



DISTANCE LEARNING STUDENT AND PARENT/GUARDIAN EXPECTATIONS

STUDENT SUPERVISION: Students are under the immediate supervision and control of their parent/guardian or a responsible adult caregiver while the student is participating in distance learning. VNCLC is not responsible for the immediate supervision or control of any student while the student is participating in distance learning.

A parent/guardian or a responsible adult caregiver shall attend one on one virtual meetings between VNCLC instructors, employees, and/or contractors and the student, with the exception of confidential counseling services to the student.

Parents/guardians must provide the names of any adult caregiver other than the student's parent/guardian to the student's teachers before that individual may serve as the adult caregiver responsible for any interaction required by this Policy and/or sharing of student information. By providing the name of this individual or individuals parents/guardians are agreeing that VNCLC may interact with them and share confidential student information with them as necessary to provide the student with the educational opportunities contemplated by this Policy.

STUDENT WORK AREAS: To the greatest extent possible, Student work areas should be conducive to learning, reasonably quiet, free of distractions and any material that violates the law or School policy, and capable of immediate supervision at all times by a parent/guardian or responsible adult caregiver.

1. Students must have all materials and equipment (e.g., tablet/laptop, pencil, paper, etc.) ready for their use before the start of any scheduled distance learning. Contact the School for any necessary materials and equipment at 818-896-7461 (choose the school site that your child attends in the menu).
2. Please keep all pets, siblings not engaging in learning, cell phones or personal electronic devices and food away from the student work area.
3. Students must promptly comply with any teacher request to mute or unmute their device microphone or remove an item, individual, or pet from their work area.
4. It is recommended device cameras point away from a door, hallway, bathroom or other areas where other household members may be dressing and that all household members be made aware of when distance learning is occurring.

STUDENT DRESS CODE: Students, the parent/guardian, and/or responsible adult caregiver must be dressed in clothes that comply with the VNCLC dress code at all times during distance learning and other virtual school-related activities that occur over video.

STUDENT PREPARATION FOR LEARNING: Students must be well rested, fed and ready to learn promptly for scheduled distance learning instruction, meetings, or other virtual, online, or telephonic school-related activities. Students are not permitted to eat during these scheduled school-related activities as it disrupts the student, the teacher and the other students participating in the activity. Nutritionally adequate meals are provided for all pupils whether engaged in in-person



instruction or distance learning. For information on our VNCLC Nutrition Program contact: Frances Montoya, Food Services Director.

STUDENT LOG IN/ PARENT TECHNICAL SUPPORT: Students will be provided with personal login credentials for distance learning for their own use. Students are not to share their login information with any other person except their parents/guardians or responsible adult caregivers as necessary for the parent/guardian or responsible adult caregiver to assist the student in troubleshooting login issues or other technical difficulties. A parent/guardian or responsible adult caregiver must be available to assist the student with any login processes and troubleshooting of technical challenges. If a parent/guardian, responsible adult caregiver or the student experiences technical difficulties while participating in school-related activities, please contact IT Service at 877-239-7642 or email: helpdesk@myvaughn.freshservice.com as soon as possible. Sharing student login information with another person will subject Student to the School's discipline policy.

PARENT ENGAGEMENT IN INSTRUCTION: Parents/guardians and responsible adult caregivers should not interfere, disrupt or directly participate in distance learning lessons unless requested by the teacher or without teacher written permission. Parents/guardians and responsible adult caregivers are not permitted to log into or attend distance learning instruction, meetings, or other school-related activities unless specifically requested by a teacher or VNCLC employee or contractor.

STUDENT ATTENDANCE: Each student will be provided with a schedule for their school day. Failure to participate during the school day will result in an unexcused absence. If a student is absent from school meaning they cannot participate it is the parent's responsibility to notify the school office or teacher as the reason the student was unable to participate. Should your child be unable to participate during school hours please communicate with your child's teacher to make arrangements to make-up the missed learning.

California's compulsory education laws continue to apply for all persons between the ages of 6 and 18 and not otherwise exempted under the law. A student who does not participate daily in either in-person instruction or distance learning shall be deemed absent by the School in violation of compulsory education laws. The School's attendance policy and procedures continue to apply. Daily participation in distance learning may include, but is not limited to, evidence of participation in online activities, completion of regular assignments, completion of assessments, and contacts between School employees and students or parents or guardians.

