ACPA

ARTS & COLLEGE
PREPARATORY ACADEMY

COVID-19 Related Education Plan

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GUIDING PRINCIPLES

No matter the circumstances:

1. **Safety** of our community is paramount.

2. A **safe, high quality education** is possible.

3. Continuing commitment to **ACPA mission, vision and values.**

4. **Art** and **expression** are essential components of education.

5. **Social, emotional,** and **physical wellbeing** is a shared responsibility between families and schools.

6. Enhanced and coordinated **parent & guardian communication** is necessary.

7. Students excel with **rigor** & **high expectations.**

8. All learning should be **engaging, reasonable,** and **purposeful.**

This year will look different for all of us. With that said - ACPA thrives because we are a community rooted in the values of problem-solving, kindness, respect for diversity, and awareness no matter the circumstances. ACPA is our home and together we will do amazing things.

GUIDANCE FOR PARENTS & GUARDIANS

Below are some best practices for virtual learning. We completely understand that these changes to the school year present many challenges for our families, and are always flexible and willing to work with you to ensure your student has access to an engaging and rigorous education.

Create a Schedule

Continue to have your child engage in a daily routine. Parent and guardian support is crucial to ensure student attendance and promote engagement in learning activities. Community schools are being held to a rigorous attendance standard which may affect our funding. We ask that you help to make sure your student logs in to school everyday at 8:55am. Synchronous learning (live classes) is an important component to digital learning at ACPA. Students will be expected to attend class at home, just as they would at school. It is particularly helpful (emotionally and behaviorally) for students (and adults) to maintain control and predictability in our lives. Print out your student's school schedule and instructions when available, and have your student put them on their wall. As soon as you know the plan, share and discuss the plan with your student.

Location, Location, Location

Your family's regular learning space for occasional homework might not work for extended periods. If possible, set up a physical location that's dedicated to school-focused activities. Make sure it is quiet, free from distractions and has a good internet connection.

Student Ownership

Help students take ownership of their learning. ACPA does not expect parents and guardians to be full-time teachers or to be educational and content matter experts. Provide support and encouragement, and expect your student to do their part. Struggling is allowed and encouraged! We are eager to work with your student to help them achieve their goals!

Technology

Familiarize yourself with the school technology platforms. Teachers and the ACPA community will be using Schoology*, PowerSchool, and email as their primary methods of communication this year. As best you can, understand the expectations WITH your student, so it is a shared experience. If you need help, contact their Home Base teacher (see page 15) or the ACPA team for support!

*More Information and details regarding Schoology *coming soon!*

Use PowerSchool to Monitor Student Progress

ACPA recommends that parents and guardians use PowerSchool to monitor their student's academic progress on a regular basis. Every parent/guardian has the capability to set up a unique account that is linked to their student. This information is distributed at the beginning of the school year. Please contact your Middle School or High School principal if you are unable to log into your account. Your student's Home Base teacher, classroom teachers, and other support staff will also be in communication regarding student progress as needed.

Prepare

Anticipate that whatever the upcoming school year looks like, it will be bumpy and come with a new set of challenges. Understand and practice "growth mindset." Learning comes in stages, and even if we haven't learned how yet, with practice, we can become better at the task. Set reasonable expectations and let your student know that getting used to the new format of learning can take time.

SEMESTER ONE LEARNING MODEL
All Digital Education Plan
ACPA educational plan 9/1/20-12/18/20

Components

1. Students will engage in both synchronous (livestream lessons with teachers) and asynchronous (self-paced and not livestreamed) learning opportunities.

2. Scheduled live streamed lessons will take place throughout the week for every class.

3. Staff and Students will use Schoology as the primary point of communication regarding schoolwork, groups, and other opportunities.

4. Engaging, reasonable, and rigorous learning plans will be implemented.

5. Student work will receive meaningful feedback to promote growth and be assessed for credit.

6. Attendance will be daily via Schoology and Powerschool.

7. Structured Social, Emotional, and Physical wellness activities will take place in digital formats.

8. Community building and supervised social interaction in digital formats.

9. Robust arts education in digital learning structure.

10. ACPA will work with all families to ensure access and equity.

Middle School All Digital Schedule

**Your student's schedule will be communicated in the coming weeks

Monday	Tuesday	Wednesday	Thursday	Friday
Livestream Academics	**Asynchronous Learning**	**Livestream & Asynchronous Learning**	**Foundation Stream**	**Asynchronous Learning**
Group 1 9:00 - 10:00	*Meet with teachers by appointment	**Group 1** 9:00 - 10:00	**Foundations Block 1** 9:00 - 11:00	**Home Base** 9:00 - 9:30
Group 2 10:15 - 11:15		**Group 2** 10:15 - 11:15	**Lunch** 11:00-12:00	*Meet with teachers by appointment
Lunch 11:15 - 12:00		**Lunch** 11:15 - 12:00	**Foundations Block 2** 12:00 - 2:00	
Group 3 12:15-1:15		**Group 3** 12:15-1:15	**Home Base** 2:00-3:00	
Group 4 1:30 - 2:30		**Group 4** 1:30 - 2:30	**Work Time**	
Home Base 2:35 - 3:00		**Home Base** 2:35 - 3:00		
Office Hour 3:05 - 4:05		**Office Hour** 3:05 - 4:05		

