

DAILEY ELEMENTARY CHARTER SCHOOL

Online Learning Expectations Policy

This policy sets forth the expectations of students and parents/guardians while students are engaging in online learning at Dailey Elementary Charter School (“DECS”).

“Online learning” means students will access their grade level content and instruction through a device that is connected to the internet. Students and instructors are in different locations. Online learning consists of both Synchronous Learning (live instruction) and Asynchronous Learning.

Synchronous Learning (live instruction): is a general term used to describe forms of education, instruction, and learning that occur at the same time, but not in the same place. The term is most commonly applied to various forms of televisual, digital, and online learning in which students learn from instructors, colleagues, or peers in real time, but not in person. For example, educational video conferences, interactive webinars, chat-based online discussions, and lectures that are broadcast at the same time they are delivered would all be considered forms of synchronous learning.

Asynchronous Learning: is a general term used to describe forms of education, instruction, and learning that do not occur in the same place or at the same time. The term is most commonly applied to various forms of digital and online learning in which students learn from instruction—such as prerecorded video lessons or game-based learning tasks that students complete on their own—that is not being delivered in person or in real time. Yet asynchronous learning may also encompass a wide variety of instructional interactions, including email exchanges between teachers, online discussion boards, and course-management systems that organize instructional materials and correspondence, among many other possible variations.

Online learning at Dailey will occur as follows:

Synchronous learning will take place every day beginning at 7:45 a.m. Attendance will be taken daily at 8:00 a.m. and after breaks. Attendance will not be taken during specialty classes. Kindergarten’s synchronous learning will end at 1:00 p.m. and first through fifth grade’s synchronous learning will end at 2:10 p.m.

Each week, lessons and assignments will be delivered to students through synchronous learning and will be submitted through Microsoft Teams, Padlet, and drop-offs at school. Digital platforms will be selected by the students’ teachers. Assignment expectations and requirements will be

provided to students. Students will be provided instruction in all subject matters that are focused on the State and IB Standards.

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

STUDENT GRADING AND ENGAGEMENT EXPECTATIONS

Students are expected to follow the online learning school schedule each day to the best of their ability and are expected to complete all assignments by the due date. Students' grades will be based off the work that is completed. Our normal grading policy will be held to. Classroom grading policies are located on teacher's Back to School Night Packets, which are located on Dailey's website.

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 online learning instruction or school-related activities. A parent/guardian or a responsible adult caregiver shall attend one on one virtual meetings between Dailey instructors, employees, and/or contractors and the student when needed, 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 teacher before that individual may serve as the adult caregiver responsible for any interaction required 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 of Dailey's 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 Dailey dress code at all times during distance learning instruction and other virtual school-related activities that occur over video.

4. **STUDENT PREPERATION FOR LEARNING:** Students must be well rested, fed and ready to learn promptly for online 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 practicing in the activity.
5. **ABSENCES:** If the student will be unable to participate in any school-related activity for any reason, please contact the office by email or a phone call.
6. **STUDENT LOGIN/PARENT TECHNICAL SUPPORT:** Students will be provided with personal login credentials for online 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 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 Mr. Clark at: Richard.clark@fics.us as soon as possible.
7. **PARENT ENGEMENT IN INSTRUCTION:** Parents/guardians and responsible adult caregivers should not interfere, disrupt or directly participate in online learning lessons unless requested by the teacher or without the teacher's written permission. Dailey's online school-related activities are intended for Dailey's student and personal use. Parents/guardians and responsible adult caregivers are not permitted to log into or attend online learning instruction, meetings, or other school-related activities unless specifically requested by a teacher or Dailey employee or contractor.
8. **CONFIDENTIALITY:** There is no expectation of privacy in a virtual classroom. When logging into any virtual learning activities, parents/students are acknowledging their understanding that anything they say, write, or do while on video or audio might be viewed by others.
 - a. Parent/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 online learning instruction or other virtual, online or telephonic school-related activities without express written permission from DECS.
 - c. Dailey 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 Dailey 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 Dailey employee or contractor and other student(s) and all 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 Dailey Student Technology Policy and Acceptable Use Agreement at all times when utilizing school technology to access online learning.
- a. Dailey technology and equipment includes but is not limited to DECS electronic mail, servers, online accounts and platforms, computers, laptops, tablets, or other digital, electronic or multimedia hardware, software or other applications. DECS technology and equipment may only be used for educational purposes in accordance with the DECS Student Technology Policy and Acceptable Use Agreement.
 - b. Students and parents/guardians acknowledge that Dailey technology and equipment are owned by Dailey. By logging into or accessing DECS technology or equipment, users acknowledge that they have no expectation of privacy in the use of DECS technology or equipment, even if such technology is used on a personal device. Dailey reserves the right to access communications, files, and other data stored on or sent over DECS technology or equipment.
 - c. Technological resources provided by Dailey must be used in a safe, responsible, appropriate, and legal manner in accordance with DECS 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 DECS online or virtual classrooms, meeting spaces, or chat forums unless authorized to do so.
10. DISRUPTION OF DISTANCE LEARNING: Any parent, guardian, or other person whose conduct in any online/virtual learning class materially disrupts classwork or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. Upon the first conviction for either of these offenses, this individual may be fined up to one thousand dollars (\$1,000.00), or by imprisonment in a county jail for up to one year, or by both the fine and imprisonment. It is also illegal for a person to “intentionally access a computer

without authorization,” such as entering an online/virtual learning class in which the person is not a student, and any individual who does this may be civilly or criminally liable under the Federal Computer Fraud and Abuse Act.

11. APPLICATION OF DISCIPLINARY RULES/POLICIES: All other DECS 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 to suspension or expulsion.
 - a. Any student who believes they have been subject to misconduct prohibited by the DECS 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.

This Policy is subject to change without advanced notice as the Online Learning program develops, and all students and parents/guardians must immediately read and comply with any amendments or modifications to this Policy issued by Dailey Elementary Charter School. By engaging in online learning, students and parents are acknowledging and agreeing to the content herein.

Online Learning Daily Schedule	
7:45 a.m. - 8:00 a.m.	Announcements & Opening Routines
8:00 a.m. - 10:00 a.m.	Live Instruction *Attendance taken at 8:00 a.m.
10:00 a.m. - 10:20 a.m. Morning Break	
10:20 a.m. - 12:00 p.m.	Live Instruction
12:00 p.m. - 12:45 p.m. Lunch	
12:45 p.m. - 1:30 p.m.	Live Instruction (1st-5th) Kindergarten: <ul style="list-style-type: none"> ● 12:45 p.m. - 1:00 p.m.: Review day & prepare for next day's learning ● 1:00 p.m. - 1:30 p.m.: Independent work with live assistance available to student from teacher
1:30 p.m. Kindergarten End of Day	
1:30 p.m. - 2:20 p.m.	<ul style="list-style-type: none"> ● Specialty Classes / GLOBAL ● Conferencing ● Student Collaboration ● Discussions ● Projects/Independent Work
2:20 p.m. - 2:30 p.m. Afternoon Break	
2:30p.m. - 3:00 p.m.	<ul style="list-style-type: none"> ● Specialty Classes / GLOBAL ● Independent work with live assistance available to student from teacher
3:00 p.m. 1st - 5th End of Day	