



## PCHS E-LEARNING GUIDELINES

*The purpose of this policy is to maintain continuity of learning. At this time, it is not certain that E-Learning Days would replace instructional days at the state level. Therefore, PCHS may have to add instructional days/minutes at the end of the school year to comply with state/federal emergency mandates.*

### **Guidelines for the PCHS E-Learning Day Program include the following:**

The **purpose** of an Emergency E-Learning Day is to provide a continuum of learning for students in the event that school needs to close. Teachers leverage both school and student technology resources to provide students with relevant, meaningful and manageable assignments that students can be engaged in on Schoology when school has been canceled. The **goal is to minimize disruption** to the academic progress caused by **emergency school closures** and to make emergency days as educationally productive and engaging as possible.

Emergency E-Learning Days are an attempt to minimize the loss of instructional time during unscheduled school closures. If an **Emergency E-Learning Day is necessary**, the school wants to collect schoolwide, consistent logs in teachers' grade books that will serve as evidence that students attended their E-learning course periods.

The Emergency E-Learning Plan outlines specific responsibilities for teachers, staff, and students. The school's goal is to declare an E-learning Emergency no later than 5 a.m. the morning of the school closure. The announcement will be made through the standard modes of communication used by the school, including text message, website, automated phone call, social media, email, and school information systems.

For its E-Learning schedule, PCHS will observe a regular day class schedule, which observes alternate odd and even days. Per this plan, teachers will post an entry quiz for attendance purposes in addition to relevant class assignments for students to access by the beginning of their bell-schedule period of the Emergency E-Learning Day. Using students' Schoology quiz submissions, teachers will record the attendance for the day in Infinite Campus by 3:30 p.m. each day.

**Class assignments will be aligned to curricular objectives and will require no more than the scheduled block period to complete. Homework can be assigned by the teacher online, and students will receive clear directions for submission of the homework by the teacher.** Teachers can be available to assist students online through Schoology and PCHS email. Teachers should communicate how and when they are available to students through their Schoology courses.

Student expectations include completing class assignments in Schoology for continued learning and attendance purposes. In the event of unforeseen circumstances, students should consult with their teachers.

Please be mindful that many students will be experiencing extenuating circumstances. **They may be dealing with health concerns, lack of child care, and issues concerning basic necessities. Flexibility and**

**understanding will be essential during such stressful and uncertain times.** If at all possible, teachers may want to reach out to or notify an administrator about any student in which they have concerns.

**Students without access to power or the internet** should have their parents contact the school at (310) 230-6629 (Attendance Office). The school will provide accommodation for learning.

PCHS Technology Support Staff are available to assist students, parents, and staff with technical support on Emergency E-Learning Days. Students and parents should call 310-230-6659 or email [techhelp@palihigh.org](mailto:techhelp@palihigh.org) for assistance.

**Internet Access:** The school can demonstrate access to digital learning for students and teachers. (surveys, etc.)

**Instructor Access:** Teachers will be directly reachable for students and parents to facilitate and support instruction during class time and prep periods.

**Platform Experience:** All teachers and students have access to, and experience using, online platforms and digital resources for learning.

**Learning Targets:** All students will be informed of their learning targets by the beginning of each class period.

**Work Continuity:** Student work will cover content that would have been addressed if school were in session in a traditional setting.

**Accommodation Support:** All students who have accommodations for instruction will be provided with or have access to those accommodations.

**Offline Support:** For students with disabilities who do not use an online platform for learning or for whom an online platform is not appropriate, teachers will provide parents/caregivers with appropriate educational materials and learning activities for student use.

**Individual Needs:** For limited English proficient students, teachers will provide parents/caregivers appropriate educational materials and learning activities for student use per the Individual Learning Plan.

**Work Measurement:** Students will demonstrate time on task and/or work completion on Schoology assignments to demonstrate learning towards targets.

## **PCHS EMERGENCY CLOSURE ATTENDANCE**

Teachers will post an entry quiz on Schoology for attendance purposes in the first 30 minutes of each “class”. The reason for a Schoology quiz is that the Schoology quiz automatically transfers to Schoology gradebook for log-in evidence of E-learning. If a student does not complete the attendance quiz within the

time period but completes class assignments during the class period, they will be recorded by the teacher as “tardy” for that period in Infinite Campus.

If a student is absent due to medical or other extenuating circumstances that would constitute an excused absence/tardy, they should contact the Attendance Office via their PCHS email or parent/guardian email and attach medical documentation, if possible.

Teachers will log into Infinite Campus and submit attendance for the day based upon students’ submissions on a Schoology entry quiz each class period. IC attendance submissions must be submitted by 3:30 **EACH** day.

We will remain on our Alternating Block Schedule, which means each E-learning period is 100 minutes. However, teachers are not expected to be live “on camera” for the entire 100 minutes.

## FAQS

1. Can I access PCHS classrooms?

**In the event of a PCHS school closure for emergency reasons, and there is no on-campus medical reason why small numbers of people cannot be on campus, then Faculty & Staff will be able to come to PCHS to pick-up materials, or to deliver E-Learning lessons for their classes. Coming to campus on non-student days will require you to have your current school year PCHS ID visibly worn and shown to the Security Guard(s) on duty, and to check-in and check-out with the Security Guard on duty so PCHS is aware of who’s on campus in case of an escalation of the emergency situation. Also, during emergency closure days when campus access is OK, the times to be on campus will be limited to 7:00 am – 4:00 pm.**

2. What happens to my 7th period class?

**7th period classes are required to have a Schoology quiz for attendance-taking purposes.**

3. Do I take attendance for my service workers, tutors, and office aides?

**Yes, they are students in your class.**

4. What happens if teachers need to be absent?

**You would put your absence in AESOP as you would on a regular day. PCHS will add a sub to your Schoology courses as an admin for the day to take the Attendance Entry Quiz and enter attendance in IC. The administration will add the sub to your Schoology course and then remove them at the end of the day.**

# Agenda for Friday the 13th

Coffee and Coffee Cake in the main hallway (optional)

Meeting Places by Department at **8:00 AM**:

**Mercer:** VAPA and Math (Monica Iannessa)

**Library:** English and TechEd (Tami Christopher)

**J109:** World Language and Science (Chris Lee)

**J120:** Special Ed (Mary Bush)

**Gym:** Phys Ed and Social Science, Deans (Russ Howard)

**Gilbert:** Classified Staff (Amy Nguyen)

**Counseling Office:** Counselors, Virtual Academy, Pali Academy (Dr. Magee)

## Agenda

1. Executive Director and Principal Updates
2. **PCHS E-Learning Guideline Review and Attendance Steps**
3. Departmental/PLC Work Plans and Lesson Shares
4. Individual Preparation