

## ECA Distance Learning Plan

### MS and HS Overview

In an attempt to not extend the 2019-20 school year into June and July, ECA will continue regular classes through Distance Learning, or Virtual School. Over the course of this campus closure, students will engage in learning experiences to stretch their thinking and encourage new ways of studying in each of their classes, even though they will not be physically present on campus. Students will learn through a blended learning model, which includes asynchronous learning as well as synchronous, real-time interactive sessions with their teachers and classmates, as well as appropriate homework or a formative/summative assessment to confirm that the students have engaged with the content and that their understanding of the content supports their progress towards the identified target standards.

The clear goal is for these days to be similar to the students' experiences on typical days at school: to interact, to engage, to grow, and, ultimately, to learn.

#### Distance Learning Plan

**Content and Timing:**

The Distance Learning Plan will follow the normal ECA schedule, and provide instruction equivalent to eight class periods plus normal homework. Students should plan to spend the same amount of time on Virtual School as they would in regular school. **THIS IS NOT VACATION TIME!!!**

Teachers may choose to assign learning tasks weekly or daily. In either case, the amount of work will follow a normal ECA scheduled week. Each class will meet at least once a week (maybe more) through Google Hangouts Meets and/or Zoom, during one of the normally scheduled class times. Students are expected to be signed in to the class five minutes before it begins to avoid technology issues.

Students will have multiple activities within the timeframe of a regular class. Teachers will provide guidance specific to the amount of time activities/assignments might require. This will include time spent on accessing content, as well as completing work. Students will also have off-screen tasks. Follow-up *homework* or *flipped classroom* work may be expected in addition to the dedicated learning time for each class.

**Attendance:**

Middle school attendance will be taken through the homeroom google classroom. Students need to log in before 9 am.

High school attendance will be based on student responsibility in attending the online classes and submitting work on time. This may change if students do not show responsibility.

Parents should notify the ECA attendance office through email before 9:00 am if a student is too sick to be able to submit assignments on time.

**Asynchronous (individual) Interactions:**

- **RenWeb is the central hub for all information about each day's classes, activities, and assignments.**

From here, students may be directed to other platforms, such as Google Classroom, EdPuzzle, ECA class sites, emails, etc.

- Lesson updates will be posted on RenWeb by 7:30 a.m. the day of the lesson. When a learning experience includes a project or extended application of learning over multiple days, lesson updates will be posted for multiple days.
- Lessons will include:
  - Objectives for the day's lesson so students know what learning they need to accomplish for that day
  - Tasks, activities, and assignments for the day
  - Where to find the resources needed
  - Assignments due and when they are due
  - How/where to submit assignments
- Teachers will respond to student and parent e-mails/questions within 24 hours (following regular school schedule).

**Synchronous (real time) Interactions:**

- **Individual:** Students request help by making appointments with their teachers at an agreed upon time.
- **Scheduled Office Hours:** Students can contact teachers during office hours through Google Hangouts to ask questions or discuss learning with their teachers and classmates during specific times established by teachers.
- **Online Lessons:** Each class will meet at least once a week through Google Meet and/or Zoom. The times and links for the "face-to-face" class will be posted on RenWeb. Normal standards for classroom behavior applies. Students are expected to attend classes and notify teachers before the class if there are extenuating circumstances.

**Assessment and Progress Monitoring:**

- Non-graded formative and practice tasks:
  - Students will provide evidence of learning for each subject and lesson, as indicated by the teacher.
  - Students will have the opportunity to provide feedback to each other.
  - Teachers will provide students with ongoing and regular feedback.
- Graded formative and summative tasks:
  - Students may be graded for their participation in the online classes.
  - Students will participate in graded summative tasks at the end of a learning sequence.
  - Graded summative tasks that are performance-based will include a rubric and/or checklist shared with students as part of the task overview.
  - Teachers will provide feedback to students at regular checkpoints on tasks that extend over multiple lessons.
  - Students will have the opportunity to revise their tasks following a reflection and/or relearning task designed by the teachers when submitted work does not meet the objective.

## Roles and Responsibilities (Students)

Students:	<ul style="list-style-type: none"> <li>• Check RenWeb and school email FREQUENTLY, at least three times a day!!!</li> <li>• Dedicate appropriate time to learning, comparable to a school day and/or as guided by your teacher/s.</li> <li>• Attend the regular synchronous classes</li> <li>• Identify a comfortable and quiet space to study/learn.</li> <li>• Engage in all learning posted with academic honesty.</li> <li>• Submit all assignments in accordance with provided timeline and/or due dates.</li> <li>• Ensure own social and emotional balance by keeping healthy habits.</li> </ul>
<b>Questions related to:</b> A course, an assignment, a resource	<b>Contact:</b> Relevant teacher by email
Any other issue related to distance learning	Principal or principal's assistant

## Roles and Responsibilities (Parents)

Parents:	<p>Support their child/ren in their learning by:</p> <ul style="list-style-type: none"> <li>• Checking email for school communication frequently.</li> <li>• Notifying the ECA attendance office through the regular process if a student is too sick to be able to submit assignments on time.</li> <li>• Providing an environment conducive to learning (access to technology, safe and quiet space during daytime).</li> <li>• Engaging in conversations on posted materials and assignments.</li> <li>• Monitoring time spent engaging in online and offline learning, including variables like that of preferred learning times (morning, afternoon, evening).</li> <li>• Encouraging attendance to the regular synchronous classes</li> <li>• Supporting emotional balance by providing ample room and time for reflection, physical activity, conversation, and play.</li> </ul>
<b>Questions related to:</b> A course, an assignment, a resource	<b>Contact:</b> Relevant teacher by email
Any other issue related to distance learning	Principal or principal's assistant