Street  
(918) 675-4101  
Fax (918) 675-5353

Commerce High School  
420 Doug Furnas Boulevard  
(918) 675-4343  
Fax (918) 675-4682

---

## **Commerce Public Schools Distance Learning Plan**

Participation in the Commerce Public Schools (CPS) distance learning plan will be accessible to every student regardless of household resources. If the school district delivers its home-based education program solely through virtual instruction, any participating student who does not already have access to the necessary connectivity and/or devices shall be provided the connectivity and devices necessary to access the instruction free of charge.

### **DEVICE AND INTERNET EQUITY**

CPS will provide devices to all students enrolled in PK-12th Grade. CPS will also provide mobile hotspots to students who do not already have access available in their home. If the district cannot provide connectivity and/or devices to any student(s) due to limitations such as budget and/or geography, the district will provide equitably equivalent instruction through the use of alternate means. Such alternate means will include approaches such as paper packets of instructional materials supplemented by periodic direct contact with teachers. This direct contact may take place in person, by virtual teleconference, by telephone or other method of communication. CPS will further ensure that all students have access to all materials necessary for participating in the CPS distance learning plan, and if the student does not already have the necessary materials, CPS will ensure access at no cost, e.g., by providing packets of paper instructional materials, blank paper for assignment completion, and writing instruments or other supplies as appropriate for the grade level or subject area (e.g., geometric compass, protractor, crayons/colored pencils if required for assignment completion).

### **ACADEMIC STANDARDS ALIGNMENT**

All courses offered for credit at CPS by means of virtual online instruction shall be aligned with the Oklahoma Academic Standards (OAS). Virtual instructors will follow OAS when creating curriculum.

### **STUDENT ACADEMIC REQUIREMENTS**

A student participating in distance education courses will be required to maintain a grade of 70% in all coursework. Students who fall below a 70% in the course or that get behind on the pacing chart will be required to attend class daily and will lose their virtual privilege. Once students raise their grade above 70% and are on pace with the scheduled due dates, their virtual privilege will be reinstated. If a student fails a 1st Semester Virtual class, then he/she will be required to attend class everyday for the first six weeks of the 2nd Semester. If after six weeks, the student is maintaining a 'C' or above, this student's Virtual privileges will be reinstated. A return to campus instruction will only take place when the campus is open for traditional student instruction.

---

### **DISTANCE LEARNING COURSE CREDIT**

A grade assigned for course credit that was completed through the online distance learning shall be treated and awarded the same credit as any other course offered by the district.

### **EXTRACURRICULAR ACTIVITY PARTICIPATION**

Participation in extracurricular activities at CPS will require 1 hour of on-site attendance for any virtual students wishing to participate. Student attendance must be maintained above 90% to be eligible for participation.

### **STUDENT ATTENDANCE**

CPS works with families toward achieving a positive attendance record to meet the Oklahoma state law requirements for attendance. Distance learning for students in grades PK-12 is flexible and allows learning to take place at any time, night or day. Student progress shall be monitored on a weekly basis by CPS teachers.

CPS Teachers will monitor attendance using a learning management system (LMS) pacing schedule and the teacher prepared learning plan. If a student logs in and completes the work agreed to over a period of a week, he or she will be counted in attendance for the full week or a proportionate number of days based upon the completed portion of the learning plan. If a student misses an assignment in the learning plan the student will be counted absent for that corresponding day. A teacher will log virtual attendance on a weekly basis. Learning plans are permitted to have 2 days during a 7-day period in which there is no educational activity. If a student misses a day of educational activity, the teacher will notify the parent/guardian of the absence through the use of the Commerce Powerschool Parent Portal. If a student reaches 2 absences in a week the teacher will phone the parents to let them know of the absences and lack of completing the required weekly learning plan. Parents are encouraged to notify the student's teacher/administrator in advance of the need for an excused absence. Religious and medical exemptions will still apply. The school site will review progress reports and grades weekly. A student will be withdrawn for non-attendance if they miss 10 consecutive school days.

### **STAFF ATTENDANCE REQUIREMENTS**

Teacher and staff attendance in distance learning will be tracked using a work log when teachers and staff cannot come to school. The work logs will require documentation of tasks and specific time on tasks.