



# Architecture, Construction & Engineering Charter High School

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Principal - Joseph Clausi

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March 20, 2020

Dear ACE Families,

Recently we were informed that all Californians are to 'stay at home' and shelter in place during this wild time. As you found out this week as well, all VCOE schools are keeping schools closed until May 4th, and we will continue to keep you updated regarding all things ACE related, during this time, with weekly outreach efforts, made available on our website, as well as email, text, and phone calls.

Due to the lengthy closure of all campuses, ACE has made the decision to continue instruction, via our homeschool plan. ACE Charter has a few advantages in our favor with regards to home instruction. All students should have Chromebooks. If your student does not, we will be opening the campus tomorrow, from 9am until 2pm on Saturday at the ACE Charter Campus. No other times will be allowed. Please understand, due to the restrictions in place, this time is the only time we will be able to distribute Chromebooks, to those that do not have one. Saturday - 3/21, from 9am until 2pm. Due to the need across the nation, Hotspots are on backorder for those families that requested them when asked, with arrival dates scheduled for mid-April. You are encouraged to contact the links below regarding support for families without full internet connections in the meantime:

<https://www.spectrum.com/>

<https://www.verizonwireless.com/>

Additionally, cellphones also work as mobile Hotspots.

Our survey distributed showed we only needed to distribute 15 Chromebooks and 5 Hotspots. If you show up, and you are showing that you have one issued to you already, you will not be issued a second one. You must contact the office requesting a Chromebook prior to being granted one. No walk-ups will be granted. Please email Ms. Nancy at [nancy.medellin@acecharterhigh.org](mailto:nancy.medellin@acecharterhigh.org) or Mr. Clausi at [jclausi@acecharterhigh.org](mailto:jclausi@acecharterhigh.org) your request.

On Monday, March 23rd, ACE will start home instruction for all ACE students. please review the guidelines below for details as to what this will look like.

In summary, the focus of ACE's online learning is to maintain learning experiences for all students. Please join ACE's Administration's Remind101 service to receive updates from Mr. Clausi, Mr. Middleton, and Ms. Ochoa about progress of the school. Please have your student's sign-up as well. Follow this link to sign-up:

<https://www.remind.com/join/acerules> or text @acerules to the number 81010

## **Guidelines of ACE Charter High School Online Learning**

This Emergency Home School Program is in the event that we are to immediately close schools, with a potential for being closed for an extended period of time, we will operate daily, under the guidelines of this program. On account of ACE Charter having a 1:1 ratio of Chromebook to student, we can continue instruction with this model in place.

If we initiate the Emergency Home School Program, students and staff are to remain home during the school day, however, instruction will continue daily. Staff and students are expected to log on to their Chromebooks, keep up with their daily assignments, and turn in work as directed by the instructor's lesson plans. Remember: Instruction at this time, will play a major role in our student's lives.

***The instructional calendar is broken down weekly into 4 lessons per subject class period, across the next 25 days of online instruction (March 23rd - May 1st). Instructional accountability is determined by session work completed by each student per class and the quality of that work determined by the teacher.***

### **Non-Negotiables for Online Home School Instruction:**

1. All communication and turning in assignments, will be done via the [acecharterhigh.org](mailto:acecharterhigh.org) email address. Under no circumstances, should any student or staff member use personal emails at all. Work turned in using any alternative email is not accepted.
2. Even though the school building is not open, these are still school days, and instruction counts as regular.
3. All work demanded and assessments given, count as regular instruction, weighted as usual.
4. Deadlines given are to be followed, grades issued count as regular grades.
5. Students will log in to the google classroom, and follow the lesson plan throughout the day, unless otherwise offered.
6. Weekly, teachers should issue:
  - a. 1 Lesson plan that you know will require 60 minutes worth of their time.
  - b. 2 Lesson plans that you know will require 30 minutes worth of their time.
  - c. 1 Lesson plan that you know will require 20 minutes worth of their time.
7. Please understand that each teacher should ask for mandated attendance for 10 - 15 sessions between now, and the end of this May 4th term. Be flexible with attendance, however, separate individual meetings can be scheduled with teachers and students.
8. TRY TO HAVE AT LEAST 2 STUDENTS IN A MEET UP ONLINE CHAT.
9. 6 weeks - 1 week of spring break, equals 5 weeks or 25 days of online instruction.
10. Staff are to prepare lessons that are compatible with this platform and adheres to these regulations.
11. Any student or staff reporting an issue with emails or Chromebook can communicate with ACE office, and we will remedy a solution.
12. These days count, failing to hand in work and keeping up with lessons will directly impact your grade, and will not be able to be made up, unless extenuating circumstances exist.
13. Conduct weekly progress checks with students, and communicate with homes as usual.
14. Report to administration, any responses or interactions that are inappropriate. Students can be held accountable upon our return to ACE. All of the ACE discipline policy is to be followed during this time and carried out in full upon our return to school.

