



DISTANCE LEARNING AMENDMENT to the Student Handbook

Created: 7-27-2020

Due to the current and unprecedented circumstances surrounding COVID-19 and the use of Distance Learning, the following amendment was created to supplement the traditional student handbook above.

Additional Support For Parents/Guardians

Etoile Academy learned a lot about ensuring our virtual learning environment is engaging, rigorous, and personalized for students over the spring and summer virtual learning programs. However, we still need your help to ensure our students find ways to make online learning work for themselves while also prioritizing their health, safety and wellness. For most, this will mean:

- Creating a daily routine, with significant protected time for school work and virtual classes;
- Finding a low-distraction physical space within your home;
- Being particularly mindful of their coursework and upcoming assignments;
- Regularly checking for course announcements and other communications from teachers;
- Reaching out to their teachers and other school staff when they face issues - academic or otherwise; and
- Establishing informal support structures (e.g., a set of study partners).

Attendance

As the Student Handbook above explains, student attendance is critical for academic success. While we understand there may be barriers to attending distance learning, we have support in place to ensure daily attendance from all students. Please carefully review the items below and reach out for additional support to our Office Manager (713) 306-0566.

1. Technology issues do not count as an excused absence unless a parent communicates directly with the office staff or student's advisor.
2. Students with technology issues (including lost access to Wifi) will be given support by the Director of Operations (Joshua Williams).
3. If students (with help from Etoile Academy) cannot resolve the issue after 3 days, they should attend virtual learning at school in order to receive credit and not incur additional absences.
4. Pre-arranged absences need to be approved by a parent and communicated to the main office a minimum of 24 hours in advance.
5. Illness needs to be reported to the attendance office or student's advisor immediately to the main office by the parent/guardian and no later than 9:00 AM on the day classes will be missed.
6. Parents/guardians should report absences to the Attendance Office via the voicemail and/or email (713) 306-0566 or llagunas@etoileacademy.org.



7. Technology support is available by phone and on-campus. Walk-in appointments are available Monday through Friday from 8:00-10:00am and by appointment through the Director of Operations (832-774-5735 and jwilliams@etoileacademy.org) and Office Manager (713-306-0566 or llagunas@etoileacademy.org).

Altered Weekly Schedule

To ensure students have the most effective online learning experience, we have redesigned our weekly schedule to optimize the amount of live synchronous learning and asynchronous independent work that students have each week. During our distance learning timeframe, we will use the following schedule for a “normal” week:

Activity	Start Time
Wake Up, Get Ready	7:00 AM
Morning Advisory (Google Meets)	8:30 AM - 9:00AM
Intervention Class (Google Meets)	9:00 AM - 10:00 AM
Math/Science Coursework (Google Classroom)	10:00 AM - 11:00 AM
ELA/SS Coursework (Google Classroom)	11:00 AM - 12:00 AM
Lunch	12:00 AM - 12:30 AM
Electives Coursework (Google Classroom)	12:30 PM - 1:00 PM
Math/Science Office Hours (Google Meets)	1:00 PM - 1:45 PM
ELA/SS Office Hours (Google Meets)	1:45 PM - 2:30 PM
Electives Office Hours (Google Meets)	2:30 PM - 3:15 PM
Tutoring (Google Meets)	3:15 PM - 4:15 PM
Clubs (Student council, coding, mindfulness, Fin Lit, etc.)	3:15 PM - 4:15 PM
END of DAY	4:15 PM



Student Supports

In addition to your instructors, there are many resources to help you personally and academically. In particular:

Special Education (Mrs. Kwasikpui): Mrs. Kwasikpui will be working with all teachers to ensure that all special education services are provided in the virtual context. She will ensure that all students receive needed accommodations and modifications. She will also hold office hours and additional support times for students. Parents with any questions about special education services should contact Mrs. Kwasikpui.

