New Horizons Charter Academy
Distant Learning Guide for Students and Families

Overview

The New Horizons Charter Academy Distance Learning Guide outlines actions and expectations for students' learning during the school closure and provides guidance and support to families who are supporting their child's learning at home. The primary goals of the Distance Learning Plan are to:

1. Enable students to progress toward their major learning goals.
2. Sustain the New Horizons Charter Academy community through support, connection, and care.

New Horizons Charter Academy is aware that distance learning will not replicate the rich context of our face-to-face classroom experience, with all the nuance of the shared space and interactions. However, using robust technology tools and following common guidelines, we can maintain our learning and explore new modes of education.

Important Contacts and Resources

Role	Availability & Contact Information
Main Office	While the Lankershim (K-4) Campus and the Fair Ave Co-location (5-8) Campus are closed, you may contact the school with general questions from 8:00-3:00pm, (818) 655-9602, or send a message via MobileApp to school.
Attendance	Please email your child's teacher if your student will be absent for any core academic live learning session, so that teachers are not expecting students to be online for classes. Attendance will be taken for core academic live sessions
Distance Learning	Assistant Principal, Mr. Gomez, ggomez@nhcharteracademy.com and Assistant Principal, Ms. Mejia – smejia@nhcharteracademy.com will be available from 7:30-4:00 pm. If students are having difficulty making the transition to distance learning.
Technology	The Technology Support Hotline will be accessible Monday through Friday 8:30am-3:00pm support@nhcharteracademy.com (818) 655-9602

Special Education, 504 Plan, & Socioemotional Support Services	Student with Special Needs Director, Ms. Mejia – smejia@nhcharteracademy.com will be available from 7:30-4:00 to address any concerns regarding provision of special education services through an IEP and accommodations through a 504 plan. She will also be available to discuss any concerns regarding socioemotional support for ALL students.
Enrollment	Xiomara Medrano, xmedrano@nhcharteracademy.com, Pupil Services Clerk, will be available to answer questions about registration, records, and enrollment.
Operations Office	STEM Coordnator, Chris Lanehart, clanehart@nhcharteracademy.com and Naeem Rasheed, nrasheed@nhcharteracademy.com, Coordinator of Operations, will be available to answer questions related to school operations and technology concerns.

Distance Learning Guidelines

Component/ Program	Implementation Considerations	Logging In/Logistical Information
Class Dojo	● Teachers can give students points, post comments and encouragement, send messages to individuals and all students/families	● Teachers need to create accounts and add students and contact information
Google Group Conversations/ Google Hangout **ZOOM Meeting**	● 3-8 only ● Teachers follow up with students at least 2X a week on Google Hangouts: ○ At least two students on call at all times ○ Additional adult on call preferred ● ELA conversations based on packets and Wonders/Pearson ELA for students are doing and books students are reading ● Math lessons based on enVision Successnet and Pearson Digits packets students are doing or previously identified focus skills ● Science lessons are based on IScience, DiscoveryEducation, BrainPop, Mystery Science and other Science program NHCA is reviewing for appropriate digital content ● History lessons are based on DiscoveryEducation and K-5 History digital content, and other History digital resources NHCA is reviewing for appropriate digital content	**Start a Hangout** You can send and receive messages with one person or multiple people. Computer Android iPhone & iPad **Start a conversation** 1. On your computer, go to hangouts.google.com ↗ or open Hangouts in Gmail ↗. If you have the Hangouts Chrome extension, Hangouts will open in a new window. 2. At the top, click New conversation +. 3. Enter and select a name or email address. 4. Type your message. You can also add emojis and photos. 5. On your keyboard, press Enter. **Get messages** You can control who can send you messages. Learn how to change your invite settings. When you select your Hangout window: • The message will be marked as read. This means that the message will no longer appear as bold and your profile image shows up under the last message sent in the conversation. • If you close or minimize your Hangout window, your profile photo will not appear. • People can also see the type of device you use and if you're online. Learn how to change these settings.
Google Classrooms	● Google Classroom is an effective way to manage, monitor, and provide feedback on written assignments through Google docs.	● Use this tip sheet for how to utilize Google classrooms ● Use this to understand how to log in and create a Google Classroom account for your classroom.
Independent Reading Accountability	● Teachers follow up 3x week on short phone calls (K-2) ● Teachers follow up on what the student is reading during phone calls or Google Hangouts, Zoom one-on-one at least	● Students are sent home with book(s) on their level and read for at least 20-30 minutes a day ○ Sites create a sign out sheet to record which students

