EL CAMINO REAL CHARTER HIGH SCHOOL

DISTANCE LEARNING POLICY AND PROCEDURES

This Distance Learning Policy and Procedures ("Policy") sets forth the expectations of students and parents/guardians while students are engaging in distance learning at El Camino Real Alliance ("ECRA" or the "School") during the coronavirus ("COVID-19") pandemic. This Policy shall supersede any conflicting language in existing School policies or handbooks until the Board determines that the need for this Policy no longer exists. The Board acknowledges that, due to the evolving nature of the pandemic, federal, state, and local orders impacting School operations are subject to change without notice. In the event that any federal, state, or local order may conflict with this Policy, the applicable order shall be controlling.

Distance learning is not the same as independent study. A complete copy of the School's Independent Study Policy can be located on the School's website ecrchs.net or be provided by request to Jason Camp at j.camp@ecrchs.net.

I. DEFINITIONS AND MINIMUM REQUIREMENTS OF DISTANCE LEARNING

"***Distance learning***" means instruction in which the student and instructor are in different locations and students are under the general supervision of a certificated employee of ECRA. Distance learning may include, but is not limited to, all of the following:

1. Interaction, instruction, and check-ins between certificated employees and students through the use of a computer or communications technology.

2. Video or audio instruction in which the primary mode of communication between the student and certificated employee is online interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology.

3. The use of print materials incorporating assignments that are the subject of written or oral feedback.

"***In-person instruction***" means instruction under the immediate physical supervision and control of a certificated employee of the School while engaged in educational activities required of the student.

Distance learning must include all of the following:

1. Confirmation or provision of access for all students to connectivity and devices adequate to participate in the educational program and complete assigned work.
2. Content aligned to grade level standards that is provided at a level of quality and intellectual challenge reasonably equivalent to in-person instruction.
3. Academic and other supports designed to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students

with exceptional needs, students in foster care or experiencing homelessness, and students requiring mental health supports.

4. Special education, related services, and any other services required by a student's individualized education program, with accommodations necessary to ensure that individualized education program can be executed in a distance learning environment.
5. Designated and integrated instruction in English language development for English learners, including assessment of English language proficiency, support to access curriculum, the ability to reclassify as fully English proficient, and, as applicable, support for dual language learning.
6. Daily live interaction with certificated employees and peers for purposes of instruction, progress monitoring, and maintaining school connectedness. This interaction may take the form of internet or telephonic communication, or by other means permissible under public health orders.

Distance learning <u>may</u> be offered by the School under either of the following circumstances:

1. On a schoolwide level as a result of an order or guidance from a state or local public health officer; or
2. For students who are medically fragile or would be put at risk by in-person instruction, or who are self-quarantining because of exposure to COVID-19.

Per COVID-19 Guidance from the California Public Department of Health released July 17, 2020, the School may not re-open for in-person instruction until the school has not been on the California Department of Health monitoring list within the prior 14 days. The School will open with 100% distance learning until that time after which the School will open with a combination of in-person instruction and distance learning as described below. Later schoolwide or classroom-wide 100% distance learning plans may be necessary in response to a student, teacher, or staff member testing positive or coming in contact with COVID-19.

II.   <u>DISTANCE LEARNING PLAN AND SCHEDULES</u>

Distance learning at ECRA will occur as follows:

The School has confirmed or provided access for all students to connectivity and devices adequate to participate in the educational program and complete assigned work. Any student or family who is unable to participate due to a lack of connectivity or devised should contact the Tech Office at techsupport@ecrchs.net for assistance. All distance learning content shall be aligned to grade level standards and at the same level of quality and intellectual challenge substantially equivalent to in-person instruction.

ECRA will provide appropriate resources, including textbooks, materials, and e-learning platform subscriptions to support distance learning for all content areas.

Additional supports for students who are not performing at grade level shall be provided as follows: Teachers who have academic and/or attendance concerns may refer students to

intervention to receive extra support. For academic support, a teacher will need to contact students after a missing assignment (via canvas or email) and contact parent/guardian after 2 missing assignments (via email or phone). After the teacher has made initial contact with the student/parent, he/she can refer the student to intervention after 3 or more missing assignments using the Intervention Referral Form and providing documentation (via email) of parent contact. For attendance concerns, an automated phone call will go out when the student is absent. Contact with parent/guardian will be made after missing 2 classes within the same week (via email or via phone). The student can be referred to intervention after 3 or more absences using the Intervention Referral Form and providing documentation (via email) of parent contact. Teachers will be encouraged to refer students for additional support if they are not performing at grade levels or who need support in other areas, such as English Learners, students with exceptional needs, students in foster care, or experiencing homelessness, and students requiring mental health support. Any student or family who is concerned that they require additional support should contact Zasha Endres, Intervention Coordinator, at z.endres@ecrchs.net for assistance.