High School All Digital Schedule

**Your student's schedule will be communicated in the coming weeks

Monday	Tuesday	Wednesday	Thursday	Friday
Livestream Academics	**Livestream Academics**	**ArtStream**	**Livestream & Asynchronous Learning**	**Asynchronous Learning**
Period 1 8:55-9:55	**Period 5** 8:55-9:55	**Period 1** 8:55 - 9:45	**Home Base** 8:55 - 9:25	**Home Base** 8:55 - 9:25
Period 2 10:00 - 11:00	**Period 6** 10:00 - 11:00	**Period 2** 9:50 - 10:40	**Office Hour** 9:30 - 10:30	**Asynchronous Learning**
Lunch 11:00 - 11:55	**Lunch** 11:00 - 11:55	**Period 3** 10:45 - 11:35	**Clubs** 10:30 - 11:30	
Period 3 12:00 - 1:00	**Period 7** 12:00 - 1:00	**Lunch** 11:35 - 12:25	**Asynchronous Learning**	
Period 4 1:05 - 2:05	**College & Career** 1:05 - 2:05	**Period 4** 12:30 - 1:20		
Home Base 2:10 - 2:40	**Home Base** 2:10 - 2:40	**Period 5** 1:25 - 2:15		
Office Hour 2:45 - 3:45	**ACPA Hour** 2:45 - 3:45	**Period 6** 2:20 - 3:10		
Work Time	**Work Time**	**Period 7** 3:15-4:05		

ATTENDANCE CONSIDERATIONS FOR REMOTE LEARNING PLANS

Students are expected to attend school Monday through Friday. Ohio attendance laws described below will be in effect and it is critical that students, ACPA staff, and ACPA families work collaboratively to ensure students are in attendance at school - regardless of the learning model. That being said, ACPA recognizes that families may have varying needs, especially in the context of the pandemic. We are here to work with you to ensure that your student is in attendance and has access to education. **If there are barriers to access, illness or circumstances requiring special consideration, contact our Attendance Office immediately by phone or email attendance@artcollegeprep.org.** In digital learning, absences from the school day must still be reported to the Attendance Office.

According to House Bill 166, schools are responsible for enforcing an attendance policy and involving the court system when students become truant. According to state law, school must consider both excused and unexcused absences, when determining whether a student is "excessively absent." When enough unexcused absences are accumulated by a student, the student becomes truant. Requirements for excused absences are below. **Also according to state law, students must be automatically withdrawn from the school after missing 72 consecutive hours of learning opportunities.**

ACPA understands that illness and life events will occasionally prevent students from attending school. The ACPA staff is committed to helping students maintain regular attendance.

ATTENDANCE (CONT.)

All Digital Plan Attendance Policy

1. Students are required to complete all learning opportunities assigned by instructors.

2. Students are required to log into Schoology by 8:55 each day and complete the attendance check on their Home Base **(see page 15)** page.

   a. Students who do not complete the attendance check by 8:55 will receive a call from the attendance office.

3. **Any assignments not completed may result in loss of attendance hours.**

4. If a student is to be absent from school, a phone call (614-986-9974) or email (attendance@artcollegeprep.org) to the attendance office from a parent or guardian is required.

Important Note: Contacting the student's teacher or counselor does not count as contact to the school. The attendance office must be notified.

Excused Absences

The list below outlines reasons for which an absence from school may be excused per Ohio Revised Code 3301 and explains in which cases written verification or communication with ACPA administration is necessary:

- **Student Illness** A physician or mental health professional's written excuse is required if a student is absent from school for 3 or more consecutive days for it to be considered excused. A digital note may be provided via scanned documents or the medical office.

- This policy will be extended beyond 10 days if the student or someone in the student's family is in quarantine due to COVID-19 or experiencing symptoms of COVID-19.

• **Family Illness** Administration may require a physician or mental health professional's explanation of the necessity of the student's absence. A digital note may be provided via scanned documents or the medical office.

• **Quarantine of the Home** Excused absence is limited to the length of the quarantine as determined by the appropriate public health official.

• **Death of a Relative** Excused absence is limited to a period of 3 days in this case. Communication with the administration may result in a longer excused time period.

• **Medical or Dental Appointment** A physician, mental health professional or dental office's written excuse is required in this case. A digital note may be provided via scanned documents or the medical office.

A doctor's appointment does not excuse a student from school **all day** unless proof is shown to merit this. Students are expected to be at school before the appointment, acquire all missed assignments and return after the appointment. Students who fail to have documentation for the entire day will receive an unexcused absence for the total hours missed.

• **Observance of a Religious Holiday** Any student will have an excused absence if the purpose of the absence is to observe a religious holiday consistent with their held religious beliefs.

ATTENDANCE (CONT.)

• **College Visitation** Written verification from the college or university attended is required. College visitations are limited to three per student per year, unless permission is given by the guidance counselor or an administrator for more than three. College visits will not be permitted during midterm week, final exam week or the last two weeks of school.

Remote Learning Related Absences

- Temporary internet outage for individual students or households - as approved by the administration.

- Unexpected technical difficulties for individual students or households, such as password resets or software upgrades occurring at inopportune times, such as during a teacher-led remote learning lesson - as approved by administration.

- Student absence due to COVID-19 until alternative arrangements can be made - as approved by administration.

- Additional flexibilities to support students and families as they engage in remote learning - as approved by administration.

Truancy

In the event a student of compulsory school age is absent, with a non-medical excuse or without a legitimate excuse, for **38 or more hours** in one school month, or 65 or more hours in a school year, the school shall notify the child's parent, guardian, or custodian of the child's absences in writing, within 7 days after the date after the absence that triggered the notice requirement. The district may also refer the student and family to community resources, as appropriate. In the event that the student is absent for 38 hours in a month or 65 hours in a year with medical excuses, the district is not required to notify the students' parents in writing. In the event that the student is under medical care during their absence a parent or guardian must submit a doctor's note within **7 days** of the absence in order for it to be excused medically.

Attendance (Cont.)

