



**Dedicated to healthy development, creativity, and the power of ideas**

### **DISTANCE LEARNING POLICY AND PROCEDURES**

This Policy sets forth the expectations of students and parents/guardians while students are engaging in distance learning at New Heights Charter 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 or be provided by request to the Director of Operations.

#### **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 New Heights. Distance learning may include, but is not limited to, all of the following:

1. Interaction, instruction, and check-ins between teachers 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 substantially 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** may 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, schools in the Widespread (purple) tier aren't permitted to reopen for in-person instruction, unless they receive a waiver from their local health department for TK-6 grades or if they provide in-person specialized instruction for small cohorts of students, following health guidelines. Schools can reopen for in-person instruction once their county has been in the Substantial (red) tier for at least two weeks. Schools must follow health guidelines when they reopen or if they have to close again. New Heights will use a phased approach to re-opening, starting with one small cohort in each class 4 days a week, allowing all students interested in returning to campus to be on campus one day a week.

Later schoolwide or classroom-wide 100% distance learning schedules may be necessary in response to a student, teacher, or staff member testing positive for COVID-19.

## **II. DISTANCE LEARNING PLAN AND SCHEDULES**

Distance learning at New Heights will occur as follows: Students will have live instruction each day and well as support for asynchronous learning. As grade level schedules may shift throughout the year, please log onto the school's website for the current schedule.

The School has confirmed or provided access for all students to connectivity and devises 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 Jamie Parada, Director of Operations at 323-508-0155 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,

Additional supports for students who are not performing at grade level shall be provided as follows: students will participate in small group sessions during and after school and students will have access to counseling supports every day. 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 supports. Any student or family who is concerned that they require additional support should contact Marysol Navarro or Trina Mitchell at 323-508-0155.

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 Marysol Navarro, lead Resource Teacher at 323-508-0155 for assistance.

English language development, including assessment of English language proficiency shall continue through distance learning as follows: Students will participate in integrated English Language Development in all content areas and Designated English Language Development in a small group with students of similar language abilities. Students will be assessed with ELPAC if conditions allow, otherwise, teachers will use oral language assessments, vocabulary assessments, and ELPAC practice questions to ascertain students' needs. Any student or family who has a concern with regard to English language development curriculum or supports or assessment should contact Jamie Parada, Director of Operations at 323-508-0155 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: Daily Live online classes through Zoom or Google Meets. Teachers may also connect with students through phone/text, but primary instruction will happen through online class session with a credentialed teacher and support staff.

The School's Daily Schedules includes at least the minimum daily minute of instruction as detailed below for 180 days:

Grade Level	Daily Minutes of Instruction
Kindergarten	180
1-3	230
4-12	240

The model schedules, below, describe how these daily instructional minutes will be offered by the School.

### **100% Distance Learning Model Schedule**

SAMPLE STUDENT SCHEDULE for 100% Distance Learning							
1st and 2nd	Upper	Monday (home)	Tuesday (home)	Wednesday (home)	Thursday (home)	Friday (home)	
8:00-8:15	8:00-8:25	Set-up for Distance Learning: get supplies, computer, and log on					
8:15 - 8:45	8:25 - 9:00	First Zoom Lesson of the Day: Morning Meeting					
8:45 - 11:30	9:00 - 11:30	Zoom Live Lessons	Zoom Live Lessons	Zoom Live Lessons (75 minutes)	Zoom Live Lessons	Zoom Live Lessons	
10:00-11:15	10:15-11:30			Small Group Sessions			
11:30-12:00	11:30-12:00	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	
12:00-2:30	12:00-2:30	Live Zoom Introductions and Support for Online Class Assignments	Live Zoom Introductions and Support for Online Class Assignments	Independent Distance Learning	Live Zoom Introductions and Support for Online Class Assignments	Live Zoom Introductions and Support for Online Class Assignments	
		Elective (2:00-2:30)		Elective (2:00-2:30)	Elective (2:00-2:30)		
2:30 - 3:15	2:30 - 3:25	Zoom 1:1/small group support as needed (specific day/time for your child to be determined)	Zoom 1:1/small group support as needed (specific day/time for your child to be determined)	Drama or Art	Zoom 1:1/small group support as needed (specific day/time for your child to be determined)	Zoom 1:1/small group support as needed (specific day/time for your child to be determined)	
3:15 - 4:15	3:30 - 4:30			Online intervention group as needed (days/time to be determined)			
3:15-5:15	3:30-5:30	AFTERSCHOOL (optional) On-Line Every Day					

