

# ACP-Erie – Site Guidelines for Virtual Instruction

## When will online courses be conducted?

Online courses will begin on Wednesday, August 5 and will continue until students return in person Monday, August 17.

## How will this affect my education?

At ACP, we know there is no perfect substitute for daily face-to-face education. However, we are well poised to provide high quality excellence-driven education in any format. All teachers have online course content for each of their courses and will deliver material via Google Classroom and Google Meets. Additionally, over the summer our staff participated in extensive trainings on a variety of tools to help connect online for real-time instruction. As we enter the school year, students should prepare to have an established schedule to converse, message and meet online with their teachers' during the week for actual live instruction and interaction.

## What is the daily schedule for online classes?

ACP-Erie will operate via a block calendar for the entirety of the school year (other than Wednesday, August 5), for synchronous instruction with students attending periods 1, 3 and 5 on one day, and periods 2, 4 and 6 the next (see attached bell calendar schedule). Students enrolled in zero hour will meet daily. All students will follow the schedule as listed below for the duration of online instruction and should be prepared to log in daily at the following times:

- Zero hour – 8:00-8:30 AM (daily)
- 1st/2nd period – 9:00-9:45 AM
- 3rd/4th period – 10:45-11:30 AM
- 5th/6th period – 1:30-2:15 PM

## *Class Schedule (Wednesday, August 5 ONLY)*

On Wednesday, August 5, students will meet with all of their instructors in order to welcome them to a new school year and introduce them to the class, meet their peers, engage in activities, and begin a review of class expectations. Class meetings will occur, and students should be prepared to meet online at the following times:

- Zero hour – 7:45-8:15 AM
- 1st period – 8:30-9:00 AM
- 2nd period – 9:30-10:00 AM
- 3rd period – 10:30-11:00 AM
- 4th period – 11:30-12:00 PM
- 5th period – 1:00-1:30 PM
- 6th period – 2:00-2:30 PM

## How will courses be delivered?

Courses will be taught through Google Classroom. All course information – including asynchronous learning opportunities, announcements, course schedules, content, and assignments – will be provided through Google Classrooms. Students should begin their school day by logging into Google Classrooms and checking each of their courses. Please note that your student **must use their school Google account** ([sID#@gse.cusd80.com](mailto:sID#@gse.cusd80.com)) to access their classes; personal Gmail accounts will not work. Passwords have been reset to sID#!. Students will NOT be prompted to change their password but should consider doing so. Steps to log in to Google, Gmail and Google Classroom are provided in this week's Knightly Update.

## How do students access Google Classroom?

Fortunately, many of our students have already used and are familiar with Google Classroom. Students will be able to log in by visiting the [G Suite hub](#) and using these credentials:

- **Username:** [SID#@gse.cusd80.com](#) (this is exactly the same as their regular CUSD address but changing "s." to "gse." in the domain)
- **Password:** s + ID# + ! (all student passwords were reset to sID#! on July 27th)
- *For example, a student with an ID# of **123456** would have a username of [S123456@gse.cusd80.com](#) and a password of **s123456!** (case sensitive).*

It is important that students review their emails via G Suite and Infinite Campus as communications may come from both platforms. If students do not remember how to access Infinite Campus email messages or do not know their username or password, they should [contact Ms. Karina Bastidas](#).

## Student Expectations for Online Learning

The following parameters are expected of ACP students during virtual instruction:

1. Students are **expected** to participate in every period, every day as assigned
2. Students are **required** to complete class activities as assigned
3. Students are **highly** encouraged to participate in all synchronous "live" lessons as scheduled.
4. Students are **encouraged** to take advantage of teacher supports during synchronous "live" instruction and to ask questions during this time.

## Participating in synchronous "live" learning

- Students are expected to participate in synchronous learning activities at the times assigned for their class (reference "daily schedule for online learning"). However, we know that circumstances pose challenges (device access, etc.) so teachers are using the synchronous or "live" learning as a time for enrichment activities such as engaging students in a Socratic seminar, student-to-student discussions, answering questions, modeling processes, or providing opportunities for students to "check in" for further clarification.
- In addition to synchronous and/or asynchronous instruction, students will be assigned class assignments. To earn full credit students are expected to complete assignments BEFORE the start of the next scheduled class meeting. For example, if the homework was assigned 1st period Wednesday, the students will have until 1st period Friday to complete the assignment.

## On camera procedures

- Students are expected to [adhere to school "free dress" code requirements](#) (page 2) as mandated in the student handbook.
- Students are highly encouraged to have a neutral background or utilize the backgrounds that are available through the Google Meets application (custom backgrounds are not allowed).
- Students can mute their devices camera if they cannot adhere to dress code or neutral backdrop.
- Students are expected to follow teacher direction (e.g. muting microphones, cameras, etc).