	2x week (3-8)	took which books ○ Books should be taken from classroom libraries and should <u>not</u> be curriculum (EL, SIPPS) books. ● Reading log to record pages read and to answer generic comprehension questions
Wonders, EPIC, FRECKLE **(Chromebooks, Tablets)**	● Expectations can be set based on minutes or completed lessons (20-30 mins daily) ● Teachers should monitor minutes and lessons/levels ● Teachers should acknowledge and celebrate students who are meeting goals (texting, calling, Class Dojo) ● Teachers should follow up with students who are not meeting goals	● Students can log in directly on the website using student username and password ● If logging in from the website & it's the first time they have logged in from that computer, they will need to enter a *teacher email* ● Can be used on laptops, computers, iPads and SMARTPhones
Reading a-z (RazKids) **(App, Tablet, Chromebook)**	● Expectations can be set based on minutes or books read and quizzes taken (15-20 mins daily) ● Teachers should monitor minutes and levels ● Teachers should acknowledge and celebrate students who are meeting goals (texting, calling, Class Dojo) ● Teachers should follow up with students who are not meeting goals	● Students can use Clever badge or log in directly on the website using student username and password ● If logging in from the website & it's the first time they have logged in from that computer, they will need to enter a *teacher username* ● Can be used on laptops, computers, tablets, iPads and smartphones
enVision Pearson Successnet, Digits **(Chromebook, laptops, tablet)**	● One lesson a day that includes all of the different components ● Teachers should monitors minutes and responses ● Teachers should pull groups based on challenges ● Teachers can assign topics based on student need but should try to keep students on grade level work as much as possible.	● Each teacher has an individual log in and then has their students in their own account. Only the teacher assigning the lessons can see the account. ● Teachers should provide students with log in information
ST Math **(Tablet, Chromebook)**	● Students should be on ST Math for at least 30 minutes a day ● Teacher monitors minutes. ● Teachers should check if students are stuck on a game or level and provide intervention if they are. ● ST Math Parent Letter- English	● Students can use Clever badge or log in directly on the website using student username and password
Khan Academy 6-8 math **(Chromebook)**	● Send home clear expectations for length of time or how many lessons per day ● Follow up on quizzes completed and assignments ● Parent Quick Start Guide	● Students can use Clever badge or log in directly on the website using student username and password

LINKS:

http://www.amazingeducationalresources.com/

https://www.facebook.com/groups/445786889466638/?ref=bookmarks

Distance Learning Tools

To participate in remote instruction at home, each NHCA student will need the following tools:

- ❏ Wi-Fi access with Internet
- ❏ Personal laptop or Chromebook with a camera
- ❏ Headphone with microphone

If you still need the school's support in securing these items please contact the Technology Support Hotline, 8:00am-2:00pm Monday to Friday, support@nhcharteracademy.com 818-655-9602). If you have checked out a NHCA school chromebook please see this link for School Chromebook Instructions.

Zoom Video Conferencing for Whole-Class and Small-Group Instruction

- Students will use Zoom video conferencing to participate in virtual classes with their teacher and classmates. Please see this link for Zoom Video Conferencing Instructions.

Zoom for One-on-One Video Calls with Teachers
- Students will use Zoom to video conference their teachers one-on-one. Teachers will send out video conference sign-ups to parents through ClassDojo. Please write down your student's conference time slot and be sure they log on to Zoom at the appropriate time.

Technology Privacy Policy

With our Distance Learning program relying heavily on the tools of technology, we want to ensure that you are aware of the School's policies in regards to the recording of class sessions and student privacy needs:

- Teachers may decide that it is in the best interest of their students to make video and/or audio recordings of some or all of their online lessons and classes. Potential uses include: access for students who were not able to attend the class in real time; repeated review of materials by students; or ability of faculty to revisit, view, and improve their online teaching.

