

The Center for Creativity, Innovation and Discovery

Continuity of Education Plan Policy

The Center for Creativity, Innovation and Discovery, (CCID) has created the enclosed policy to ensure Continuity of Education for all students.

1) School Name: The Center for Creativity, Innovation and Discovery (CCID)
170 West Spring Creek Parkway, Providence, Ut, 84332

Contact Information: Laura Banda, Executive Director, w 435-258-7097, c 661-433-9454

2) *Ensure all students will have equal access to the learning and required materials, including technology.*

CCID will ensure all students have access to technology needs during online access learning periods. If needed, CCID will loan school computers to families for the duration of the online distance learning program, up to one school year. Parents will sign a CCID memorandum of understanding agreeing that if the loaned technology is lost or broken during the loan period, the family will be responsible for replacement or repayment. Additionally, CCID will work with local wifi carriers to ensure families can access wifi from their homes. Should activities require a paper follow up, a scanned image will be enclosed with online learning lessons and physical packet pick-ups will be coordinated for students to have access to the activity should they not have printer capability at home.

3) *Ensure the online learning system can effectively support the schools different learning and teaching needs, including the ability to provide differentiated instruction as well as one-on-one support for students who need it. Regardless of where the learning is happening, supports identified on a student's Individualized Education Program (IEP) must be provided if the LEA is operating.*

CCID will ensure all students have access to educational platforms to support their learning needs. Live and taped educational lessons will be posted daily, as well as established times for live daily teacher contact. Individualized student support will be available as needed via online format that supports video learning, e.g. Zoom, Google Classroom, etc. Students who have an Individualized Education Program (IEP) will receive service and support for their educational goals via the same format as general educational peers, live and taped lessons, hard copies of activities and access to individual teacher support so long as the school is operating. Special education teachers will also check-in via telecon and / or video conferencing with students and families to ensure students' needs are being met.

4) *Provide training to staff, students, and parents and guardians on how the system works and what expectations the LEA has.*

CCID will ensure that staff, students and parents/guardians will have training regarding accessing the online learning program. Training will be delivered in multiple formats, including written handout and video demonstrations. CCID will designate a single point of contact for technology support for parent

needs. CCID will publish online distance learning expectations to staff, students and parents and guardians. During online distance learning staff will work primarily remotely. They will maintain access to the building, unless it is deemed unsafe by state or health officials.

5) ***Maintain the ability to track the attendance of both students and staff.***

CCID shall abide by Utah Administrative Code R277-419 even if parts of the code are not listed explicitly in this policy.

The Executive Director will submit to the State Superintendent the School's accountability report, a clearing house report, and other state-mandated reports as requested by the State Superintendent. *(UT Admin Code - R277-419-3)*

The School shall use all of the following continuing enrollment measures to track student attendance. All measures shall be documented by the teacher through attendance in the Student Information System (SIS) and the School's Learning Management System (LMS):

Student on-line learning participation shall be recorded and verified by the teacher in the LMS daily;

Required participation in enrolled courses in the LMS shall be synced in the SIS by the teacher and verified by the Registrar (Office Manager); and

Parents will be required to report any excused absences electronically.

The School shall document each student's continued enrollment status in compliance with the continuing enrollment measures at least once every ten consecutive school days.

The School shall appropriately adjust and update student membership records in the student information system for students that did not meet the continuing enrollment measures.

Active Online Attendance participation shall be defined as:

Student attendance in an online course is defined as active participation in the course. Students should log in daily or participate multiple times each week. Attendance will be documented daily in the LMS and updated weekly in the school SIS. Teachers and the Registrar will coordinate to verify the weekly syncing of the LMS to the SIS. Participation for attendance purposes can include any of the following activities in a day:

- Completing Daily Attendance Check-In assignment
- Submitting assignments,
- Participating in a online or face-to-face discussion,
- Joining a live interactive meeting,
- Attending a course session on site,
- Participating in small group instruction live or online, or

- Communicating with the instructor by email, feedback, live online, face-to-face, or phone.

Students or parents aware of necessary absences must inform the teacher and front office with as much advance notice as possible in order to make appropriate arrangements. These absences should be reported through email;

Any student absent 25 percent or more of an online course (i.e., unexcused, unresolved, or unaddressed absences during three (3) or more weeks of an 11-week term or twenty (20) unexcused absences throughout a semester) may not receive completion credit for that course. If students are struggling to complete assignments or participate in a course, they should contact their teacher immediately so intervention plans can be formulated; and

Any student who has not actively participated in an online class for longer than 10 days will be administratively withdrawn from the class and will receive a "W" on their transcript. To be counted as actively participating, it is not sufficient to log in and view the course; the student must be participating in the online courses as described above.

6) *Ensure the systems in use are secure and will not allow for the release of protected student or staff information.*

CCID will follow established FERPA and PPRA rules and regulations in protection of student and staff information. Parents will be asked to provide written prior approval for their students to participate in two-way and open class audio and visual video exchange. Open class discussions that include live video streaming, e.g. Zoom, Google Classroom, etc. as well as video submission of classwork. Open two-way and open class audio and visual video exchange will only be available for student to student communication during teacher monitored class time. If a parent/guardian does not grant parent permission for two-way and open class audio and visual video exchange, the student will be allowed to participate via audio only during the same designated class time/activity.

7) *Maintain the ability to provide school meals, which can include mobile options.*

During the online distance learning program, CCID shall provide student lunches in accordance with National School Lunch Program, (NSLP) rules and regulations. It is CCID's goal to maintain nutritional support to all of our students during online distance learning program time. Depending on the reason for Continuity of Education plan release, will determine how school lunches will be provided to students, e.g. Grab and Go curbside pick-up, community drop locations, etc. Should there be a collection of fees required CCID will follow NSLP program recommendations and guidelines.