### Will assignments be graded?

Yes. The purpose of learning is to grow in knowledge and work towards mastery of skills and required assignments will be graded as outlined in the instructor's syllabus. It is important for students to review expectations, understand grading procedures and ask questions if clarification is necessary. Teachers will input assignment grades within Infinite Campus in a timely manner throughout the course of the year. Ensure individual grades are reviewed via the Infinite Campus Student and/or Parent Portal on a regular basis. If you have any questions regarding grades or points assigned, please contact the appropriate instructor.

### Will teachers still be posting information in Infinite Campus and on their website?

Yes, all teachers will update their calendar, post assignments, provide feedback, and post course resources as appropriate on Infinite Campus and their individual websites.

### Appropriate use of technology – board policy JINDC-R

The Governing Board intends that technological resources provided by the District be used in a safe responsible and proper manner in support of the instructional program and for the advancement of student learning. It is the policy of the Chandler Unified School District to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities by staff and students. The District reserves the right to monitor use of the District's systems for improper use without warning or prior consent. Students shall be informed that computer files and electronic communications, including email, are not private and may be accessed by the District at any time. Inappropriate use may result in disciplinary action and/or legal action in accordance with the law and Board policy. Please visit the student handbook at [CUSD Student Handbooks](#) for further details about appropriate use of technology use.

### What will happen if I have problems with online learning?

While the majority of our students have participated in online learning, we realize it is relatively new for many individuals. We fully expect that there will be bumps in the road for students, teachers, and the technology involved. Our staff intends to be understanding and flexible while still maintaining a high standard for education. We also ask that students and families do their best to be understanding at this time as well. We know that not every day will go perfect. Having said that, our staff has positively taken on this challenge and it is our hope that both our staff and the students will be stronger because of it. With every new challenge we have a new opportunity for learning.

### If I have technology questions, whom do I ask?

In the event there are issues with technology, email the teacher. Staff can often assist students, and if they are unable to do so, they can contact appropriate site or district personnel for assistance and follow-up.

### How can I get help from my teachers if I need it?

Students can ask for assistance during synchronous instructional time (e.g. 1st period students can ask questions when meeting from 9:00-9:45). All teachers will also answer emails within 24 hours during business days. Teachers are the first point of contact for all course related questions and can be contacted via the email addresses listed below.

Department	Teacher Name	Email Address
Arts	Mrs. Hillier	hillier.lauren@cusd80.com
Arts	Mr. Holley	holley.christopher@cusd80.com
Arts & English	Mrs. Lewandowski	lewandowski.angee@cusd80.com
Arts	Mr. Salamone	salamone.jason@cusd80.com
College & Career	Mrs. Dalton	dalton.paula@cusd80.com
Counseling	Dr. Vezzosi	vezzosi.michael@cusd80.com
Counseling	Mrs. Vitton	vitton.martha@cusd80.com
Counseling	Mrs. Swanson	swanson.tina@cusd80.com
CTE	Mr. Blueford	blueford.myron@cusd80.com
CTE	Mrs. Hoang	hoang.lynn@cusd80.com
CTE	Mr. Lindstrom	lindstrom.adam@cusd80.com
English	Mr. Johnson	johnson.ian@cusd80.com
English	Mrs. Klauer	klauer.melanie@cusd80.com
English	Miss Lindstrom	lindstrom.kathleen@cusd80.com
English	Mrs. Patterson	patterson.kristin@cusd80.com
English	Mr. Rumsey	rumsey.norm@cusd80.com
English	Mrs. Skaff	skaff.patricia@cusd80.com
English	Mrs. Williams	williams.melissa@cusd80.com
Math	Mrs. Craft	craft.joycelyn@cusd80.com
Math	Mrs. Fernandez	fernandez.michaela@cusd80.com
Math	Mr. Fraser	fraser.connor@cusd80.com
Math & Social Studies	Mrs. Giberson	giberson.andrea@cusd80.com
Math	Ms. Mohr	mohr.nicole@cusd80.com
Math	Mr. Montano	montano.robert@cusd80.com
PE & Health	Mr. Huffman	huffman.paul@cusd80.com
PE	Ms. LeFevre	lefevre.michelle@cusd80.com
PE	Mr. Treadway	treadway.clinton@cusd80.com
Science	Mr. Bermudez	bermudez.nicholas@cusd80.com
Science	Mr. Jagiello	jagiello.kevin@cusd80.com
Science	Mr. May	may.craig@cusd80.com
Science	Mrs. Nath	nath.rachna@cusd80.com
Science	Mrs. Sims	sims.cristi@cusd80.com
Science	Mr. Whitmyer	whitmyer.larry@cusd80.com
Social Studies	Ms. Bunch	bunch.kristen@cusd80.com
Social Studies	Mrs. Lee	horton.ashton@cusd80.com
Social Studies	Ms. Painter	painter.deborah@cusd80.com
Social Studies	Mr. Tyler	tyler.michael@cusd80.com
Social Studies	Mrs. Wright	wright.amanda@cusd80.com
World Language	Mrs. Berger	berger.anne@cusd80.com
World Language	Mrs. Michaelson	michaleson.britni@cusd80.com
World Language	Ms. Pederson	pederson.caroline@cusd80.com
World Language	Mrs. Williams	williams.ashley@cusd80.com
World Language	Mrs. Zoller	zoller.gina@cusd80.com

