

Early College Online Learning Plan

March 16-31

UNC Charlotte has received guidance from the UNC System regarding how it should operate in response to the ongoing coronavirus (COVID-19) outbreak. More information and details will be provided in the coming days. I have and will continue to participate in all meetings, conference calls and communication with UNC Charlotte Emergency Management.

Due to the fact the Charlotte Engineering Early College (CEEC) and Charlotte Teacher Early College (CTEC) are located on the campus of UNC Charlotte, we will follow the guidance provided by the UNC System and UNC Charlotte. This plan will begin on Monday, March 16 through March 31. Although the current plan is scheduled to end on March 31, it may be extended based on guidance/directives from the UNC System. The UNC System, UNC Charlotte and CMS will assess the situation each Monday and communicate regularly with the school community.

Early College Plan

- We will move to online instruction (CANVAS). The goal is to return to in-person instruction as soon as possible.
- Students will be required to complete daily assignments provided by the teacher online. Teachers will clearly communicate expectations for all assignments. Flexibility will be the key during this process.
- All current early college students have a CMS or personal device to use from home.
- All current students who have requested a Wi-Fi hotspot have received the device.
- Students having difficulty accessing the Internet or with device/Wi-Fi issues should contact the school.
- All Teachers will work from home to the maximum extent possible. (See Expectations for Teachers in the Online Learning Environment).
- On Monday, March 16 and Tuesday, March 17, early college staff should report to the early college building to plan, prepare and implement the online learning environment. Support staff will be available to answer questions and provide technical support.
- Mandatory staff will be required to report to work as directed by their principal/supervisor or take leave. Mandatory school-based staff includes Administrators, Counselors, Secretaries, Facilitators, Custodians.
- School events and gatherings of 50 or more people will be cancelled or postponed. CMS will provide guidance for exceptions.
- All travel outside of Mecklenburg County is prohibited until further notice.

- Students receiving IEP services will continue to receive support via our resource teacher via the online learning environment, video conferencing, phone and email. Service will not be interrupted.
- Students receiving 504 services will continue to receive support via the classroom teachers and their counselor via the online learning environment, video conferencing, phone and email. Service will not be interrupted.
- Students receiving EL services will continue to receive support via our resource teacher via the online learning environment, video conferencing, phone or email. Service will not be interrupted.
- Early College events impacted from March 16-31 and beyond:
 - March 16 - National Technical Honor Society Inductions - **Postponed**
 - March 19 - Rising 11th Grade Information Night - **Postponed**
 - March 20 - UNC Charlotte Math Placement Test - **Postponed**
 - March 24 - Senior In-House Expo - **Cancelled**
 - March 26 - Rising 12th Grade Information Night - **Postponed**
 - March 30 - April 3-UNC Charlotte Fall 2020 Course Registration - **TBD**
 - March 31 - Rising 13th Grade Registration - **Postponed**
 - April 4 - Prom-Early Colleges, Hawthorne, Cato Middle College, Merancas Middle College, Charlotte Virtual HS, PLC - **Decision will be made next week**
 - May 1 - Senior Design EXPO - **TBD**, pending re-opening of UNC-Charlotte and CMS Schools; a decision will be made in April whether or not to move forward

Expectations for Teachers in the Online Learning Environment

- Early College teachers working from home should be available in the online learning environment during regular school hours (6:45 AM-2:45 PM/Monday-Friday).
- Course rigor and relevance should match NC State Standards for each course. Course pace should be flexible and adjusted frequently.
- Early College teachers will activate and publish a Google Voice or alternative voice/text contact information.
- Early College teachers should be available to respond to student questions, provide feedback, post assignments, record/post videos, grade assignments, etc. during regular school hours. Online classroom chats, video conferencing/presentations and other presentation methods are encouraged.
- Early College teachers will respond to student work and provide feedback within 24 hours.
- Early College teachers will create and implement instruction that matches the rigor and relevance of face to face instruction via the digital platform used.
- Early College teachers will take attendance via access logs in each course. For 9th and 10th grade, attendance will be taken per block during assigned times. For 11th and 12th

grade, attendance will be logged daily to help balance the high school and college course loads. If students are not accessing the course, teachers will initiate a home contact.

