



Charter Oak High School Return to School Plan



Virtual Learning Expectations *IN RESPONSE TO COVID-19*

INTRODUCTION

The Charter Oak Unified School District has created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district.

The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), the Los Angeles County Department of Health (LADPH), the Los Angeles County Office of Education (LACOE) and mandates and regulations for the State of California.

Regular updates will be made to this plan based on information provided by the applicable federal, state and local agencies.

As the COVID-19 pandemic continues to plague our State and local region, the Charter Oak Unified School District has been developing a plan for students and staff to return safely to school in a manner that will comply with both [Assembly Bill 77](#) (AB77) and the reopening procedures issued by our State and [County Health Departments](#). In response to this legislation and issued health guidelines, the Charter Oak Unified School District has prepared three models for the 2020-2021 school year: a Virtual Learning Model/Schedule, a Hybrid Instructional Model/Schedule or a Traditional Model/Schedule.

At this time, the Charter Oak Unified School District is planning on reopening in a Virtual Instructional Model/Schedule ***unless guidance from the Los Angeles County Department of Public Health allows the district to open under a Hybrid or Traditional Instructional Model.***

What is a Virtual Learning Instructional Model/Schedule?

A Complete Distance Learning Instructional Model/Schedule provides virtual instructional time and learning opportunities for students at home. The model allows the District to comply with LACDPH mandates, in the case of an outbreak or mandated closure, and follow the directives provided in AB77. Students will be responsible and accountable to complete their work virtually from their home.

What is a Hybrid Instructional Model/Schedule? A Hybrid Instructional Model/Schedule provides in-person instructional time and learning opportunities for students at school and at home. This will allow the District to comply with social distancing requirements and follow the directives provided in AB77. It will also provide Charter Oak High School the opportunity to seamlessly pivot to a Complete Distance Learning Model/Schedule, if necessary. Students will be responsible and accountable to complete their work, whether they are learning on campus or virtually from their home.

We also understand that there will be families and staff members who may be hesitant to return for a variety of health and personal reasons or concerns, or the desire to reopen with less stringent safety precautions and requirements. For those who do not wish to or are

unable to physically return, there will be options to continue at-home, virtual learning.

What is a Traditional Model/Schedule?

A Traditional Model/Schedule would allow all students to physically return to the campus.

Why are we unable to open under the Traditional Model/Schedule at this time?

The total enrollment in each of our schools would prohibit us from safely meeting social distancing guidelines set by the CDC, CDE, and our State/County Health Departments if we were to allow all students to return to campus at the same time each day.

Why are we not opening under a Hybrid Learning Model/Schedule at this time?

The District will implement a Hybrid Learning Model/Schedule when allowed under guidance by a state and/or local health official.

Returning with an in-person (or blended in-person) model/schedule is consistent with objectives in AB77 legislation which states, “in-person instruction should be offered to the greatest extent possible, only allowing complete distance learning under two circumstances: (1) as a result of an order or guidance from a state or local public health officer, or (2) for students who are medically fragile or would be put at risk by in- person instruction, or who are self-quarantining because of exposure to COVID-19.”

What does a Virtual Learning Model/Schedule Look Like? (draft schedule awaiting review)

Students will be enrolled in classes and will virtually report to school on Mondays for a SEL, check-in and preparation for the lessons of the week. Periods 1 - 3 virtually report to school on Tuesday and Thursday. Periods 4 - 6 virtually report to school on Wednesday and Friday. Some students who are enrolled in smaller classes, and/or students with special needs, may be able to virtually attend classes everyday.

II. Academics: Virtual Learning Expectations

GRADING POLICY

Grading and Attendance

To receive credit and attendance for the courses for this school year students are expected to attend scheduled classes/meetings and complete the assignments. Attendance will be taken daily regardless of educational setting (hybrid, distance, or traditional). Teachers will take roll in each period to verify student attendance. The grading policy and other pertinent information is located on the Charter Oak High School website under student planner:



<https://www.cousd.net/cms/lib/CA01902303/Centricity/Domain/4/Student%20Planner%202019-2020.pdf>.