School Social Worker (Bianca Joseph): Etoile Academy will have an on-campus Social Worker for the first time this year. We are excited that Ms. Joseph will be scheduling virtual individual sessions and virtual group sessions. She will also be observing classes and supporting teachers to ensure we meet the needs of our students during this unprecedented time.

School Culture and Community Manager (Ms. Marrero): Ms. Marrero will lead our school in building a positive culture grounding in our REACH values. She will organize events, incentives, and celebrations to reinforce our community bonds. Additionally, Ms. Marrero will provide academic and behavior support for students identified as needing additional assistance. This may include behavioral plans, referrals for additional services, and referrals for discipline.

Communication with School:

During distance learning, regular communication between families and the school becomes even more important. Below is the communication protocol Etoile Academy Charter School will use during distance learning.

1. Daily Attendance will be taken at 8:30am and 9:00am.
2. Parents will receive a text message from Deanslist software by 9:00am if their student is not logged into class.
3. If parents are confused or have questions about the attendance message, they should reach out directly to the student's advisor.
4. Since students are required to attend daily office hours for each class, additional messages will be sent if students are not present at 1:00pm, 1:45pm, 2:30pm, and 3:15pm.
5. If parents are confused or have questions about the afternoon attendance messages, they should reach out directly to the student's advisor.
6. Parents will receive a call or text message from the course teacher if the student is missing assignments or failing to accurately complete work. Parents can reach out to that teacher directly with questions.



7. Parents will receive a weekly check in call from your student's advisor teacher. They will give you an update on your student's attendance, behavior, and grades.
8. If parents have general questions or concerns during virtual learning, the advisor teacher is the point of contact for them to reach out to.
9. Each week (on Friday), students will receive an updated paycheck through the Dean's List App or through a parent email. We will no longer be mailing these. Please ensure you have a correct email address and that you sign up on the DeansList App.
10. Weekly paychecks will show parents student behavior information, missing assignments, and current grades.
11. If parents have questions about weekly paychecks, they should reach out to the student's advisor teacher.
12. All staff numbers are posted on the Distance Learning page of Etoile's website.

Course Materials

Etoile Academy-owned materials (e.g., laptops, textbooks, novels) may be provided to students for their use in courses during this time. These materials are the property of the state of Texas, and Etoile Academy will charge for anything damaged, lost or not returned.

Guidelines for the distribution and return of these materials will be issued in communications separate to this document. If you have any questions or concerns, please direct them to the Director of Operations (832-774-5735 and jwilliams@etoileacademy.org).

Video Conferencing

Video conferencing and live group chat sessions are essential components of the learning process and help improve the connectedness of our school during distance learning. As with the use of social media, students are required to adhere to school policies pertaining to these areas in the Handbook, and to observe the following regarding the distance learning environment:

- Students must be punctual to the live conferencing sessions scheduled by the teacher. Teachers will be monitoring attendance and students may be receiving class participation grades.
- Ensure your technology works properly and frame the camera correctly.
- Good online manners are vital to a productive and supportive online learning environment. Students are to meet school expectations in the live online session as expected in the regular in-person class, especially because the session may be recorded.
- Do not **spam** your classmates. Spamming occurs when you or your instructor or classmates receive numerous unwanted messages. To avoid spamming your class members, do not send email to the entire class when it is unnecessary and do not send commercial advertisements or electronically forward "chain mail" to your classmates.

The following student principles apply to all distance learning activities, including video conferencing:



- We respect each other's voices and time by using our own voices to positively resolve conflicts within our Community by referring classroom conflicts to our teachers to be resolved after class.
- We preserve a positive learning environment by supporting all of our Community and raising our hands or using the chat feature to ask questions or add comments in our discussions. When not speaking, we keep our microphones muted but cameras on.
- We understand the power of language, so we use the appropriate language for the occasion and location in our Community, including speaking and writing in complete sentences.
- Show trust and pride in our ability to care for our Community, by celebrating when other students succeed and always asking if we can help when they struggle.
- Value our class space and time by limiting distractions - putting away cell phones and other devices during class.
- Advocate for our needs while being conscious of other needs in our Community.