- Early College school-based support staff should be available to respond to technical issues, overall student well-being and monitor interactions in the online learning environment.
- Early College Staff will continue to meet with PLCs via Google Meet (Tuesdays 2:15-3:15 for Grade Level & Content; Wednesdays 2:15-3:15 Staff Meetings).
- Early College teachers should continue to update PowerSchool grades at least once per week. Teachers will follow CMS policy for number of formal and informal grades.
- Early College teachers will abide by CMS Board policy and school handbook.
- If a teacher takes a day off, it should be communicated to administration, your classes, and reported in SmartFind (no sub required). Plans should be in place, as usual. School staff will work to support classroom instruction during teacher absences.

Expectations for Students in the Online Learning Environment

- Students needing food service during this time period will have access to breakfast and lunch at their home high schools. Students needing assistance should contact their school counselor for details on how to access this resource.
- Students should be engaged in the online learning environment during their regular scheduled class times (7:15-2:15). Teacher availability will correspond to and take priority for students during their assigned class blocks.
- Attendance for 9th and 10th graders will be taken per block during the normal class times. You will be marked absent if you do not access your teacher's main platform for online coursework.
- Attendance for 11th and 12th grade will be taken daily to help balance the high school and college course loads. If a student has logged into Canvas, the student will be marked present.
- Students are expected to abide by the CMS Student Code of Conduct especially related to academic integrity.
- All students are expected to have Remind set up for text messages and/or push notifications. Teachers will be using Remind as the main way to communicate with students and address daily expectations, questions, and concerns.

Expectations for Parents in the Online Learning Environment

- Communicate with the school if your child is sick or has technical difficulties.
- Teachers will do their best to respond to requests in a 24 hour time frame.
- Support the online learning environment by helping students build a schedule to support the designated school day, 7:15 - 2:15

- Support designating a workspace for students to focus on work, and have ability to virtually interact with teachers and collaborative groups.
- Maintain normal guidelines for communicating with teachers, relative to the school-day schedule.
- The school websites will be updated frequently with the most current information. Please check on a regular basis.
- CEEC and CTEC will continue to use the Blackboard Connect system to communicate via phone and email with updates.
- If you have not been receiving school messages via Blackboard Connect, we do not have your correct email address. Please provide current email address to Marcia Morris, marciam.morris@cms.k12.nc.us or Linda Mazzucca, linda.mazzuca@cms.k12.nc.us

Early College Staff Contact Information

- **For general classroom/content questions, please contact the teacher directly.**
- **Early College Phone Contact:** 980-343-9898
- **Principal**
 - Will Leach
 - will.leach@cms.k12.nc.us
- **Assistant Principal**
 - Kristianna Luce
 - kristianna.luce@cms.k12.nc.us
- **School Counselor**
 - CEEC-Lauri McDaniels
 - lauris.mcdaniels@cms.k12.nc.us
 - CTEC-Teresa Oats
 - teresa.oats@cms.k12.nc.us
- **9th Grade Specific Questions**
 - Christina Brown
 - christina.brown@cms.k12.nc.us
- **10th Grade Specific Questions**
 - Tom Ellsworth
 - thomast.ellsworth@cms.k12.nc.us
- **11th Grade Specific Questions**
 - Deanna Cureton
 - deannan.cureton@cms.k12.nc.us
- **12th Grade Specific Questions**
 - Kyle Czarcinski
 - kylee.czarcinski@cms.k12.nc.us
- **13th Grade Specific Questions**
 - Lauri McDaniels

- lauris.mcdaniels@cms.k12.nc.us
- **Technical Issues**
 - Dan Miller
 - danielp.miller@cms.k12.nc.us
- **Attendance Reporting**
 - Linda Mazzucca
 - linda.mazzucca@cms.k12.nc.us
- **Child Nutrition Needs and Support**
 - CEEC, Lauri McDaniels
 - lauris.mcdaniels@cms.k12.nc.us
 - CTEC, Teresa Oats
 - teresa.oats@cms.k12.nc.us