Habitual Truancy

ACPA must develop an intervention plan for the student within 14 school days after the student is assigned. The plan is to be aimed at reducing or eliminating further absences. The plan shall be based on the individual needs of the student, but shall state that the School shall file a complaint not later than 61 days after the date the plan was implemented, if the student has refused to participation, or failed to make satisfactory progress on the intervention plan or an alternative to adjudication for being an unruly child or if at any time during the implementation of the absence intervention plan the student is absent without a legitimate excuse for 30 or more consecutive hours or 42 or more hours in one school month.

Mandatory Withdrawal

Any student without a legitimate excuse who fails to attend seventy-two (72) consecutive hours will be automatically withdrawn from the school.

Absence Intervention Plan

Students deemed "habitually truant" in any of these circumstances will be contacted for an absence intervention meeting set up by the school. A parent or guardian is required to attend. Failure to attend this mandatory meeting may result in the school district contacting Children's Services. During this meeting, we will develop an Absence Intervention Plan. Failure to follow and meet the plan requirements will result in the district filing an official complaint in juvenile court.

In order to maximize your child's daily instruction, it is important that they attend school regularly. Please assist the school in making every effort to ensure the attendance of your student.

EXPECTATIONS FOR STUDENTS

Below is a list of student expectations for the All Digital Learning Plan

- Demonstrate online learning etiquette and continue to model ACPA Values and Habits at all times.

- Attend synchronous learning opportunities.

- Follow your school schedule.

- Communicate with ACPA Home Base teacher when unable to meet expectations of school schedule to problem solve challenges and find appropriate solutions.

- Create a space dedicated to learning to the best of your ability.

- Sign into Schoology and school email daily to keep connected.

- Submit assignments in a timely manner, adhering to due dates and deadlines.

- Use Schoology, PowerSchool, Google Suites, and other interfaces to engage in learning daily.

- Follow expectations as outlined in the ACPA Student Handbook.

- Seek help and support when needed.

- Reach out to your teachers or other ACPA staff if you are feeling overwhelmed.

- Collaborate using respectful language and behaviors.

- Use technology as outlined in the Chromebook & Technology Handbook.

- Wear appropriate clothing to synchronous learning opportunities.

- Support each other as we navigate this new way of learning.

- Be patient with yourselves and your instructors - we are all learning together!

HOME BASE

Home Base will be a mandatory class for all ACPA students. The purpose of Home Base is to support students as they navigate their educational experience at ACPA.

- Home Base Teachers will communicate with students and families to ensure digital learning accountability and provide students with increased social and emotional support.

- Home Base teachers will utilize Schoology and PowerSchool to provide up to date information about student performance and progress throughout the school year.

- Students and families are encouraged to continue to communicate with individual classroom teachers, but will receive regular communication and support through Home Base.

- Home Base teachers will ensure that all students and families are able to access online resources including but not limited to Google Accounts, PowerSchool, and Schoology.

- Home Base instructors will serve as a point of contact to ensure regular, quick, and efficient communication between students, families, and ACPA.

- Teachers will also work closely with students to provide strategies for creating efficient and effective schedules and managing their workload.

- Students are expected to check in with HomeBase instructors as indicated on their schedule.

ONE 2 ONE TECHNOLOGY POLICY

New to ACPA will be our One 2 One Technology policy. All ACPA students will be assigned and required to use a borrowed Chromebook for school this year. ACPA students will use the ACPA Google Chromebook for the entirety of the 2020-2021 school year. They will be able to complete all assignments and engage with ACPA community events and activities using this device. Students are expected to complete *all schoolwork* on their *school assigned device*, as there may be updates and programs already downloaded to the device. In the case of the All-Digital Learning Plan - please assume that all clauses related to "in-school activities" refer to your home working environment. Your family will receive a time and date to pick up the device. If you need to arrange a time outside of your time slot, we ask that you communicate with Aaron Wagner at **wagner@artcollegeprep.org** to establish a time that works for your family.

ACPA Chromebook **Handbook** Information and Procedures

Chromebook Check Out

Chromebooks will be distributed in the beginning of the school year. Parents and Guardians must sign and submit the Chromebook Loan Agreement before the Chromebook can be taken home by their student.

Chromebook Check In

Chromebooks will be returned to ACPA during the final weeks of school so they can be checked in for serviceability. If a student transfers or withdraws during the school year, the device must be returned.

Check-In Fines

If a student fails to return the Chromebook and/or accessories at the end of the school year or upon withdrawal from ACPA, the student will be billed for the replacement cost of the Chromebook or accessories. Furthermore, the student will be responsible for the cost to repair any damage.

Care of your Chromebook

The Chromebook is school property. All users will follow this policy and the ACPA Acceptable Use Policy for Technology. Students are responsible for the general care of the Chromebook they have been issued by the school. Any Chromebook that is broken or fails to work properly must be taken to Mr. Wagner for an evaluation of the equipment.

ONE 2 ONE TECHNOLOGY POLICY (CONT.)

General Care

Use only a soft, lint-free microfiber cloth to clean the screen. Avoid getting moisture in openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.

1. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of ACPA.
2. Chromebooks must never be left in an unlocked locker, unlocked car, or any unsupervised area or bag.
3. Students are responsible for keeping the Chromebook charged.
4. Excessive pressure on the Chromebook screen may cause damage. Avoid leaning on top of the Chromebook or placing anything on top of it. Placing too many items in a carrying case or backpack could also put too much pressure on the screen.
5. To prevent damage, a Chromebook should not be near food and drink.
6. Keep the Chromebook out of extreme temperatures, away from hot or cold surfaces, and away from water or dampness. Freezing conditions will damage components and impact battery life.
7. The Chromebook is provided for the sole use of the student to which it is assigned. Do not loan out the Chromebook or charger to other individuals.
8. Keep the Chromebook off the floor where it could be stepped on or tripped over.
9. Do not disassemble or attempt to do any physical repairs to the Chromebook.

