



# STANDARDS FOR SUCCESS DURING DISTANCE LEARNING

## 1. ENROLLMENT

- a. A parent must sign the Online Learning Policies & Procedures Agreement.
- b. A parent or responsible adult must serve as the scholar's Success Coach.
- c. Daily online attendance and submission of all assignments is mandatory in order to maintain enrollment status.
- d. Scholars who are withdrawn from Heritage will forfeit their seat in the physical classroom and online program.
- e. All supplies (workbooks, textbooks, etc.) must be promptly returned to Heritage to avoid replacement fees.

## 2. STUDY SCHEDULE

- a. Monday-Thursday, 8:00am-3:30pm
- b. Grades 6-12 courses will be available for each academic class in which the scholar is enrolled.
- c. Limited elective courses are available.
- d. Lessons may include, but will not be limited to, practice activities, classwork, and homework.
- e. Scholars will commit a minimum of 4 hours per day to their online studies.
- f. Online Learning scholars will observe holidays per the local school calendar.

## 3. ONLINE LEARNING PLATFORM & CURRICULUM

- a. Scholars will access lessons and materials on Google Classroom using their Heritage email address.
- b. Lessons will be a combination of pre-recorded videos and online interactive multimedia.
- c. Heritage approved curriculum will be used.
- d. Lessons will be as closely aligned to the In-Person lesson schedule as possible.

## 4. PARENT/GUARDIAN SUPPORT - ROLE OF THE success coach

- a. Truly successful online learning will require the involvement of a parent or responsible adult.
- b. Each scholar must have a designated success coach (a parent or other responsible adult).



- c. Parents must review and sign Heritage's Online Learning Policies & Procedures Agreement.
- d. A Primary and Secondary success coach must be designated at the time of enrollment.
- e. If the success coaches are changed, parents must contact the Front Office to designate new success coaches and sign an updated copy of Heritage's Online Learning Policies & Procedures Agreement.
- f. The success coach will support and assist the scholar as they work through daily lessons. This may include, but is not limited to:
  - i. Logging attendance by 8:15am
  - ii. Reporting absences no later than 8:15am
  - iii. Establishing a study area free from distractions
  - iv. Maintaining scholar's daily schedule
  - v. Monitoring scholar progress, participation, and accurate completion of all activities and assignments
  - vi. Assisting scholar with organization of schedule and materials, and prioritization of assignments
  - vii. Providing tutoring as needed
  - viii. Communicating with teachers
  - ix. Participating in conferences as needed
  - x. Ensuring scholar's adherence to all school and online learning policies, procedures and expectations
  - xi. Ensuring scholar's participation in all state-mandated standardized testing
- g. The success coach will have access to the scholar's IEP (if applicable)
- h. Provide Internet access and computer to use Google Classroom.

#### 5. SCHOLAR RESPONSIBILITIES

- a. Commit to a minimum of 4 hours of daily school work.
- b. Log accurate daily attendance by 8:15am.
- c. Fully engage in daily lessons.
- d. Complete and submit all lesson activities and assignments on time.
- e. Communicate with teachers as needed.
- f. Communicate questions and concerns to their designated success coach so help can be provided.
- g. Use school materials appropriately.
- h. Return all school materials at the conclusion of online learning in good condition.

#### 6. SCHOLAR AND SUCCESS COACH ENGAGEMENT

- a. Assignments and participation will be graded and recorded in PowerSchool.