### What type of technology is needed?

Any device that can access the internet and Google Classroom is appropriate for school use. Please check that your child's device has a microphone and camera and that both are working correctly. If the device does not have a camera, we suggest using a phone for "live" synchronous sessions.

### Will teachers be taking attendance?

Yes, attendance is based on engagement. If a student is not present for synchronous, "live" instruction and does NOT complete the asynchronous or alternative assignment for the daily class meeting, then the student is considered absent. In other words, students must attend the live session and/or complete the asynchronous assignment within 48 hours in order to be considered present for that class session. Teachers will contact our school's attendance clerk, Mrs. Jacqueline McCaulou once a student is considered absent. As with in-person instruction, attendance in a virtual environment is critical for student success.

### How are school-related activities and extra-curricular events being handled?

Communication will be provided regarding school-related activities and extracurricular events as appropriate throughout the course of the school year. This information will be shared by specific instructors, advisors or coaches or via general school communiques.

### How will students enroll in dual enrollment courses through CGCC?

Information regarding enrollment in dual enrollment courses, if offered, will be shared by the ACP instructor teaching that course. This information will be communicated later this month. It is important for students to be aware of timelines and deadlines as they are communicated. Mrs. McClure, Dean of Students, will share additional information with students and their families in the next few weeks.

### Is anyone allowed in the building at ACP-Erie?

Students, family and community members may schedule appointments with staff members by contacting the office, (480) 424-8000. Administrative office hours are 8:00-3:00 during virtual instruction.

### Will my child receive textbooks?

Textbooks are slated to be distributed when students return in person August 17. In the meantime, teachers have appropriate online resources to support students in completing any tasks or assignment appropriately.

## What do I do if I do not have Wi-Fi access in my home?

Please share this information by contacting our office. We will contact families who indicate a need. Please know, students can work from any available Wi-Fi network. Home Wi-Fi networks of friends and family or other free Wi-Fi networks are an option; however, we would caution all students to limit their exposure to crowded and public spaces in the interest of their own safety.

Additionally, many companies continue to offer free Internet during this Coronavirus outbreak. For more information see options below and/or contact the vendor directly:

- **Cox Communications Response:** Cox Communications offers a range of services and packages for the next 60 days (for ex, free access to over 650,000 Wi-Fi hot spots; residential customers in the company's Starter, StraightUp Internet and Connect2Compete packages will be automatically upgraded to speeds of 50 Mbps). Visit <https://www.cox.com/residential/internet/learn/cox-hotspots.html>.
- **Comcast COVID-19 Response:** Comcast offers free Wi-Fi for 2 months to low income families plus all Xfinity hot-spots are free to the public during this time. Visit <https://corporate.comcast.com/covid-19>.
- **Charter Free Internet offer for 2 months-** Visit <https://corporate.charter.com/newsroom/charter-to-offer-free-access-to-spectrum-broadband-and-wifi-for-60-days-for-new-K12-and-college-student-households-and-more>
- **AT&T COVID-19 Response:** At&T offers open hot-spots, unlimited data to existing customers, and \$10/month plans to low income families. Visit <https://about.att.com/pages/COVID-19.html>
- **Verizon COVID-19 Response:** There are no special offers, but Verizon is following the FCC agreement. Visit <https://www.verizon.com/about/news/our-response-coronavirus>.
- **Sprint COVID-19 Response:** Sprint is following the FCC agreement and will provide unlimited data to existing customers. Starting Tuesday, March 17, 2020, Sprint will allow all handsets to enable hot-spots for 60 days at no extra charge. Visit <https://newsroom.sprint.com/covid-19-updates-sprint-responds.htm>
- **T-Mobile COVID-19 Response:** T-Mobile is following the FCC agreement and providing unlimited data to existing customers. It will soon allow all handsets to enable hot-spots for 60 days at no extra charge. Visit <https://www.t-mobile.com/news/t-mobile-update-on-covid-19-response>.

## Are there any courses with unique situations?

All courses will be taught via Google Classroom during online instruction. Instruction for Physical Education, Drama, Band, Orchestra, Spanish, Art, and select Technology classes will still take place; however, may look different in relation to core subject courses. As mentioned, students must check each instructor's Google Classroom for specifics or to get further information.