Technology Support

Technology support for devices will be available through ACPA. Reach out to Aaron Wagner at wagner@artcollegeprep.org for assistance.

Personalization

Students will have the ability to customize their Chromebook (screen background). You may personalize your lock screen and home screen with appropriate media. The presence of guns, weapons, alcohol, drug and gang-related symbols or pictures are not permitted per school/district policies unless related to academic purposes. The presence of pornographic materials or inappropriate language is not permitted per school/district policies. You are required to use your Google password to protect your Chromebook and keep the password confidential. At any time, a school administrator may request your password to access this district-owned device.

ONE 2 ONE TECHNOLOGY POLICY (CONT.)

Protecting Your Data and Files

It is recommended that students regularly backup data to Google Drive. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Do not expect that files stored on your Chromebook will be private. ACPA may review your files and communications at any time to ensure you are using the Chromebook appropriately. Students are responsible for the appropriateness of all files, data, and internet history on their Chromebook. Students are not to take photos or videos of other students or staff without their permission. The possessing, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden. Students are not to access another individual's materials, information, or files without permission.

Instructional Use

Students are responsible to bring their Chromebook to school every day. If they do not have it, the student must complete all work as if it were present. Students may face disciplinary consequences for forgotten devices. Students are to bring their Chromebook to school fully charged every day. It is the student's responsibility to have sufficient battery life for their expected use while at school. Limited access to a charging station will be available in designated areas. Updates to Apps and software are released periodically. It is both the student's and the school's responsibility to keep their device updated and synced prior to class.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds/headphones are the responsibility of the student and will only be permitted before or after school or during lunchtime in the cafeteria. Earbuds/headphones may be used in the classroom based only upon individual teacher approval.

ONE 2 ONE TECHNOLOGY POLICY (CONT.)

Acceptable Use

The use of ACPA's technology resources is a privilege, not a right. The privilege of using the technology resources provided by ACPA is not transferable or extendable by students to other people or groups (such as siblings) and terminates when a student is no longer enrolled. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. The ACPA Code of Conduct from the Student Handbook shall be applied to student infractions. Students may not jailbreak, modify, or in any other way tamper with the Chromebook's operating system. Removing any or all installed Profiles is strictly forbidden. Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved. Students will be responsible for the entire cost of repairs or replacement of Chromebooks that are damaged intentionally, stolen, or lost. A Chromebook that is stolen must be reported immediately to Mr. Wagner. The administration, technology department, and/or the appropriate police agency will conduct a full investigation and report.

Chromebook Loan Agreement

Parents/guardians and students must sign and submit the Chromebook Loan Agreement before the Chromebook can be taken home by their student. *This form will be sent home digitally via PowerSchool.* In the case of the All-Digital Learning Plan - please assume that all clauses related to "in-school activities" refer to your home working environment.

One Google Chromebook, charger, and cable are lent to the student and are in good working order. It is the student's responsibility to care for the equipment at all times.

This equipment is, and at all times remains, the property of ACPA and is herewith lent to the student for educational purposes only for the academic school year.

Identification labels have been placed on the Chromebook. These labels are not to be removed or modified.

STUDENT EXPECTATIONS
- Students will follow the expectations outlined in the Chromebook Handbook.
- Students will keep their Chromebooks protected at all times.
- Students will immediately return the Chromebook and accessories in good working condition upon request or prior to withdrawal from ACPA.
- Students accept responsibility for their school issued Chromebook at all times.
- Students acknowledge that the Chromebook Handbook is to be used as a guide and does not attempt to address every required or prohibited behavior by its users.
- Students will be responsible for repair or replacement costs as specified in the Chromebook Handbook

PARENT/GUARDIAN AGREEMENT
- Parents/guardians will be responsible for the Chromebook repair or replacement costs as specified in the Chromebook Handbook.
- Parents/guardians acknowledge that they and their student are to follow the expectations in the Chromebook Handbook and that a violation of these guidelines could result in the student facing disciplinary action.
- Parents/guardians will be responsible for monitoring student's use of the internet while the student is not at school.
- Parents/guardian agrees to immediately return the Chromebook and accessories in good working condition upon request or prior to withdrawal from the school district.
- Parents/guardian acknowledges that the Chromebook Handbook is to be used as a guide and does not attempt to address every required or prohibited behavior by its users.

By signing the ACPA Chromebook Parent/Guardian Agreement, the parent/guardian and student agree to the above terms.

Printed Parent/Guardian Name:_____

Signature:_____Date:_____

Printed Student Name: _____

Signature:_____Date:_____

ACPA Macbook Handbook of Information and Procedures (Digital Art Students)

Receiving your MacBook

MacBooks and accessories will be distributed in the beginning of the school year. Parents and Guardians must sign and submit the MacBook Loan Agreement before the MacBook can be taken home by their student. In the case of the All-Digital Learning Plan - please assume that all clauses related to "in-school activities" refer to your home working environment.

MacBook Check In

MacBooks and accessories will be returned to ACPA during the final weeks of school so they can be checked in for serviceability. If a student transfers or withdrawals from ACPA during the school year, the device must be returned.

Check-In Fines

If a student fails to return the MacBook and/or accessories at the end of the school year or upon termination of enrollment at ACPA, the student will be billed for the replacement cost of the MacBook or accessories. Furthermore, the student will be responsible for the cost to repair any damage.

Care of your MacBook

The MacBook is school property and all users will follow this policy and the ACPA Acceptable Use Policy for Technology. Students are responsible for the general care of the MacBook they have been issued by the school. Any MacBook that is broken or fails to work properly must be taken to Mr. Wagner for an evaluation of the equipment.