Special education and related services shall be provided as required by a student's individualized education program ("IEP") either in-person or through a live synchronous virtual connection. As applicable, accommodations, both in an IEP, or in a student's Section 504 Plan, shall be implemented during distance learning. Any student or family who has a concern with regard to the School's implementation of an IEP or a Section 504 Plan should contact Emilie Larew, Assistant Principal, at e.larew@ecrchs.net for assistance.

English language development, including assessment of English language proficiency shall continue through distance learning as follows: For the fall 2020 semester, we will continue to use the ELD curriculum, as we have in prior semesters. That includes National Geographic's Edge textbooks and workbooks for ELD 1-4 (this is the same curriculum used by LAUSD). Utilizing Canvas and Teams, we will meet daily (this is a 2-period block class) so that students receive direct instruction, as outlined in the Teacher's Edition. For Adv. ELD, we will use English 3D (the same as LAUSD) in the same manner - through direction instruction on Canvas and Teams. Students will have independent work, based on the day's lesson. The teacher is available for further support during the last hour of the school day.

California has implemented an optional summative ELPAC assessment policy. ECR will make every effort to test as many students as possible, so they may complete the testing process and possibly re-classify. In addition, ECR will create procedures and protocols to safely administer the initial ELPAC, utilizing the guidelines set forth by the state and the county. We will follow all guidelines and mandates related to the assessment process in order to comply with timelines and services related to our EL population.

Any student or family who has a concern with regard to English language development curriculum or supports or assessment should contact Wendy Bencivengo, EL Coordinator, at w.bencivengo@ecrchs.net for assistance.

Daily live interaction with certificated employees and peers shall occur for purposes of instruction, progress monitoring and maintaining school connectedness. This interaction shall occur as follows: certificated staff shall interact online through the use of MS Teams. Staff will monitor

student progress and attendance through Canvas and Aeries. Further, staff will reach out to parents/guardians and students to ensure connectedness on a daily basis.

The School must offer the following instructional minutes daily for a minimum of 175 days of instruction:

Grade Level	Daily Minutes of Instruction
9-12	240
Dual Enrollment	180

The model schedules, below, describe how these daily instructional minutes will be offered by the School, with changes as necessary pending further CDE guidance and ECRA-UTLA negotiations.

100% Distance Learning Model Schedule

	OPTION 2 – WEEKLY				
	A	B	C	D	E
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00-8:50 AM (PLANNING)	0 – 8:00-8:50 AM	0	0	0	Planning
9:00-10:20 AM	1 – 9:00-9:40 AM 2 – 9:50-10:30 AM	1	2	1	2
10:30-11:50 AM	3 – 10:40-11:20 AM 4 – 11:30-12:10 PM	3	4	3	4
11:50-12:20 PM LUNCH	Lunch 12:10-12:40 PM	LUNCH			
12:20-1:40 PM	5 – 12:40-1:20 PM 6 – 1:30-2:10 PM	5	6	5	6
1:50-2:50 PM		SUPPORT SERVICES, INTERVENTION, OFFICE HOURS			
2:50-3:20 PM	PD 2:10-3:20 PM	Planning	Planning	Planning	Planning

Distance Learning Expectations
1. Students are required to use the school- issued Lenovo computer for completion of school work.
2. Students are expected to log into Canvas daily and be prepared to begin each class at its scheduled time, complete any daily assignments given and ask clarifying questions when unsure what to do.
3. Attend and participate in the required virtual sessions based on course schedule.

4. Attend support hours <u>as needed</u> to ask questions about assignments and/or grades.
5. Complete work and submit using Canvas by due date.
6. Students will be trained in the distance learning orientation, which will include:
    a. Fall 2020 expectations.
    b. Review of technological tools such as AERIES, Canvas, Turnitin.com, NearPod, etc.
    c. Student support services including Hardware / Computer issues: Email techsupport@ecrchs.net.
7. Be proactive about reaching out to teachers, counselors, and other support staff for help and support. Communication is key, it is important that your teachers, counselors, and support staff are aware of situations that might be preventing you from learning or participating regularly.
8. This includes emailing staff members if you are going to be late turning in an assignment, cannot make it to a virtual meeting, or are having technology issues, etc.
9. Students can expect a response within 24-48 hours from staff members and (excluding weekends, holidays, and unassigned days).
10. Expected homework for each course should be an average of 40 minutes per course per day that it meets.

Combination of In-Person Instruction and Distance Learning Model Schedule

1. Science-based decision making, re-evaluated based on public health conditions
    a. Distance learning shall proceed until further review and/or negotiations take place, or until the 10th week of instruction.
    b. Two-week minimum notice of switching from distance to hybrid for all stakeholders, after being off the county watchlist for 14 days.
2. Hybrid / campus reopening models will be negotiated separately at a later time.