- b. Scholars and their success coaches are responsible for their full engagement in online learning.
  - c. In order to maintain enrollment in online learning, engagement and on-time submission of all assignments is required.
  - d. Scholars and success coaches not meeting engagement expectations as outlined in Heritage's Online Learning Policies & Procedures, Heritage policies in the handbook, and state law, will meet with Campus Administration and may be removed from online learning or placed on an academic contract.
  - e. Scholars are committed to Heritage's values and will be held accountable to Heritage's expectations as outlined in the handbook and Online Learning Policies & Procedures.
7. SCHOLAR ATTENDANCE & EXCESSIVE ABSENCES
- a. As a public charter school, Heritage is required to monitor scholar attendance. Please refer to Heritage's Attendance Policy.
  - b. Attendance will be submitted through Google Classroom, Monday-Friday, between 7:55am-8:15am.
  - c. Scholars are tardy when attendance is submitted after 8:15am.
  - d. Parents must report absences within 24 hours.
  - e. To maintain online learning enrollment status, scholars must fully participate in daily online activities and submit all assignments on time and as directed by the teacher or course/class administrator.
  - f. Failure to meet attendance requirements as outlined in Heritage's scholar Handbook may result in removal from online learning.
  - g. Logged attendance must reflect actual scholar activity. False logging of attendance may result in removal from online learning.
8. TEACHER - SUCCESS COACH - SCHOLAR - VIRTUAL CONFERENCES
- a. The success coach and scholar will participate in a required check-in with an Heritage teacher or administrator and will discuss weekly accomplishments, concerns, expectations, etc.
  - b. Conferences will be held via telephone or Google Hangouts bi-weekly (every other week).
  - c. Virtual Conferences will be held by appointment only.
  - d. Parents must review and sign Heritage's Code of Conduct for Live Virtual Learning Sessions.
9. ASSIGNMENT SUBMISSION & GRADING
- a. Assignments and participation will be graded and recorded in PowerSchool.



- b. Scholars are expected to complete and submit all classwork and homework activities on time.
- c. Completion of all activities, classwork, and homework is mandatory.
- d. Completed assignments may be submitted in the following ways:
  - i. Scanned and emailed directly to the teacher.
  - ii. Dropped off at the front office on Thursdays and Mondays between 9:00am-2:00pm.
  - iii. Submitted via their Google Classroom.
- e. The assigned teacher will grade and provide feedback on assignments within one week of their submission.
- f. Grades will be posted in PowerSchool within two weeks of assignment submission.
- g. All assignments must be submitted in order to maintain enrollment in online learning.
- h. Late work will be treated as outlined in the Parent-scholar Handbook.

#### 10. TUTORING

- a. The scholar's first tutors are the Primary and Secondary success coaches.
- b. Additional small-group or one-on-one tutoring after school hours may be scheduled with an Heritage teacher.
- c. Tutoring will be available by appointment only.
- d. Tutoring will be held on campus or via Google Meet.
- e. Parents must review and sign Heritage's Code of Conduct for Live Virtual Learning Sessions.

#### 11. SPECIAL EDUCATION

- a. Scholars with IEPs choosing to participate in online learning will have a Distance Learning Plan (DLP). The DLP will outline how special education services will be conducted. This may include, but will not be limited to:
  - i. Scheduled onsite services
  - ii. Scheduled virtual instructional sessions
  - iii. Success coach support and attendance during servicing sessions.
- b. The scholar's case manager(s) will be in communication with parent/guardian to develop a DLP.
- c. If a scholar with an IEP is not making meaningful progress in the online program, the IEP team may convene to consider making changes to the IEP or Distance Learning Plan.

#### 12. CLASS PLACEMENT

- a. All scholars will be assigned to an Heritage teacher or administrator either at the campus they are enrolled or with another Heritage school.



- b. The assigned teacher or administrator will receive and grade all assignments submitted by online learning scholars.
- c. Google Classrooms will be monitored by an Heritage teacher or school administrator.
- d. A physical seat at the Heritage campus where the scholar is enrolled will be held should the scholar transfer back to campus.
- e. The scholar's seat in the physical classroom will be reserved for the Spring Semester.
- f. Scholars must commit to remain online throughout the entire semester.
- g. If a scholar who returns to campus becomes ill and needs to stay home for some time, they will continue their education online and may return to class after becoming well.

### 13. SUPPLIES & SCHOOL PROPERTY

- a. Scholars will need consistent access to a computer with an internet connection.
- b. Access to a printer and scanner may be necessary.
- c. Digital workbooks and textbooks will be available within Google Classroom for viewing and printing where feasible.
- d. Scholars may be assigned physical workbooks by their campus administrator for use in conjunction with online lessons.
- e. When scholars return to school, they must bring all loaned materials back to school.
- f. If inventory is available, lost workbooks may be replaced for a fee.
- g. Materials considered school property must be kept in good, working condition.
- h. Parents are responsible for the repair or replacement of property that is lost, stolen, or damaged.