- Teacher video and/or audio recordings will not include students without parent or guardian media consent.

- Recordings of teacher instruction during class can only be shared internally with members of the NHCA community, including classmates, faculty, and staff who may need access to learning materials, or third parties who may be involved with instruction or supporting our on-line platform.

- The School will continue to abide by the photo release 'opt-out' permissions signed by families at the beginning of each year. Teachers are notified if they have a student in class whose family has opted out of allowing the school to use their students' image. As in the past, unless a family or student has opted out, the school may use captured images in its communications and on its social media accounts.

As we continue to support our community through our virtual connections, we would like to remind everyone that the School's conduct expectations for students, as outlined in the Family Handbook, applies equally to our remote learning platforms. NHCA employees are also bound by conduct expectations and our acceptable use policy regarding technology.
Please know that we take data security and privacy very seriously and are constantly improving our practices and controls in this ever-changing digital landscape.

Student Expectations and Support

While Distance Learning is in effect, students will continue to be supported in their school work and their overall well-being. Work with teachers outside of class time; one-on-one meetings with teachers and advisors; help from teaching assistants; support from the Student Support Team members are all available to students and families. In reaching out to these adults, email is the best first mode of contact, and from there, arrangements can be made for follow-up.

Best Practices for Distance Learning (Grades K-8)

- *Treat online learning like "real" school*. There are no bells or teachers to give reminders so establish and maintain daily routines. Dress appropriately.

- *Be on time*. Your teachers are taking attendance. Arrive to Zoom meetings on-time and turn assignments in by their due date and hour. In distance learning, this is how you demonstrate you are present. Don't be tardy or absent!

- *Create predictability:* Make sure that you have a regular study space and stay organized. Be aware of lighting and background noise when participating in Zoom meetings and find a space in your home where you can get work done. Join class from a place where you can sit up and focus (e.g. not from bed).

- *Eliminate distractions*. This includes digital and online distractions as well as other distractions that may affect your learning. Don't engage in side conversations or online chats.

- *Actively participate*. Collaborate with—and support—your peers in online and distance learning; seek support/feedback from teachers as needed. Fully engage in class instruction and make sure the video is turned on during class so that everyone can see each other.

- *Hold yourself accountable*. Complete assignments with integrity and academic honesty, and remember your classroom rules and commitments.

- *Check communications*. NHCA students should regularly check their google email for announcements, assignments, and feedback from your teachers and advisors.

- *Make the schedule work for your family*. The student schedule provides a suggested structure for students and families that prefer guidance in organizing their day. The only sessions that are required are live sessions in core content areas (e.g. English, Math, Science and History). All other live sessions (e.g P.E., Music, Art) are optional and independent work can be completed at each family's preferred time.

- *Questions about any of the above?* Ask your teacher or advisor for help.

Guidance for Parents

- *Help your student establish and stick to routines.* While your student may at first enjoy the novelty of distance learning, many will come to crave the predictability that regular school provides. At school, designated spaces, social norms, and adult supervision help create structure and expectations. At home, depending upon your student's age, you may find it necessary to help establish new routines around getting up and getting dressed, setting up work spaces for productive collaboration and learning, staying organized, snacks and meals, family time, and physical activity. Consider implementing daily check-in routines.

- *Empower student self-regulation and learning.* With routines and expectations established, look to create space for students to immerse themselves in their work and their school relationships. Classroom spaces and experiences—including those delivered over distance—are crafted for the students. Strive to preserve the integrity of those experiences by giving your student the chance to own their work. Don't complete assignments for them.

- *Help your student find a workspace.* Setting up a predictable workspace at home can help students establish good work habits and allow them to approach their work seriously—for example, they should probably not work on a bed or on the floor. Also help them find a work space with a neutral background for their Zoom sessions, out of noise range from other activities.

- *Encourage physical activity.* One of the challenges of distance learning, especially given its reliance on computer technology, is that it can lead students (and adults) to sit for long periods of time without physical activity. Encourage your student to take breaks, get outside, exercise, and eat nutritious food.