The School has developed the following tiered reengagement strategies for students who are absent from distance learning for more than three (3) schooldays or sixty (60) percent of the instructional days in a school week:

- 1) Verification of current contact information for each enrolled student.
- 2) Daily notification to parents or guardians of absences;
- 3) Outreach from the School to determine student needs including connection with health and social services as necessary and when feasible, transitioning the student to full time in-person instruction.



CONFIDENTIALITY: There is no expectation of privacy during distance learning. When logging in to distance learning, Parents/Students are acknowledging their understanding that anything that they say, write, or do while on video or audio might be viewed by others.

1. Parents/guardians and responsible adult caregivers must maintain strict confidentiality of any information they obtain or observe regarding other students (e.g., academic performance, medical conditions, disabilities, behavior, etc.) while supervising a student's distance learning.
2. Students, parents/guardians, responsible adult caregivers and any other individual who may be in or around a student's work area are not permitted to photograph, video or audio record, or screenshot any distance learning without express written permission from VNCLC.
3. The School may record distance learning synchronous instruction for use by other students who might benefit from accessing the instruction at a later time. No counseling or special education services provided in a group session will be recorded.
4. If a student is receiving virtual, online or telephonic counseling services from a VNCLC employee or contractor, no other individual, including but not limited to parents/guardians, responsible adult caregivers, or siblings are allowed in the room or within seeing or hearing distance of the room or place in which the student is receiving the counseling services for confidentiality purposes.
5. The identity of all students participating in any small group counseling session with a VNCLC employee or contractor and other student(s) and all the statements made or discussions occurring during such counseling sessions are confidential and may not be disclosed to any individual.
6. Teachers may record one to one student communications, with parent/guardian/adult student consent. Counseling sessions will not be recorded under any circumstance.

TECHNOLOGY POLICY: Students, parents/guardians and responsible adult caregivers must comply with the VNCLC Student Technology Policy and Acceptable Use Agreement at all times when utilizing School technology to access distance learning.

1. VNCLC technology and equipment includes but is not limited to VNCLC electronic mail, servers, online accounts and platforms, computers, laptops, tablets, or other digital, electronic or multimedia hardware, software or other applications. VNCLC technology and equipment may only be used for educational purposes in accordance with the VNCLC Student Technology Policy and Acceptable Use Agreement.
2. Students and parents/guardians acknowledge that VNCLC technology and equipment are owned by VNCLC. By logging into or accessing VNCLC technology or equipment, users acknowledge that they have no expectation of privacy in the use of VNCLC technology or equipment, even if such technology is used on a personal device. VNCLC reserves the right to access communications, files, and other data stored on or sent over VNCLC technology or equipment.



3. Technological resources provided by VNCLC must be used in a safe, responsible, appropriate, and legal manner in accordance with VNCLC policies and in support of its instructional program for the advancement of student learning.
4. Downloading, uploading, viewing, posting or sharing inappropriate content, including pornographic, defamatory, discriminatory, harassing, bullying or otherwise offensive material is prohibited.
5. Students must not access VNCLC online or virtual classrooms, meeting spaces, or chat forums unless authorized to do so.
6. Students may not access personal electronic devices or any software, applications or websites during VNCLC distance learning instruction or school-related activities unless specifically instructed to do so by the teacher.

DISRUPTION OF DISTANCE LEARNING: Any parent, guardian, or other person whose conduct in any online/virtual distance learning class materially disrupts classwork or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. Upon the first conviction for either of these offenses, this individual may be fined up to one thousand dollars (\$1,000), or by imprisonment in a county jail for up to one year, or by both the fine and imprisonment. It is also illegal for a person to “intentionally access a computer without authorization,” such as entering an online/virtual distance learning class in which the person is not a student, and any individual who does this may be civilly or criminally liable under the Federal Computer Fraud and Abuse Act.

APPLICATION OF DISCIPLINARY RULES/POLICIES: All other VNCLC rules and policies regarding student behavior and discipline including but not limited to the Suspension and Expulsion Policy and the Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy continue to remain in effect. Students who fail to adhere to the above requirements may be subject to legal action including but not limited suspension or expulsion.

Any student who believes they have been subject to misconduct prohibited by the VNCLC Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy or has witnessed such prohibited misconduct is encouraged to immediately report such misconduct to the site administrator or VNCLC CEO, Fidel Ramirez.

This Policy is subject to change without advance notice as the Distance Learning program develops, and all students and parents/guardians must immediately read and comply with any amendments or modifications to this Policy issued by VNCLC. **By participating in the Distance Learning, students and parents/guardians are acknowledging and agreeing to the terms expressed herein.**