## ACE Online Home Instruction Calendar:

*The instructional calendar is broken down weekly into 4 lesson cycles, across 25 days of online instruction. Instructional accountability is to be determined by sessions completed by each student per class and the quality of that work determined by the teacher.*

- March 19th - PD day for online lesson planning; meeting #1 at 2pm
- March 20th - PD day for online lesson planning; meeting #2 at 2pm
- March 23rd - Day 1 of online instruction, wellness check in's, practice runs, internet/tech check
- March 24th - Day 2 of online instruction, wellness check in's, practice runs, internet/tech check
- March 25th - Day 3 of online instruction, wellness check in's, practice runs, internet/tech check
- Thursday - March 26th - Day 4 of online instruction - first day of a 60 minute lesson with due dates
- Friday - March 27th - Day 5 of online instruction - second day of lessons to students
  - All weeks that follow will operate under this regular schedule of schooling

*A calendar for student progress checks will be as follows during our home instruction plan:*

- Week of March 30th -- Progress Monitoring checks with all students by Ms. Ochoa, Mr. Middleton, and Mr. Clausi, divided across the week by grade-level and progress status reports from the teachers.
- End of 3rd progress report period is still April 1st.
- April 6th -10th -- Spring Break
- Week of April 27th -- Progress Monitoring checks with all students by Ms. Ochoa, Mr. Middleton, and Mr. Clausi, divided across the week by grade-level and progress status reports from the teachers
- Week of May 4th -- Tentative return to school date, TBD weekly depending on State guidelines
  - *\*\* this calendar will update as we find out more information regarding our school year \*\**

### Day to Day Guidelines:

1. Students are to log on to their classes via google chrome, every day.
2. Teachers are to post lesson plans on google classroom, with regular assignments, as any other day would include, however, obviously the entirety will revolve around online work during this time.
3. Do Nows/Starter Activities, Mini-Lessons, individual practice tasks, and assessments, can be given to students during this time.
4. **Students are responsible for turning in weekly:**
  - a. 1 outcome responding to a 60 minute lesson
  - b. 2 outcomes responding to 30 minute lessons
  - c. 1 outcome responding to a 20 minute lesson

### Items to Consider:

1. Online communication is crucial for fluid instruction, however - comes with potential issues. Be careful where research.
2. Always be careful in your communication on line.

3. Keep your communication limited to the acecharterhigh.org email platform.
4. Inform students the only acceptable means of communication here - will be via acecharterhigh.org emails.
5. No personal emails will be used by students or staff in this process.
6. Only acceptable via acecharterhigh.org email addresses.
7. Reach out to students who haven't turned anything in. Send a blanket reminder email about non-negotiables, weekly.
8. Communicate with parents as regular. Send progress reports, and keep parents informed of student efforts and grade impact.
9. Report any oddities to this process to the administration immediately.
10. Please be reminded, that this time and work counts as school is in session. This is not a vacation, these are not days that won't count, these are real school obligations.
11. If students do not complete the required work issued by the teacher and to the quality that the teacher requires, they will not pass the course.

### **Special Education Guidelines for ACE Home Instruction Plan**

Below are a list of accommodations to instruction as per our IEP's on SIRAS, and each one is redefined in terms of operating under remote instruction. Should your student have accommodations on their IEP, below are how those accommodations will be delivered during this time. Ms. Sweet, Mr. Towler, and Mr. Clausi will be working with your students, to ensure that they are given the accommodations below.

Some of these accommodations are not applicable, however some of them are. Please reach out to Ms. Sweet, Mr. Towler, or Mr. Clausi for help on how we will individualize instruction for your student during this time.

A list of all redefined accommodations are available on the ACE Charter High website.