- *Watch for anxiety.* Because distance learning may take place in the context of a crisis, some students will be understandably worried about family and friends, or generally absorb the anxiety around them. Limit your family's exposure to news coverage, including social media, and allow them to focus on the routine of school.

- *Ask for help*. If you have questions or concerns about your student's engagement in distance learning or your student is struggling with attention and organization, please reach out to your student's teacher or Asst Principal Mr. Gomez (Lankershim) or Asst Principal Ms. Mejia (Fair Ave.).

- *Check email regularly.* Administrators and teachers will communicate with parents through email, ClassDojo, oneCALL, and MobilApp as necessary. The frequency and detail of teacher communications will be determined by your student's degree of independence. We ask that parents remember that teachers will be communicating with many other families. Communications should only be essential and brief.

Supplemental Resources

This section will continue to be updated and include supplemental resources that families may find useful as they support their children at home during the school closure:

- [Free On-line Education Resources for Parents](#) (Modulo.app, resource for parents that educate thureeir children at home)
- [List of Enriching Activities Children Can Do on Their Own](#) (compiled open source by U.S. parents)
- [Talking to Children About COVID-19](#) (National Associations of School Psychologists and School Nurses)
- [Talking to Children About Coronavirus Disease](#) (Centers for Disease Control)

NHCA Acceptable Use Policy

Introduction

New Horizons Charter Academy recognizes that access to technology in school gives students greater opportunities to learn and develop skills for work, life, and citizenship in the 21st century. To that end, we provide access to technologies for student and staff use.

This **Acceptable Use Policy** outlines the guidelines and behaviors that all users - staff, students, admin, family & community members - are expected to follow when using school technologies at school or at home and when using personally-owned devices on the school campus.

As with any educational endeavor, a strong partnership with families is essential to a successful experience. At the end of this document is a signature page for student and families, to verify that they have read and understood this policy.

➢ Technology use in the New Horizons Charter Academy network is governed by federal laws including:
   Children's Internet Protection Act (CIPA)
   http://www.fcc.gov/guides/childrens-internet-protection-act
➢ Family Educational Rights & Privacy Act (FERPA) http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

The policies outlined in this document are intended to cover *all* available technologies provided by New Horizons Charter Academy, such as - but not limited to - computer labs, laptops, internet access, etc. All technologies provided by New Horizons Charter Academy are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; use good common sense; and ask if you don't know.   Users of NHCA technologies are expected to alert IT staff and/or school administration immediately of any concerns for safety or security.

Devices

NHCA may provide users with devices, and schools may allow users access to devices outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution. Users should report any loss, damage, or malfunction to IT staff and/or school site administration immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Schools may request that families pay a fee to recover or replace any lost, stolen, and/or damaged school hardware or software. Use of school-issued mobile devices off the school network may be monitored.

Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes. Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from IT staff.

Web Access

New Horizons Charter Academy provides its users with access to the Internet. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. New Horizons Charter Academy does have a powerful web filter in place and makes a reasonable effort to ensure students' safety and security online.

Users should not download or install e programs over the school network without express permission from IT staff. Users may be able to download other file types, such as images or videos, with direct permission from teachers and/or administrators. For the security of our network, download such files only from reputable sites, and only for education purposes.

Google Apps for Education

New Horizons Charter Academy may take advantage of the Google Apps for Education (GAFE) platform to provide students and teachers with tools to collaboratively create, edit, and share files for school-related projects and communicate via teacher monitored discussion groups, blogs and wikis. These services are entirely online and available 24/7 from any Internet-connected computer. Availability and use will be restricted based on school policies.

GAFE is free of advertising, and all data stored in Google belongs to the individual user. The only information about users that is stored electronically is their username and password. For more information on the GAFE privacy policies, please see: http://www.google.com/enterprise/apps/education/benefits.html

Personal Safety & Security
Users are expected to take reasonable safeguards against the transmission of security threats over the school network. If you believe a device you are using might have an issue (e.g. contains a computer virus), please alert IT. Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. If users see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult immediately.