<b>Kinder Schedule</b>	<b>Monday (home)</b>	<b>Tuesday (home)</b>	<b>Wednesday (home)</b> <small>early dismissal/salida temprano</small>	<b>Thursday (home)</b>	<b>Friday (home)</b>
8:00-8:15	Set-up for Distance Learning at home		Set-up for Distance Learning at home		
8:15-9:00	<b>Zoom Live Lesson: Whole Class</b>	<b>Zoom Live Lesson: Whole Class</b>	<b>Zoom Live Lesson: Whole Class</b>	<b>Zoom Live Lesson: Whole Class</b>	<b>Zoom Live Lesson: Whole Class</b>
9:00-9:35	<b>Zoom Live Lesson: Small Group Lesson</b>	<b>Zoom Live Lesson: Small Group Lesson</b>	<b>Zoom Live Lesson: Small Group Lesson</b>	<b>Zoom Live Lesson: Small Group Lesson</b>	<b>Zoom Live Lesson: Small Group Lesson</b>
9:35-10:10	<b>Asynchronous Work</b>	<b>Asynchronous Work</b>	<b>Asynchronous Work</b>	<b>Asynchronous Work</b>	<b>Asynchronous Work</b>
10:10-10:45	<b>Asynchronous Work</b>	<b>Asynchronous Work</b>	<b>Asynchronous Work</b>	<b>Asynchronous Work</b>	<b>Asynchronous Work</b>
10:45-11:20	<b>Break</b>	<b>Break</b>	<b>Break</b>	<b>Break</b>	<b>Break</b>
11:30-12:00	Lunch	Lunch	Lunch	Lunch	Lunch
12:00-1:00	<b>Break</b>	<b>Break</b>	<b>Break</b>	<b>Break</b>	<b>Break</b>
1:00-2:00	<b>Live Zoom: Whole Class</b>	<b>Live Zoom: Whole Class</b>	<b>Live Zoom: Whole Class</b>	<b>Live Zoom: Whole Class</b>	<b>Live Zoom: Whole Class</b>
2:00-3:15	<b>Live Zoom Class: Arts/P.E.</b>	<b>Live Zoom Class: Arts/P.E.</b>		<b>Live Zoom Class: Arts/P.E.</b>	<b>Live Zoom Class: Arts/P.E.</b>
3:15-4:15	Intervention: Online small group class as needed				
3:15-6:00	<b>Online Afterschool Classes Every Day</b>				

**Combination of In-Person Instruction and Distance Learning Model Schedule**

<b>STUDENT HYBRID SCHEDULE with TUESDAY ON CAMPUS</b>						
<b>1st and 2nd</b>	<b>Upper</b>	<b>Monday (home)</b>	<b>TUESDAY (on campus)</b>	<b>Wednesday (home)</b>	<b>Thursday (home)</b>	<b>Friday (home)</b>
8:00-8:15	8:00-8:25	Set-up for Distance Learning	Come to school	Set-up for Distance Learning	Set-up for Distance Learning	Set-up for Distance Learning
8:15 - 8:45	8:30 - 9:00	First online Class of the Day: <b>Morning Meeting</b>	<b>Morning Meeting</b>	First online Class of the Day: <b>Morning Meeting</b>	First online Class of the Day: <b>Morning Meeting</b>	First online Class of the Day: <b>Morning Meeting</b>
8:45 - 11:15	9:00 - 11:30	<b>Zoom Live Lessons</b>	<b>Zoom Live Lessons in the Classroom</b>	<b>Zoom Live Lessons (75 minute block)</b>	<b>Zoom Live Lessons</b>	<b>Zoom Live Lessons</b>
10:00-11:15	10:15-11:30			<b>Small Group Sessions</b>		
12:00 - 2:30	12:00 - 2:30	Independent Distance Learning	Classroom Lessons	Independent Distance Learning	Independent Distance Learning	Independent Distance Learning
		Elective:2:30-3:00		Elective: 2:30-3:00	Elective: 2:30-3:00	
2:45 - 3:15	3:00 - 3:30					
				Elective: 3:00-3:30	Zoom 1:1 / Small Group (as needed)	
3:15 - 4:15	3:30 - 4:30	Intervention	Afterschool (optional): On Campus	Intervention	Intervention	Intervention
4:15-5:30	4:30-5:30			<b>AFTERSCHOOL On-Line Every Day: End of School-5:30 pm</b>		