MacBook Policy (Cont.)

General Care

Use only a soft, lint-free microfiber cloth to clean the screen. Avoid getting moisture in openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the MacBook.

1. MacBook must remain free of any writing, drawing, stickers, or labels that are not the property of ACPA.
2. MacBook must never be left in an unlocked locker, unlocked car, or any unsupervised area or bag.
3. Students are responsible to keep the MacBook charged.
4. Excessive pressure on the MacBook screen may cause damage. Avoid leaning on top of the MacBook or placing anything on top of it. Placing too many items in a carrying case or backpack could also put too much pressure on the screen.
5. To prevent damage, a MacBook should not be near food and drink.
6. Keep the MacBook out of extreme temperatures, away from hot or cold surfaces, and away from water or dampness. Freezing conditions will damage components and impact battery life.
7. The MacBook is provided for the sole use of the student to which it is assigned. Do not loan out the MacBook or charger to other individuals.
8. Keep the MacBook off the floor where it could be stepped on or tripped over.
9. Do not disassemble or attempt to do any physical repairs to the MacBook

Technology Support

Technology support for devices will be available through ACPA. Reach out to Aaron Wagner at wagner@artcollegeprep.org for assistance.

MACBOOK POLICY (CONT.)

Personalization

Students will have the ability to customize their MacBook (screen background). You may personalize your lock screen and home screen with appropriate media. The presence of guns, weapons, alcohol, drug and gang-related symbols or pictures are not permitted per school/district policies unless related to academic purposes. The presence of pornographic materials or inappropriate language is not permitted per school/district policies.

Protecting Your Data and Files

It is recommended that students regularly backup data to Google Drive. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Do not expect that files stored on your MacBook will be private. ACPA may review your files and communications at any time to ensure you are using the MacBook appropriately. Students are responsible for the appropriateness of all files, data, and internet history on their MacBook. Students are not to take photos or videos of other students or staff without their permission. The possessing, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden. Students are not to access another individual's materials, information, or files without permission.

Instructional Use

Students are responsible to bring their MacBook to school every day. If they do not have it, the student must complete all work as if it were present. Students may face disciplinary consequences for forgotten devices. Students are to bring their MacBook to school fully charged every day. It is the student's responsibility to have sufficient battery life for their expected use while at school. Limited access to a charging station will be available in designated areas. Updates to Apps and software are released periodically. It is both the student's and the school's responsibility to keep their device updated and synced prior to class.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds/headphones are the responsibility of the student and will only be permitted before or after school or during lunchtime in the cafeteria. Earbuds/headphones may be used in the classroom based only upon individual teacher approval.

Acceptable Use

The use of ACPA's technology resources is a privilege, not a right. The privilege of using the technology resources provided by ACPA is not transferable or extendible by students to other people or groups (such as siblings) and terminates when a student is no longer enrolled. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. The ACPA Code of Conduct shall be applied to student infractions. Students may not jailbreak, modify, or in any other way tamper with the MacBook's operating system (iOS). Removing any or all installed Profiles is strictly forbidden. Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved. Students will be responsible for the entire cost of repairs or replacement of MacBooks that are damaged intentionally, stolen, or lost. A MacBook that is stolen must be reported immediately to Mr. Wagner. The administration, technology department, and/or the appropriate police agency will conduct a full investigation and report.

MacBook Loan Agreement

Parents/guardians and students must sign and submit the MacBook Loan Agreement before the MacBook can be taken home by their student. *This form will be sent home digitally via PowerSchool.* In the case of the All-Digital Learning Plan - please assume that all clauses related to "in-school activities" refer to your home working environment.

One MacBook and charger are lent to the student and are in good working order. It is the student's responsibility to care for the equipment at all times.

This equipment is, and at all times remains, the property of ACPA and is herewith lent to the student for educational purposes only for the academic school year. Identification labels have been placed on the MacBook. These labels are not to be removed or modified.

STUDENT EXPECTATIONS
- Students will follow the expectations outlined in the MacBook Handbook.
- Students will keep their MacBook protected at all times.
- Students will immediately return the MacBook and accessories in good working condition upon request or prior to withdrawal from ACPA.
- Students accept responsibility for their school issued MacBook at all times.
- Students acknowledge that the MacBook Handbook is to be used as a guide and does not attempt to address every required or prohibited behavior by its users.
- Students will be responsible for repair or replacement costs as specified in the MacBook Handbook

PARENT/GUARDIAN AGREEMENT
- Parents/guardians will be responsible for the MacBook repair or replacement costs as specified in the MacBook Handbook.
- Parents/guardians acknowledge that they and their student are to follow the expectations in the MacBook Handbook and that a violation of these guidelines could result in the student facing disciplinary action.
- Parents/guardians will be responsible for monitoring student's use of the internet while the student is not at school.
- Parents/guardian agrees to immediately return the MacBook and accessories in good working condition upon request or prior to withdrawal from the school district.
- Parents/guardian acknowledges that the MacBook Handbook is to be used as a guide and does not attempt to address every required or prohibited behavior by its users.

By signing the ACPA MacBook Parent/Guardian Agreement, the parent/guardian and student agree to the above terms.

Printed Parent/Guardian Name:_____

Signature:_____Date:_____

Printed Student Name: _____

Signature:_____Date:_____

Safety Protocols

When students and or staff are in the building, safety protocols will be in place, taught to all members of our community, and continually revisited and practiced. Below are the basic safety protocols that ACPA will follow. These guidelines were developed with guidance from the Ohio Department of Education, the Ohio Department of Public Health, and the Centers for Disease Control's Considerations for School.