Students will be required to complete their coursework and teachers will provide meaningful feedback and grades. Parents and guardians can monitor their students' progress on Aeries Parent/Student portal.

**Charter Oak High School
Virtual Learning Model/Schedule**

Student Expectations	<ul style="list-style-type: none"> ● Follow the schedule in place during distance learning. ● Daily attendance will be taken for each class period. Students are expected to be present, on time, and participating throughout the class sessions. ● Must follow each teacher's directions for daily engagement and participation in each class. ● All school and District rules and policies remain in place during modified instructional days. ● Students will depend on technology and must keep it in good condition and operational. ● Norms and citizenship are applied during meeting times. This includes in person and digital learning. ● All plagiarism and honor systems apply with online learning. ● If a student uses digital learning and social media inappropriately, progressive discipline will apply. This includes screenshots during lessons or comments in lessons/assignments. ● Check email and Remind daily. ● Have a working knowledge of Google Classroom, Email, Remind, Zoom and Student Portal Accounts. ● Turn in work completed and on time. All work and assessments are to be completed by the student by designated teacher deadlines. Assignments not fully completed or not answered completely will be graded accordingly.
Parent Expectations	<ul style="list-style-type: none"> ● Set up a place in the home for the student to engage with the instruction during meeting times and engage with independent work. ● Have a working knowledge of Google Classroom, email, Remind, Parent and Student Portal Accounts ● Check parent and student emails and Remind daily as this is the main way teachers will contact parents. ● Class/office hours: Daily attendance will be taken for each class period. Students are expected to be present, on time, and participating throughout the class sessions. ● Any special circumstances, arrangements, or student absences need to be communicated to the teacher and office staff as soon as possible. ● If a student uses digital learning and social media inappropriately, progressive discipline will apply. ● Encourage your student to turn in their work completed and on time.
Office Hours	Main Office hours will be M-F 7:30am -4:00pm
Meals	Daily Curbside Service 11:00am - 12:45pm. See district website for additional information. https://www.cousd.net/

COHS Weekly Schedule:

 CHARTER OAK HIGH SCHOOL SCHEDULE						
TIME	MONDAY	TIME	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:30 - 8:00	TEACHER PREP	7:30 - 8:00	TEACHER PREP AND SET UP			
8:00 - 8:25	PERIOD 1	8:00 - 9:20	PERIOD 1	PERIOD 4	PERIOD 1	PERIOD 4
8:30 - 8:55	PERIOD 2					
9AM - 9:25	PERIOD 3	9:20 - 9:35	PASSING PERIOD/BREAK			
9:30 - 9:55	PERIOD 4	9:35 - 10:55	PERIOD 2	PERIOD 5	PERIOD 2	PERIOD 5
9:55 - 10:05	BREAK					
10:05-10:30	PERIOD 5	10:55-11:10	PASSING PERIOD/BREAK			
10:35-11AM	PERIOD 6	11:10-12:30	PERIOD 3	PERIOD 6	PERIOD 3	PERIOD 6
11AM-11:40	LUNCH					
11:40AM - 2:20PM	TEACHERS AVAILABLE FOR SUPPORT & TUTORING, PARENT/STUDENT CONFERENCE STAFF MEETINGS PROFFESIONAL DEVELOPMENT	1:05-2:20	 TEACHERS AVAILABLE FOR SUPPORT & TUTORING, PARENT/STUDENT CONFERENCE			

Scheduled & Structured school days

Monday: The school day begins at 8:00 a.m.. Teachers will provide the weekly instructional plan and students begin their studies. Students will check-in with all periods/teachers at their assigned period for attendance. Teachers will be available for instructional support from 11:00 to 2:20 for office hours, tutoring, meetings with students, and if permitted, on-campus rehearsals, practices, and meetings for specified student groups.

Tuesday through Friday: Students attend school virtually in a block schedule. Teachers may schedule synchronous instruction (virtual in-person instruction for all) and/or asynchronous instruction (independent learning or learning in groups. Teachers will be available for instructional support from 1:05 to 2:20 for office hours, tutoring, meetings with students, and if permitted, on-campus rehearsals, practices, and meetings for specified student groups.