Code of Conduct During Distance Learning:

While we will follow our outlined Code of Conduct in the student handbook above, some discipline techniques and consequences may be altered to fit the distance learning environment. For example, we will add the following to possible discipline techniques (listed on page 41 above).

- 1) Continued use of additions and deductions on Google Meets calls.
- 2) Redirecting students verbal or through the chat feature.
- 3) Removal from the Google Meets call if the student is not engaged, not present on screen, or if anything in background is inappropriate.
- 4) Not receive attendance or participation credit for the class.
- 5) Calling home.
- 6) Referral entered into DeansList.
- 7) Automatic Detention entered into Deanslist and served Friday afternoons.
- 8) Friday Extension through Google Meets (3:15-4:15pm on Fridays).
- 9) Mandatory Office Hours, tutoring, or Leadership Office Hours.
- 10) Mandatory Schedule (on Google Meets).
- 11) Virtual Parent-Teacher Conference to discuss behavior.
- 12) Loss of privileges including the ability to participate in virtual clubs.
- 13) Behavior Plan or Daily/Weekly Behavior Tracker.
- 14) In-school suspension to be served virtually with a member of the leadership team.
- 15) Out-of-school suspension to be served by loss of participation abilities and conference with parents at the start and end of the suspension.



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Please note that any and all of these techniques may be used for the discipline infractions listed below. However, the most LIKELY consequences are listed below each set of infractions.

Level 1	Level 2	Level 3
<ul style="list-style-type: none"> Disengagement on Camera Being unable to access the documents, emails, or readings needed during advisory or class. Interruption to class Not following teacher directions Not responding to teacher when called on Unprofessional behavior or attire (hood on during class, distracting behavior, etc.) Failure to complete assignments after teacher support and intervention 	<ul style="list-style-type: none"> Academic dishonesty (using Google or another student's answers on homework or classwork) Disrespect to a peer through speech, chat, or other online communication Disrespect to a teacher through speech, chat, or other online communication Failure to improve behavior after teacher intervention 	<ul style="list-style-type: none"> Academic dishonesty (using Google or another student's answers on a quiz, test, or project) Harassment or bullying of a peer through any electronic communication Extreme disrespect or profanity to a peer through speech, chat, or other online communication Extreme disrespect or profanity to a teacher through speech, chat, or other online communication Failure to improve behavior after leader intervention
Level 1 Consequences	Level 2 Consequences	Level 3 Consequences
<ul style="list-style-type: none"> Continued use of deductions on Google Meets calls. Redirecting students verbal or through the chat feature. Not receive attendance or participation credit for the class. Removal from the Google Meets call if the student is not engaged, not present on screen, or if anything in background is inappropriate. Calling home. Referral entered into DeansList. Automatic Detention entered into Deanslist and served Friday afternoons. 	<ul style="list-style-type: none"> Receiving a 0 on the homework or classwork. Friday Extension through Google Meets (3:15-4:15pm on Fridays). Mandatory Office Hours, tutoring, or Leadership Office Hours. Mandatory Schedule (on Google Meets). Virtual Parent-Teacher Conference to discuss behavior. Loss of privileges including the ability to participate in virtual clubs. Behavior Plan or Daily/Weekly Behavior Tracker. In-school suspension to be served virtually with a member of the leadership team. 	<ul style="list-style-type: none"> Receiving a 0 on the test/quiz/project. Conference to discuss behavior. Loss of privileges including the ability to participate in virtual clubs. Online Behavior Plan or Online Daily/Weekly Behavior Tracker. In-school suspension to be served virtually with a member of the leadership team. Out-of-school suspension to be served by loss of participation abilities and conference with parents at the start and end of the suspension.