Digital Citizenship
Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should also recognize that among the valuable content available online there is also unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet. Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it becomes available for public use—and can sometimes be shared and spread in ways you never intended.

Plagiarism
Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet or any other information source. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online or any other information source. Research conducted via the Internet or any other information source should be appropriately cited, giving credit to the original author.

Cyberbullying
Cyberbullying will not be tolerated. Harassing, impersonating, excluding, and cyberstalking are all examples of cyberbullying. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges.
Education Codes 48900.4 and 48900 (r), strictly prohibit harassment or bullying of any kind and such behavior is subject to consequences ranging from a minimum 1 day suspension to expulsion, depending on severity of the misconduct. If the conduct causes or threatens to cause a substantial disruption or interferes with the rights of students to be secure, either on or off school grounds, school administration may impose consequences. Any incident of Cyber Bullying should be reported to administration. Administration may also report the Cyber Bullying or Harassment to the police. For more information on CyberBullying, please see: http://www.stopbullying.gov/cyberbullying/what-is-it/

Examples of Acceptable Use
I will:
- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher, admin, or IT if I see threatening, inappropriate, or harmful content online.
- Use school technologies at appropriate times, in approved places, for educational purposes.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.
- This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability
New Horizons Charter Academy will not be responsible for damage or harm to person, files, data, or hardware.   While New Horizons Charter Academy employs safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. New Horizons Charter Academy will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including: Suspension of network, technology, or computer privileges, notification to parents/legal guardians/supervisors, suspension from school and school-related activities, suspension from employ

RECEIVING YOUR CHROMEBOOK

- Chromebooks will be distributed within the next week. Chromebooks WILL ONLY be distributed to students who have signed and returned the acceptable use policy agreement. This Chromebook policy outlines the procedures and policies for student use and for students and families to protect the Chromebook investments for New Horizons Charter Academy and your site. Chromebooks will be collected at the end of the school closures.

RETURNING YOUR CHROMEBOOK

- Students must return school owned Chromebooks to the office after school resumes.
- Any chromebook not returned at the end of the closures or when the student is no longer enrolled will be considered stolen property.
- **Chromebook will be examined for damage and fees may be issued if damage is found to be beyond normal wear and tear.**

TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be submitted to the Coordinator of Operations.

General Guidelines

- Chromebooks must have a site specific or NHCA label on them at all times and this tag must not be removed or altered in any way.
- NO food or drink should ever be near your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks must remain free of any writing, drawing, or inappropriate stickers.
- Chromebooks should never be left in any unsupervised area.
- Students are responsible for charging their Chromebooks for use every school day.

Carrying Chromebooks

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid completely closed.
- Case use is required when transporting the Chromebook to and from school and from classroom to classroom.

USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for use at school each day.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.
- Students are not to touch anyones chromebook.

Hardware Insurance Policy

Families must pay a $100 fee **to** recover or replace any lost, stolen, and/or damaged school hardware or software.

Personal Safety & Security

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission. **If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.**

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

Suspension of network, technology, or computer privileges, notification to parents, community service or suspension from school and school-related activities, and legal action and/or prosecution. To regain these privileges students will be put on contract until the inappropriate behavior has been modified.
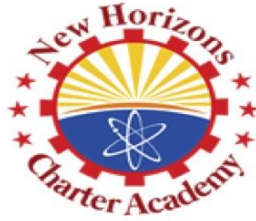
Chromebook Acceptable Use Policy

2020-2021

**Turn this page into the school only. Keep the copy of the agreement for yourself.

Grade *(Please circle the grade level of your child)***:**

Kindergarten   1st Grade   2nd Grade   3rd Grade   4th Grade

5th Grade   6th Grade   7th Grade   8th Grade

Computer identification number (Asset Tag located at the back of the computer): _____

I have read and understood this Acceptable Use Policy and agree to abide by it:

_____   _____   _____
     Student Print name   Student Signature   Date

I have read and discussed this Acceptable Use Policy with my child:

_____   _____   _____
     Parent Print name   Parent Signature   Date