## What can I do to help prevent getting sick?

- Wash your hands
- Wear a face covering
- Use hand sanitizer as a supplement to hand washing
- Cover your mouth with your elbow when you cough. If you use your hand, please wash hands immediately.
- This is also a good time to make sure you are current with vaccines

## What should I do if I am sick?

As always, if you are feeling sick, seek the proper care for any sickness whether that may be a common cold or the COVID-19 virus. Families should report any student that will not be attending online classes due to illness so teachers can assist appropriately. Please email Jacqueline McCaulou (mccaulou.jacqueline@cusd80.com) to report.

## Additional Community Resources

All information is subject to change. Families should contact the agency directly for the most updated information.

**AZCEND** - Family Resources including food, training, etc.

345 S California Street, Chandler, AZ – 85225

480-963-1423

Monday: 12:00pm - 3:00pm; Tuesday: 3:00pm - 6:00pm; Wed & Thurs: 9:00am - 12:00pm

AZCEND.org

Provide photo ID & Proof of Address Required

**Harvest Compassion Center** - Food, hygiene kits, possibly clothing

33 E. Comstock Dr, Chandler, AZ – 85225

480-686-8408

Mon: 9am - 11:30am Sat: 9pm - 11:30m

Bring photo ID & utility bill or current lease

**Matthew's Crossing** - Clothing

Only offering drive-thru services at new location: 2541 N. Arizona Ave, Chandler

9:00 AM -11:00 AM

Provide a photo ID

**Chandler Care Center** - Food boxes available once every other week

777 E. Galveston St., Chandler

8AM - 11AM Mon - Wed and Fridays

Must present photo ID

**Paz De Cristo** - Grab N Go Dinners

424 West Broadway Road in Mesa, Arizona

5:30pm daily

\*No ID Required. Anyone can come.

**Resurrection Street Ministry AZ - Food Pantry**

1135 E Main St, Mesa, AZ 85203

480-615-2799

Mon, Thurs & Sat 2-4pm

\*Must bring Photo ID and proof of Arizona residency

\*Can only participate once a week

rsmaz.org/programs/food-pantry

**The Salvation Army**

85 E Saragosa St, Chandler 85225

480-963-2041

T-F 8:30-11:30am

Salvationarmyusa.org

Walk-ins/ Photo ID and proof of address.

**United Food Bank - Free "Help Yourself" program**

358 E Javelina Ave, Mesa 85210

480-926-4897

Fridays from 8:00am to 12:00pm

unitedfoodbank.org/need-help

**Vineyard Community Church Food Pantry**

601 S. Cooper Rd. Gilbert, AZ 85233

480-892-5828

Tues: 10am to 2pm

Vineyardaz.com

*Please stay safe and take care of yourself and one another.  
If students have any questions or need additional support at any time,  
please contact any member of the ACP team.  
We're going to have a great year Knights!  
We are uKNIGHTed!*



# ACP Erie 2020-2021 Daily Class Calendar

(revised 7/14/2020)

July 2020							August 2020							September 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	2	3	4	5	6	7	8			1	2	3	4	5
5	6	7	8	9	10	11	9	10	11	12	13	14	15	6	7 H	8	9	10	11	12
12	13	14	15	16	17	18	16	17	18	19	20	21	22	13	14	15	16	17	18	19
19	20	21	22	23	24	25	23	24	25	26	27	28	29	20	21	22	23	24	25	26
26	27	28	29	30	31		30	31						27	28	29	30			

October 2020							November 2020							December 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5 NS	6 NS	7 NS	8 NS	9 NS	10	8	9	10	11 H	12	13	14	6	7	8	9	10	11	12
11	12 NS	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16 Finals 1,3,5	17 Finals 2,4,6	18	19
18	19	20	21	22	23	24	22	23	24	25 NS	26 H	27 NS	28	20	21 NS	22 NS	23 NS	24 NS	25 H	26
25	26	27	28	29	30	31	29	30						27	28 NS	29 NS	30 NS	31 NS		

January 2021							February 2021							March 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1 H	2		1	2	3	4	5	6		1	2	3	4	5	6
3	4 NS	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15 H	16	17	18	19	20	14	15 NS	16 NS	17 NS	18 NS	19 NS	20
17	18 H	19	20	21	22	23	21	22	23	24	25	26	27	21	22 NS	23	24	25	26	27
24/ 31	25	26	27	28	29	30	28							28	29	30	31			

April 2021							May 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2 NS	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20 2021 Finals 2,4,6	21 2021 Finals 1,3,5	22
25	26	27	28	29	30	31	23	24	25	26 Finals 2,4,6	27 Finals 2,4,6	28	29
							30	31 H					

	All	1-6
	Odd	1,3,5
	Even	2,4,6

**Attendance required for finals (no early finals administered); H = Holiday; NS = No School (school will not be in attendance on these days)**