III.   **COMPULSORY ATTENDANCE AND DOCUMENTATION**

California's compulsory education laws continue to apply for all persons between the ages of 6 and 18 and not otherwise exempted under the law. **<u>A student who does not participate daily in either in-person instruction or distance learning shall be deemed absent by the School</u>** in violation of compulsory education laws. The School's attendance policy and procedures continue to apply. Daily participation in synchronous distance learning may include, but is not limited to, evidence of participation in online activities, completion of regular assignments, completion of assessments, and contacts between School employees and students or parents or guardians.

The School has developed the following tiered reengagement strategies for students who are absent from distance learning for more than three (3) schooldays or sixty (60) percent of the instructional days in a school week:

1. Verification of current contact information for each enrolled student.
2. Daily notification to parents or guardians of absences;
3. Outreach from the School to determine student needs including connection with health and social services as necessary and when feasible, transitioning the student to full time in-person instruction.

The School shall document daily participation for each student on each school day, in whole or in part, for which distance learning is provided. The School shall track student daily participation in distance learning as follows:

For synchronous instruction, the School will require students to log on daily in MS Teams to demonstrate Student participation.

Students who arrive late or leave early from a synchronous session may be marked tardy. Students are expected to turn on their camera

The School shall ensure that a Weekly Engagement Record is completed for each pupil documenting synchronous instruction for each whole or partial day of distance learning, verifying daily participation, and tracking assignments.

IV. GRADING POLICY

The School will regularly communicate with parents and guardians regarding their child's academic progress.

Aeries is our Student Information System, and all attendance and grades will be recorded on this platform. Attendance will be updated daily on Aeries and shall be updated weekly by educators with at least one grade per student per course.

Canvas is our Learning Management Platform, where all assignments, agendas, learning objectives, and announcements are posted for each course. Assignments graded on Canvas will be synced to Aeries.

Both platforms are accessible to students and parents 24/7.

Online participation shall count for a portion of the student's grade.

V. STUDENT AND PARENT/GUARDIAN EXPECTATIONS

1. **STUDENT SUPERVISION**: Students are under the immediate supervision and control of their parent/guardian or a responsible adult caregiver while the student is participating in distance learning. ECRA is not responsible for the immediate supervision or control of any student while the student is participating in distance learning.

   If requested and required, a parent/guardian or a responsible adult caregiver shall attend one on one virtual meetings between ECRA instructors, employees, and/or contractors and the student, with the exception of confidential counseling services to the student.

   Parents/guardians must provide the names of any adult caregiver other than the student's parent/guardian to the student's teachers before that individual may serve as the adult

caregiver responsible for any interaction required by this Policy and/or sharing of student information. By providing the name of this individual or individuals parents/guardians are agreeing that ECRA may interact with them and share confidential student information with them as necessary to provide the student with the educational opportunities contemplated by this Policy.

2. **STUDENT WORK AREAS**: To the greatest extent possible, Student work areas should be conducive to learning, reasonably quiet, free of distractions and any material that violates the law or School policy, and capable of immediate supervision at all times by a parent/guardian or responsible adult caregiver.

   a. Students must have all materials and equipment (e.g., tablet/laptop, pencil, paper, etc.) ready for their use before the start of any scheduled distance learning. Contact the School for any necessary materials and equipment at techsupport@ecrchs.net.
   b. Please keep all pets, siblings not engaging in learning, cell phones or personal electronic devices and food away from the student work area.
   c. Students must promptly comply with any teacher request to mute or unmute their device microphone or remove an item, individual, or pet from their work area.
   d. It is recommended device cameras point away from a door, hallway, bathroom or other areas where other household members may be dressing and that all household members be made aware of when distance learning is occurring.

3. **DRESS CODE**: Students, the parent/guardian, and/or responsible adult caregiver must be dressed in clothes that comply with the ECRA dress code at all times during distance learning and other virtual school-related activities that occur over video.

4. **STUDENT PREPARATION FOR LEARNING**: Students should be well rested, fed and ready to learn promptly for scheduled distance learning instruction, meetings, or other virtual, online, or telephonic school-related activities. Students are not permitted to eat during these scheduled school-related activities as it disrupts the student, the teacher and the other students participating in the activity. Nutritionally adequate meals are available for pupils who are eligible for free and reduced priced meals whether engaged in in-person instruction or distance learning. For information on free and reduced priced meals contact: Kyle Lee, kyle.lee@ecrchs.net.

5. **STUDENT LOG IN/ PARENT TECHNICAL SUPPORT**: Students will be provided with personal login credentials for distance learning for their own use. Students are not to share their login information with any other person except their parents/guardians or responsible adult caregivers as necessary for the parent/guardian or responsible adult caregiver to assist the student in troubleshooting login issues or other technical difficulties. If a parent/guardian, responsible adult caregiver or the student experiences technical difficulties while participating in school-related activities, please contact the Tech Office at: 818-595-7517 or email techsupport@ecrchs.net for assistance when technology issues are impacting your ability to do assigned work. The Tech Office is open daily from 7:30 am until 4:00 PM. Sharing student login information with another person will subject Student to the School's discipline policy.