Daily Health Assessment for Students and Staff

Each day, families will be asked to assess their students health for the following symptoms:

- Fever or chills
- Difficulty Breathing
- Muscle or body aches
- Congestion or runny nose
- Cough
- Fatigue
- Headache

- Diarrhea
- Loss of taste or smell
- Sore throat
- Nausea
- Vomiting

Students and staff should stay home if they are experiencing any symptoms listed above, or if they have a temperature of 99.9° or higher.

ACPA will monitor temperatures as students enter the building each day. Students and staff will enter school via multiple entry points, and will not be allowed to enter the building until their temperature is verified.

SAFETY PROTOCOLS (CONT.)

Enhanced Safety Precautions

1. Masks required for everyone in the building

2. Temperature check upon entry for everyone

3. Physical distancing of at least 6 feet at all times

4. Increased time for handwashing

5. Hand sanitizer stations throughout the building

6. Breakfast and Lunch space expanded to other areas

7. Rigorous and routine classroom and common space sanitation

8. Enhanced disinfection of high touch surfaces

9. Signs and messaging present throughout the building

10. No shared student supplies

11. No field trips until further notice

12. Lockers unavailable

13. Dance changing room unavailable

14. No visitors or volunteers

15. Specific safety procedures established for each classroom.

Face Covering Expectations In the Building

Students 7-12

Masks are required on the bus, in the hall, and in classrooms. Students will be provided with mask breaks when possible.

Staff

Masks are required at all times. The teacher may remove the mask while wearing a face shield, or in an appropriate mask break scenario.

Parents/Guardians

Masks are required upon entry into ACPA.

ACPA Masks

Students will be provided with ACPA cloth masks. These masks are to be taken home and cleaned after one use. Best practice is to clean a mask after wearing it during the school day. Extra masks will be kept at the school and provided in the case a student or staff member forgets a mask.

Medical Exemptions

Exemptions for masks will be considered with written documentation from a physician.

Safety Protocols (Cont.)

Exhibiting Symptoms at ACPA

If a student or staff member at ACPA begins to exhibit symptoms of COVID-19 while present in the building, they will be immediately isolated until they are able to leave the building.

Notification of Exposure to COVID-19 at School

ACPA will notify families if their student was exposed to someone who has tested positive for COVID-19. Immediate exposure families will be contacted first.

Quarantine for Individuals Diagnosed or Exposed to COVID-19:

If an individual tests positive for COVID-19, pursuant to Ohio Department of Health guidelines, families, caregivers and staff are to notify ACPA immediately if they have been exposed to COVID-19 or if they, or any members of their households, have been diagnosed with or presumed to have COVID-19. They also should notify the school if they are quarantined. Staff and students with known exposure to someone with diagnosed or presumed COVID-19 must self-quarantine at home for 14 days. Staff or students who travel to a location with known community spread may choose to self-quarantine at home for 14 days.

School absence policies will reflect these procedures and not penalize students and personnel for required quarantine period(s).

Remote learning plans will be available for all students who are absent for a significant time period to ensure they may continue engaging in learning.

ACPA will work with the Franklin County Public Health Department (FCPH) on COVID-19 surveillance activities by tracking attendance and notifying FCPH of significant increases in absenteeism.

Staff and students with confirmed or presumed COVID-19 must meet conditions prescribed by the Ohio Department of Health and their local health departments prior to returning to school. These conditions may change frequently, and ACPA will maintain frequent communication with FCPH regarding these guidelines.

Positive COVID-19 Response

School Re Entry for Individuals with COVID-19:

Individuals with a positive or presumed COVID-19 diagnosis must be isolated for **10 Days** before returning to school. Individuals must also be fever free without medication for **72 hours,** and 100% symptom free before returning to school.

School Re Entry for Individuals Exposed to COVID-19:

Family members, staff, and students exposed to COVID-19 must be **symptom free** in order to return to school. Additionally, anyone exposed to COVID-19 will be **quarantined** for **14 days** before returning to school.

DECISION-MAKING PROCEDURES

The safety of individuals and our community is our first priority when developing structures, policies, and implementation of learning models. We will base decisions on the best data and information provided by the State of Ohio, Centers for Disease Control, Ohio Department of Public Health, and Ohio Department of Education to keep our students and community safe. As further research and findings of COVID-19 are made available, we will adjust and implement practices and precautions to ensure the welfare and safety of our students and community.

Ohio to COVID-19 Risk Level Guidelines for the Public			
FRANKLIN COUNTY COVID RISK LEVEL 1	FRANKLIN COUNTY COVID RISK LEVEL 2	FRANKLIN COUNTY COVID RISK LEVEL 3	FRANKLIN COUNTY COVID RISK LEVEL 4
Public Emergency Active exposure and spread. Follow all current health orders.	**Public Emergency** Increased exposure and spread. Exercise high degree of caution. Follow all current health orders.	**Public Emergency** Very high exposure and spread. Limit activities as much as possible. Follow all current health orders.	**Public Emergency** Severe exposure and spread. Only leave home for supplies & services. Follow all current health orders.

ACPA School-Based Instruction Options		
All-In Schedule: All staff and students will report to school daily for instruction while following enhanced hygiene protocols	**Hybrid Schedule:** A determined percentage of the school's student population will be in attendance every school day.	**All Digital Schedule:** All students and staff are assigned to work/learn from home

Synchronous and Asynchronous

The chart below provides *purposes for* synchronous and asynchronous sessions. These are *examples* and not an exhaustive list.

