

# ECA Plan for Instructional Continuity

## Information for Students & Parents/Families

### Goals

- To maintain learning in flexible/distance/digital environments
- To maintain as many of the existing systems, supports, and processes for staff and students in a digital learning environment

### Terms and Definitions

There are two models of online teaching and learning. **Synchronous**, where students and teachers are working together and interacting in a digital space in real time. And **asynchronous**, where teachers post instruction and learning materials online and students engage in class materials and complete learning activities at their own pace within a given timeframe.

ECA will use a combination of these models.

### Your Instructors Will...

- Be available online during your regularly scheduled class time (as below) to the best of their ability. If unable to do so, teachers will provide an alternate opportunity for an equal duration of time.
- Design and provide access to meaningful learning experiences based on course curriculum.
- Post all materials and instructions through ParentSquare/StudentSquare .
- Monitor student progress and provide feedback to students.
- Take attendance for each class and record in PowerSchool. See attendance details below.
- Reach out to parents, school counselor, administration when they are concerned about:
  - Attendance (3 or more consecutive absences as defined below)
  - Work completion
  - Any other concerns that arise

### Learning Activities: What To Expect:

- Regular check-ins for all students
- Learning activities and related tasks shared through ParentSquare/Student Square
- Focus on performance-based assessment

### Communicating with Your Instructors

- If you have a question about an activity or need to communicate with an instructor regarding any aspect of distance learning, use the instructor's ACES email (firstinitiallastname@aces.org).

### Attendance

- Attendance will be entered into PowerSchool on the day your class is scheduled to "meet" (see department time schedules below,)

### Important notes:

- o **These check ins do not necessarily need to be done DURING “class” time.** (Ex. If a teacher posts a question on Monday that is due by Wednesday, and a student submits it on Tuesday, that would be their “attendance” for Wednesday’s “class”.)
  - o All check-ins designed for attendance purposes **MUST be completed by 3 p.m. the day that it is due** to allow for the teacher to both confirm the check in and enter attendance into PowerSchool.
- o **Attendance is about COMPLETION, not accuracy or quality.** If a student responds to the prompt, question, etc., they are “present.”
- o If a student is unable to engage in distance learning for some reason (i.e. illness), the parent/guardian should contact the house office as usual, or communicate through ParentSquare. Our office manager will be checking phones and email.

### **Schedule**

Synchronous distance learning experiences will be scheduled during regular ECA hours, between 1:00 pm - 4:00 pm, Monday - Thursday, during your class times. Each department’s time schedule is below.

**Music: M-TH, 1:00 - 2:00 pm, 2:10 - 3:00 pm, 3:10 - 4:10 pm**

**Dance: M - Th. 1:00 - 2:25; 2:40 - 4:10**

**Theater: M-W-TH 1-4:10 pm; Tuesdays: 1-2:25 pm, 2:35-4:10 pm**

**Creative Writing: M - Th, 1:00 - 4:10**

**Visual Arts: M-Th, 1:00 - 4:10**

### **What happens during “class time?” - Availability**

- The times on the schedule represent when students can reasonably expect teachers to be available to answer questions and provide feedback. This is the “synchronous” work that takes place simultaneously. This does not mean 60 or 90 or 120 straight minutes of work. It may include shorter time frames.
- Students should make every effort to be engaged in the class during the scheduled class time to the best of their ability.

### **What happens during scheduled “class time?” - Workload**

- Students will have access to 3 hours of learning activities in total for each day of the ECA week. This includes asynchronous assignments and activities.
- In other words, the work assigned will include some synchronous activities (done at the time of class) as well as asynchronous (done on your own time).
- Instructors can post each time the class “meets”, or post materials in advance as long as directions and due dates are clearly given.

### **Student and Instructor Support**

**Administrator:** Will be problem solving and supporting all staff, students, and families.

**School Counselor:** Will be available to help ensure students are accessing their learning and provide support to

students. Please reach out to them if you have concerns or need support that counselors normally address. They will continue to meet with parents and students for previously scheduled meetings; these meetings will occur by phone.

**ACES Technology Services, with support from ECA's Technical Director**

- Provide support for students and teachers in the use of technology and online resources for teaching and learning
- Respond to emerging technical needs