### **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. **A student who does not participate daily in either in-person instruction or distance learning shall be deemed absent by the School** in violation of compulsory education laws. The School's attendance policy and procedures continue to apply. Daily participation in 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:

The school will document participation at a student level through an LEA's SIS with codes for absences and daily attendance, using new codes for distance learning (a code for class participation virtually and a code for completion of work/contact) as well as maintain the weekly engagement record portion of the CDE template at a class level. By combining reports from the SIS, signed by an employee of the LEA that can verify the accuracy of the report, with the weekly engagement record portion of the CDE template, signed by a certificated teacher certifying to the assignment time value, the requirements of tracking daily participation, the weekly engagement record, and assignment time value certification will have been met. The school have use electronic signature as directed by the CDE.

### **IV. GRADING POLICY**

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

### **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. New Heights is not responsible for the immediate supervision or control of any student while the student is participating in distance learning.

A parent/guardian or a responsible adult caregiver shall attend one on one virtual meetings between New Heights 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 New Heights 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 the school office: 323-508-0155.
  - b. Please keep all pets, siblings not engaging in learning, cell phones or personal electronic devices and food away from the student work area, unless otherwise directed by their teacher.
  - 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. **STUDENT DRESS CODE:** Students, the parent/guardian, and/or responsible adult caregiver must be dressed in clothes that comply with the New Heights distance learning dress code at all times for classes and other virtual school-related activities that occur over video.
4. **STUDENT PREPARATION FOR LEARNING:** Students must 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 may not be 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: Jamie Parada at 323-508-0155 or look on the school website for distribution times.



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. A parent/guardian or responsible adult caregiver must be available to assist the student with any login processes and troubleshooting of technical challenges. If a parent/guardian, responsible adult caregiver or the student experiences technical difficulties while participating in school-related activities, please contact your grade level Teaching Partner (see class website/information) as soon as possible. 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 New Heights employee or contractor.
7. **CONFIDENTIALITY: There is no expectation of privacy during distance learning.** When logging in to distance learning, Parents/Students are acknowledging their understanding that anything that they say, write, or do while on video or audio might be viewed by others.
  - 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 New Heights.
  - 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 New Heights 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 New Heights 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, parent/guardians and responsible adult caregivers must comply with the New Heights Student Technology Policy and Acceptable Use Agreement at all times when utilizing School technology to access distance learning.
  - a. New Heights technology and equipment includes but is not limited to New Heights electronic mail, servers, online accounts and platforms, computers, laptops, tablets, or other digital, electronic or multimedia hardware, software or other applications. New Heights technology and equipment may only be used for educational purposes in accordance with the New Heights Student Technology Policy and Acceptable Use Agreement.
  - b. Students and parents/guardians acknowledge that New Heights technology and equipment are owned by New Heights. By logging into or accessing New Heights technology or equipment, users acknowledge that they have no expectation of privacy in the use of New Heights technology or equipment, even if such technology is used on a personal device. New Heights reserves the right to access communications, files, and other data stored on or sent over New Heights technology or equipment.
  - c. Technological resources provided by New Heights must be used in a safe, responsible, appropriate, and legal manner in accordance with New Heights 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 New Heights 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 New Heights distance learning instruction or school-related activities unless specifically instructed to do so by the teacher.
9. **DISRUPTION OF DISTANCE LEARNING:** Any parent, guardian, or other person whose conduct in any online/virtual distance learning class materially disrupts classwork or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. Upon the first conviction for either of these offenses, this individual may be fined up to one thousand dollars (\$1,000), or by imprisonment in a county jail for up to one year, or by both the fine and imprisonment. It is also illegal for a person to “intentionally access a computer without authorization,” such as entering an online/virtual distance learning class in which the person is not a student, and any individual who does this may be civilly or criminally liable under the Federal Computer Fraud and Abuse Act.
10. **APPLICATION OF DISCIPLINARY RULES/POLICIES:** All other New Heights rules and policies regarding student behavior and discipline including but not limited to the

Adopted/Ratified: September 16, 2020

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.

- a. Any student who believes they have been subject to misconduct prohibited by the New Heights Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy or has witnessed such prohibited misconduct is encouraged to immediately report such misconduct to Jamie Parada at 323-508-0155.

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 New Heights. By participating in the Distance Learning, students and parents/guardians are acknowledging and agreeing to the terms expressed herein.