	Synchronous Learning	Asynchronous Learning
Definition	Synchronous learning is remote learning where everyone from a given group is online at the same time using tools such as Zoom, Google Meet, and/or Schoology Conferences.	Asynchronous learning is remote learning where students access pre-recorded lessons or independent learning tasks.
What does this look like?	Engaging students in discussions to ensure understanding of information. Previewing or explaining assignments or expectations of learning tasks. Answering student questions about one of the recorded lessons. Conducting small group instruction. Modeling or sharing examples of final products. Checking in with students regarding their social emotional wellness, building community, and establishing personal connections.	Viewing recorded instructional videos of lessons in a content area. Completing independent learning tasks and assignments. Working on projects collaboratively with other students. Listening to read alouds and answering questions. Engaging in online discussion by reading and posting responses (i.e. via Schoology, Padlet, Flipgrid, EdPuzzle) Reading posted literary selections and responding. Responding to and collecting student work. Recordings of performances submitted by students.

Resources

Intervention & Specialized Services

- ACPA will continue to provide services to meet state and district guidelines.
- ACPA will provide specific and general support for students.
- Related Services (Speech, Occupational Therapy, etc.) are available.
- Accommodations will continue to be provided. (examples: extra time to complete assignments, modification of tasks)
- Testing accommodations will continue to be provided (extra time, retakes, etc.)
- Standardized testing accommodations will be provided as information is released about how tests will be administered.
- Intervention specialists will collaborate with school counselors for students experiencing difficulties with social challenges due to change in school model and other needs.
- Intervention specialists will collaborate with classroom teachers to ensure delivery of services and that accommodations are being provided appropriately.
- Parents and Guardians will have access to the Intervention Team for concerns/questions via direct phone and email.
- Progress towards specific goals will continue to be provided quarterly to Parents & Guardians.
- Evaluation Team Reports (ETRs) will be updated to stay current through a review of records via video conferencing.
- Plans may change based on changes in current conditions or state mandates, but priority will still be placed on providing support for student learning and social/emotional.

Intervention & Specialized Services (Cont.)

Middle School

Students with IEPs

1. Weekly check-ins with students via video conferencing (or more frequently)
2. Small Group video conferencing with students
3. Student Self-Reflection form to provide insight into specific student needs
4. Monitoring of progress towards specific goals.

Students with 504 Plans

1. Updated plans as needed to keep documentation current and provide and modify accommodations and supports as needed
2. Bi-Weekly or Monthly check-ins as needed to provide support

High School

Students with IEPs

1. Weekly check-ins with students via video conferencing (or more frequently)
2. Small Group video conferencing with students
3. Student Self-Reflection form (How I'm Doing) to provide insight into specific student needs
4. Monitoring of progress towards specific goals.

Students with 504 Plans

1. Updated plans as needed to keep documentation current and provide and modify accommodations and supports as needed
2. Bi-Weekly or Monthly check-ins as needed to provide support

INTERVENTION & SPECIALIZED SERVICES (CONT.)

Contact Information

Holly Haines - Middle School   Phone: 614 636 6965
Email: **haines@artcollegeprep.org**

Kim Hood - High School   Phone: 614 636 6145
Email: **hood@artcollegeprep.org**

TED Otting - High School   Phone: 614 382 0877
Email: **otting@artcollegeprep.org**

Intervention Support for Parents and Guardians

- Parents and Guardians are encouraged to contact their student's case manager via phone or email if there are any questions or concerns.

- Help your student develop a specific routine that includes organizing materials, attending class, checking assignments and projects daily, and regularly checking-in with teachers and Intervention Staff for assistance and updates.

- Encourage your student to reach out to their teachers and Intervention Team if they have questions about content or challenges in completing work tasks.

- Encourage your student to seek out assistance and make use of their accommodations if they are having difficulties with their work.

- If your student is expressing challenges please make Intervention Staff aware as soon as possible.

SCHOOL COUNSELING AND COLLEGE & CAREER PLANNING

Mental Health Services

- Want to speak to your counselor? Send an email or use Google Voice to your counselor, Ms. Ruff or Ms. Zimmer
- To schedule a counseling session: Contact your counselor and we will do a preliminary assessment to determine the best course of action:
    - If on-going counseling is needed, we can schedule regular meetings with your school counselor
    - More long-term counseling could result in a referral to either the Huckleberry House or Nationwide Children's Hospital
    - ACPA has school-based clinicians from both organizations that work specifically with our students to serve our students' needs
    - Counseling sessions are conducted virtually or by phone.
- Immediate crisis: If you are a student and this is a mental health emergency, please call 911 or have someone drive you to the emergency department at Nationwide Children's Hospital (ages 14 and younger) or the Ohio University (ages 15 and older). If you or someone you know is having suicidal thoughts, you can call or direct them to the Franklin County Youth Psychiatric Crisis Line at (614) 722-1800, the National Suicide Prevention Lifeline at 1-800-273-TALK (8255), or text the Crisis Text Line by texting "START" to 741-741.

College and Career Planning

- College and career curriculum aligned to various post-graduation plans and differentiated based on grade level will be delivered in all education models.
- Seniors are expected to meet individually with their School Counselor and/or a representative from a partner agency to plan for post-graduation and receive individualized assistance.
- Refer to ACPA Counseling page for updated resources on:
    - College visits
    - Updated college application process
    - Important deadlines
    - College Fairs
- Attend live college career sessions on Tuesday during designated times
- View pre-recorded sessions available on ACPA Counseling page

Contact Information

Jen Ruff - grades 7, 8, & 12   Phone: 614 636 5353
                                                        Email: ruff@artcollegeprep.org

Tara Zimmer - grades 9, 10, & 11   Phone: 614 636 3178
                                                        Email: zimmer@artcollegeprep.org

Equity and Access

ACPA is committed to providing an equally engaging, progressive, safe, and inclusive learning opportunity for all students. ACPA will do everything in their power to provide your student and family with necessary supplies and technology to be successful this school year. Below you will find a list of resources that may help as you encounter challenges throughout the school year. The ACPA staff is *always available* to problem-solve with you - it is one of our values after all - and we strongly encourage you to reach out with any questions, concerns, or needs. We are in this together.