6. **PARENT ENGAGEMENT IN INSTRUCTION**: Parents/guardians and responsible adult caregivers should not interfere, disrupt or directly participate in distance learning lessons unless requested by the teacher or without teacher written permission. Parents/guardians and responsible adult caregivers are not permitted to log into or attend distance learning instruction, meetings, or other school-related activities unless specifically requested by a teacher or ECRA employee or contractor.

7. **CONFIDENTIALITY**: When logging in to distance learning using school-issued and monitored devices, Parents/Students are acknowledging their understanding that anything that they say, write, or do while on video or audio might be viewed by other stakeholders.

   a. Parents/guardians and responsible adult caregivers must maintain strict confidentiality of any information they obtain or observe regarding other students (e.g., academic performance, medical conditions, disabilities, behavior, etc.) while supervising a student's distance learning.
   b. Students, parents/guardians, responsible adult caregivers and any other individual who may be in or around a student's work area are not permitted to photograph, video or audio record, or screenshot any distance learning without express written permission from ECRA.
   c. The School may record distance learning synchronous instruction for use by other students who might benefit from accessing the instruction at a later time. No counseling or special education services provided in a group session will be recorded.
   d. If a student is receiving virtual, online or telephonic counseling services from a ECRA employee or contractor, no other individual, including but not limited to parents/guardians, responsible adult caregivers, or siblings are allowed in the room or within seeing or hearing distance of the room or place in which the student is receiving the counseling services for confidentiality purposes.
   e. The identity of all students participating in any small group counseling session with a ECRA employee or contractor and other student(s) and all the statements made or discussions occurring during such counseling sessions are confidential and may not be disclosed to any individual.
   f. Teachers may record one to one student communications, with parent/guardian/adult student consent. Counseling sessions will not be recorded under any circumstance.

8. **TECHNOLOGY POLICY**: Students, parents/guardians and responsible adult caregivers must comply with the ECRA Computer Usage Policy and Acceptable Use Policy at all times when utilizing School technology to access distance learning.

   a. ECRA technology and equipment includes but is not limited to ECRA electronic mail, servers, online accounts and platforms, computers, laptops, tablets, or other digital, electronic or multimedia hardware, software or other applications. ECRA technology and equipment may only be used for educational purposes in accordance with the ECRA Student Technology Policy and Acceptable Use Agreement.
   b. Students and parents/guardians acknowledge that ECRA technology and equipment are owned by ECRA. By logging into or accessing ECRA technology or equipment, users

acknowledge that they have no expectation of privacy in the use of ECRA technology or equipment, even if such technology is used on a personal device. ECRA reserves the right to access communications, files, and other data stored on or sent over ECRA technology or equipment.

c. Technological resources provided by ECRA must be used in a safe, responsible, appropriate, and legal manner in accordance with ECRA policies and in support of its instructional program for the advancement of student learning.

d. Downloading, uploading, viewing, posting or sharing inappropriate content, including pornographic, defamatory, discriminatory, harassing, bullying or otherwise offensive material is prohibited.

e. Students must not access ECRA online or virtual classrooms, meeting spaces, or chat forums unless authorized to do so.

f. Students may not access personal electronic devices or any software, applications or websites during ECRA distance learning instruction or school-related activities unless specifically instructed to do so by the teacher.

9. **DISRUPTION OF DISTANCE LEARNING**: ECRA will undertake any and all steps necessary to ensure that classwork or extracurricular activity is not disrupted or interfered with in any way. For the safety of ECRA's staff and students, any disruption with or interference of classwork or extracurricular activity will be dealt with as necessary and to the full extent allowed under the law.

10. **APPLICATION OF DISCIPLINARY RULES/POLICIES**: All other ECRA rules and policies regarding student behavior and discipline including but not limited to the Suspension and Expulsion Policy and the Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy continue to remain in effect. Students who fail to adhere to the above requirements may be subject to legal action including but not limited suspension or expulsion.

Any student who believes they have been subject to misconduct prohibited by the ECRA Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy or has witnessed such prohibited misconduct is encouraged to immediately report such misconduct to either Assistant Principal Dean Bennett, d.bennett@ecrchs.net, or Assistant Principal Emilie Larew, e.larew@ecrchs.net.

This Policy is subject to change without advance notice as the Distance Learning program develops, and all students and parents/guardians must immediately read and comply with any amendments or modifications to this Policy issued by ECRA. By participating in the Distance Learning, students and parents/guardians are acknowledging and agreeing to the terms expressed herein.