II. Athletics

The Charter Oak Unified School District values its athletic programs and the role they play in the development of students. However, Los Angeles County does not currently permit athletic activities or competitions. The District will allow activity as permitted by the Los Angeles County Department of Public Health. When the District is provided with guidelines that allow activities, the District will resume activity per recommendations by public health agencies. In the meantime, teachers and coaches will provide programs that support student personal fitness and wellness. Students can still be enrolled in athletics courses for credit with modified curriculum that supports personal goals specific to the student's sport(s) of choice. Athletes will still need to go through the clearance process and have an updated physical (website: <https://charteroakathletics.com/>). Questions regarding athletics can be directed to Athletic Director Dominic Farrar at: dfarrar@cousd.net.

For updated sports calendars from CIF please click the following link: <https://cifss.org/news/july-20-2020-update-and-2020-21-sports-calendars/>

III. Visual and Performing Arts

The District believes that arts education fosters academic achievement, social and emotional development, civic engagement, and equitable opportunities. Involvement in the arts contributes to gains in math, reading, cognitive ability, critical thinking, and verbal skills, and it promotes student motivation, concentration, confidence, and teamwork. Therefore, the District is committed to offering all courses in all of the arts programs across the District. However, the very nature of these courses involve public performance and interactions with individual students and groups. The restrictions placed on gatherings and close contact hinder the instruction in these courses. Our teachers are committed to providing modified instruction and experiences that will contribute to each student's creative endeavors and development. The District will provide teachers and students with the resources they need to the greatest extent possible to foster their success in these programs.

IV. Mental Health Services

The District's commitment to support the mental health needs of our students will continue. Improving the mental health services that we provide for students has been one of our top priorities in recent years. We have been very proactive in working with staff, students, parents, and community agencies to bring additional services to our schools. We acknowledge the school closures and distance learning environments have contributed to the social and physical isolation of our students, their families, and our staff and have left profound impacts on our collective mental health. Recognizing this, the District is committed to continue educating staff on how to re-engage students into the learning community of each site and respond to the mental health needs of students. We have developed partnerships with many community agencies who have teamed up with us to provide services for our students. Our strong team of counselors, psychologists, and therapists will continue to reach out to students using technology

during distance learning and then in person, both individually and in groups, when that becomes appropriate. These mental health professionals will collaborate with one another to share best practices and provide guidance for staff and parents.

Important Contacts for Addressing Questions:

Your question	Whom you should contact
A question about course content, an assignment, grading, or issues with the daily schedule	Your student's teacher. Please click on the link for a list of teacher emails: https://www.cousd.net/domain/291
A technology-related question (logins don't work; lack of access to wifi; Chromebook isn't working, etc.)	The District IT Hotline: TBD
A question about your student's schedule, mental health support, personal concerns, etc.	Your student's counselor: A-F Pam Heins: pheins@cousd.net G-N Greg Solis: gsolis@cousd.net O-Z Crystal Volpe: cvolpe@cousd.net Phone:(626) 915-5841 ext: 30214 or 30215
A question about school information, including the learning schedules	Schedules are posted on the district and school website
Attendance How do I clear an Absence	Ms. Lopez: klopez@cousd.net Phone:(626) 915-5841ext:30223
I need to purchase a yearbook and or items from student store	Ms. Hodges: rhodges@cousd.net Phone:(626) 915-5841ext:30287 Ms. Bauer: jbauer@cousd.net
General questions, Checkout chromebook	Ms. Babineaux: kbabineaux@cousd.net Phone:(626) 915-5841ext:30201
My child needs books	Ms. Harwood: jharwood@cousd.net Phone:(626) 915-5841ext:30205
Athletic physicals, registration,schedules, eligibility,etc.	Ms.Montell: mmontell@cousd.net Phone:(626) 915-5841ext:30227 Mr. Farrar: dfarrar@cousd.net Website: https://charteroakathletics.com/
I need: transcript, school records or work permit	Ms. Escobar: cescobar@cousd.net Phone:(626) 915-5841ext:30220
Having trouble with accessing student and or parent portal	Ms. Redmon: dredmon@cousd.net Phone:(626) 915-5841ext:30226