Support Services

ACPA invites you to contact staff members with questions or concerns. Please know that staff's primary method of communication is email, but you may also reach out by calling the school phone number or individual staff members Google Voice phone numbers during the school day.

Attendance	Phone: 614 986 9974 attendance@artcollegeprep.org
Intervention Specialists	
Holly Haines - Middle School	Phone: 614 636 6965 Email: haines@artcollegeprep.org
Kim Hood - High School	Phone: 614 636 6145 Email: hood@artcollegeprep.org
Ted Otting - High School	Phone: 614 382 0877 Email: otting@artcollegeprep.org
School Counselors	
Jennifer Ruff - grades 7, 8, & 12	Phone: 614 636 5353 Email: ruff@artcollegeprep.org
Tara Zimmer - grades 9, 10, & 11	Phone: 614 636 3178 Email: zimmer@artcollegeprep.org
Food Security and Resources Coordinators	
Kati Nelson & Emily Collins	Phone: 614 986 9974 Email: nelson@artcollegeprep.org Email: collins@artcollegeprep.org
Homeless Liaison	
Jennifer Ruff - grades 7, 8, & 12	Phone: 614 636 5353 Email: ruff@artcollegeprep.org
Chromebooks and MacBooks	
Aaron Wagner	Phone: 614 986 9974 Email: wagner@artcollegeprep.org
PowerSchool and ACPA Email	
Sarah Fingerhut - Middle School	Phone: 614 986 9974 Email: fingerhut@artcollegeprep.org
Amanda Waluzak - High School	Phone: 614 986 9974 Email: waluzak@artcollegeprep.org

Low Cost Internet

Lifeline

Lifeline provides up to a $9.25 monthly discount on wireless or wired Internet connections. To see if you are eligible, apply at https://www.lifelinesupport.org

For more information go to the FCC's website:
https://www.fcc.gov/consumers/guides/lifeline-support-affordable-communications

AT&T

AT&T provides high-speed home Internet for $10 a month. They are currently providing two free months of service for new customers. AT&T is also waiving all home Internet overage fees.

For more information visit their website.
https://digitalyou.att.com/low-cost-internet/?utm_source=highspeedinternet.com&utm_medium=affiliate&clreqid=62882152-72f9-4f46-accc-24c4daa38d79

Comcast

Comcast provides high-speed home Internet for $9.95 plus tax a month. They have a no term contract and no credit check is required.

For more information visit their website.
https://www.internetessentials.com/

Spectrum

Spectrum provides high-speed Internet for $15 a month. Their plan includes a free Internet modem, no data caps, and no contract. There is an option for in-home Wi-Fi for an extra $5 a month.

For more information visit their website.
https://www.spectrum.com/browse/content/spectrum-internet-assist.html

For additional questions or help please reach out to wagner@artcollegeprep.org.

Ohio WiFi Hotspot locations

https://innovateohio.gov/wps/portal/gov/innovate/news/news-and-events/04042020

School and Library WiFi Maps By Region

https://www.dropbox.com/sh/uajdsqazgxuphzt/AAAzPRWv6wm6giOtFTXzSlF6a?dl=0

Mid-Atlantic Equity Consortium (MAEC)

https://maec.org/covid-19/

Food and Resource Security

Whole Child Nutrition

http://education.ohio.gov/Topics/Reset-and-Restart/Whole-Child-Nutrition

Mid-Ohio Foodbank

https://www.midohiofoodbank.org/

The Children's Advocacy Project

https://cap4kids.org/columbus/food/now/

Hands On Central Ohio Foodline Details Page

https://www.foodpantries.org/li/handson-central-ohio-foodline

Nationwide Children's Hospital

https://www.nationwidechildrens.org/specialties/behavioral-health

Counseling Services Huckleberry House
http://huckhouse.org/programs/counseling-services/

National Suicide Prevention Hotline

1-800-273-8255

Frequently Asked Questions

When is the first day of school?
The first day of school is **September 1, 2020.**

How often is my student expected to "attend school" in the all digital model?
Your student is expected to follow the school schedule published in this manual. Students are expected to engage with school 5 days a week in the All-Digital Model.

Will every student use an ACPA laptop this year?
Yes! ACPA is going to a One 2 One Technology policy this year. Each student will be expected to complete all schoolwork on an ACPA device.

How will my student know what supplies to purchase for the school year?
A detailed supply list will be provided before school begins. Any supplies that need to be picked up at ACPA (technology) will be available to pick up during assigned time slots.

How will my student be supported in career and college readiness?
Students will engage in College and Career Readiness as well as the College Liftoff and Career Exploration classes.

Will ACPA be providing counseling and other wellness services?
Absolutely! ACPA School Counselors will be made available. Students may also be referred to outside counseling services.

Is Professional Development being offered to teachers to assist with these new models of education?
Teachers are engaging in extensive training and learning opportunities.

How will we be notified if our student has been exposed to COVID-19?

The school will notify students immediately after learning of a possible exposure. Families with high risk of exposure will be contacted first.

Will intervention and specialized services be available in the all-digital learning models?

Students will have access to intervention and specialized services in the all-digital models.

What happens if a student or staff member tests positive for COVID-19 during the school year?

Individuals must be isolated for 10 Days before returning to school. Individuals must also be fever free without medication for 72 hours, and 100% symptom free before returning to school.

How will students engage socially in an all-digital model?

Students will have access to clubs, supervised social opportunities, and school performances!

What opportunities does the community have to engage in ACPA events?

ACPA will be featuring various formats to engage the community including but not limited to ACPA Hour and Friday Night Live! We look forward to sharing more details as they become available!