

<b>DISTANCE LEARNING EXPECTATIONS POLICY</b>	
<b>Date: 4/16/2020</b>	<b>Number: 3010</b>

Long Valley Charter School (LVCS) is a nonprofit public benefit corporation and operates two individual charter schools: Long Valley School and Thompson Peak Charter School. This policy applies to both schools equally.

This Policy sets forth the expectations of students and parents/guardians while students are engaging in distance learning at LVCS.

“Distance learning” means instruction in which the student and instructor are in different locations. This may include interacting with a student through the use of computer and/or other communications technology for the delivery of instruction, check-in or other communications between student, teacher and other employees. Distance learning may include video or audio instruction in which the primary mode of communication between the student and instructor is online interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology. It may also include the use of print materials incorporating assignments that are the subject of written or oral feedback.

Distance learning at LVCS is summarized as follows:

- The preferred engagement of students and teachers includes a weekly schedule of virtual learning opportunities and individual or small group check-ins.
- For families without access to virtual learning or with a preference to not participate in virtual learning, text or print based materials will be provided along with individual check-ins through telephonic means.

The LVCS distance learning program will provide its students with educational opportunities and continuity to the greatest extent practicable during temporary school closure. To achieve this goal, LVCS requires students and their parents/guardians to adhere to the following guidelines at all times while students are engaging in distance learning:

### STUDENT GRADING AND ENGAGEMENT EXPECTATIONS

#### 1. Grading and Credit Policy

LVCS will utilize Credit/No Credit as an alternative grading system to hold students harmless during this time of transition to distance learning. This shall not prevent teachers from utilizing the school’s regular system of mastery-based grading if sufficient evidence is available. High school credits will be awarded commensurate with course progress; flexibility in meeting course requirements aligned to the school’s power standards is encouraged.

#### 2. Minimum Participation Expectations

Students are expected to engage in daily learning activities on all school days.

### STUDENT BEHAVIOR AND PARENT SUPERVISION EXPECTATIONS

1. **STUDENT SUPERVISION:** Students are under the supervision and control of their parent/guardian or a responsible adult caregiver while the student is participating in distance learning instruction or school-related activities. LVCS is not responsible for the supervision or control of any student while the student is participating in distance learning instruction or school-related activities. A parent/guardian or a responsible adult caregiver is encouraged to attend one on one virtual meetings between LVCS 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 LVCS 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 LVCS policy, and capable of 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 instruction or school-related activity.
  - 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.
3. **STUDENT DRESS CODE:** Students must be dressed in clothes that comply with the LVCS dress code at all times during distance learning instruction 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 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.
5. **ABSENCES:** If the student will be unable to participate in any school-related activity for any reason, please contact the student's teacher with whom the student was scheduled to meet as soon as possible. Opportunities for alternative activities/ lessons may be available.
6. **STUDENT LOG IN/ PARENT TECHNICAL SUPPORT:** Students will be provided with personal login credentials for online/virtual distance learning instruction, meetings and school-related activities 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 child's teacher as soon as possible to access support.

7. **PARENT ENGAGEMENT IN INSTRUCTION:** Parents/guardians and responsible adult caregivers should not interfere, disrupt or directly participate in virtual distance learning lessons unless requested by the teacher or without teacher written permission. LVCS distance learning instruction and other online or virtual school-related activities are intended for LVCS student and personnel use. Parents/guardians and responsible adult caregivers are not permitted to log into or attend online/virtual distance learning instruction, meetings, or other school-related activities unless specifically requested or permitted by a teacher or LVCS employee or contractor.
8. **CONFIDENTIALITY:** There is no expectation of privacy in virtual classrooms. When logging in to any virtual learning activities, 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 virtual or online instruction or school-related activities.
  - 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 instruction or other virtual, online or telephonic school-related activities without express written permission from LVCS.
  - c. LVCS may record virtual classes or other group distance learning activities 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 LVCS 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 LVCS 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.
9. **TECHNOLOGY POLICY:** Students, parent/guardians and responsible adult caregivers must comply with the LVCS Computer Technology Policy and Acceptable Use Agreement at all times when utilizing School technology to access distance learning.
  - a. LVCS technology and equipment includes but is not limited to LVCS electronic mail, servers, online accounts and platforms, computers, laptops, tablets, or other digital, electronic or multimedia hardware, software or other applications. LVCS technology and equipment may only be used for educational purposes in accordance with the LVCS Computer Technology Policy and Acceptable Use Agreement.
  - b. Students and parents/guardians acknowledge that LVCS technology and equipment are owned by LVCS. By logging into or accessing LVCS technology or equipment, users

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

- c. Technological resources provided by LVCS must be used in a safe, responsible, appropriate, and legal manner in accordance with LVCS 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 LVCS online or virtual classrooms, meeting spaces, or chat forums unless authorized to do so.

10. APPLICATION OF DISCIPLINARY RULES/POLICIES: All other LVCS 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.

- a. Any student who believes they have been subject to misconduct prohibited by the LVCS Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy or has witnessed such prohibited misconduct is encouraged to immediately report such misconduct to the Executive Director/ Superintendent.

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 LVCS.