



## BACK TO SCHOOL – STUDENT ORIENTATION INFORMATION

2023/2024 SCHOOL YEAR

Updated: 08/29/23

On behalf of the staff of Clear Passage Educational Center (CPEC), we welcome you to the 2023/24 school year. CPEC's staff and school leadership share the responsibility for your success and continually strive to support you in achieving your academic goals.

With the new school year scheduled to launch on Tuesday, September 5<sup>th</sup>, we ask that you carefully review the information below:

### SECTION 1 - GENERAL INFORMATION

### SECTION 2 - THINGS TO DO: FIRST WEEK OF SCHOOL

### SECTION 3 - WEEKLY MEETING REQUIREMENTS

### SECTION 4 - SCHOOL OPENING AND COVID-19 SAFETY PLAN

## SECTION 1 - GENERAL INFORMATION

### School Hours

CPEC's hours of daily operation are 8:30 AM to 4:00 PM, Monday through Friday (excluding holidays and minimum days).

### Office Walk-in/Visiting Hours

CPEC's new school walk-in/visiting hours are 9:00 AM to 2:30 PM, Tuesday, Wednesday and Thursday (excluding holidays and minimum days).

### Access to School Computer/Learning Lab

CPEC's learning lab will be open for student use between the hours of 9:00 AM and 2:30 PM, Tuesday, Wednesday and Thursday (excluding holidays and minimum days).

### Master Agreement

**Registration documents and master agreements will be forwarded via email by Friday, September 1<sup>st</sup>. All documents are to be signed and returned no later than Monday, September 4<sup>th</sup>.**

### Online Courses

Students will have the option of visiting CPEC's learning lab to take all courses online via Fuel Ed (Peak), and/or the option of completing the assigned coursework from home.

### Weekly Meetings

Students will be required to meet weekly with Mr. Zeiler (your teacher) virtually or in person (on campus). See the section titled "Things to Do: First Week of School" to learn how to schedule an ongoing weekly appointment.



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### SECTION 2 - THINGS TO DO: FIRST WEEK OF SCHOOL

#### **Student Orientation**

Student orientation sessions will be provided to new and returning students. Information will be forwarded regarding scheduling.

#### **Laptop Distribution**

If you are in need of a laptop computer, please contact the office at (562) 270-6052, and a school representative will follow-up with you to provide information regarding current laptop availability and the expected timeline in which a laptop may be distributed to you.

#### **School Passwords and Log-in Information**

Each student will receive their passwords and log-in information via email.

#### **REMIND Access\***

If you have not signed up for access to REMIND (a free school messaging app that will provide you with ongoing school updates), a link will be forwarded to you via text message by Wednesday, September 6<sup>th</sup>. Please note that it is required that you sign up for REMIND.

#### **School Email**

Given that communication from CPEC staff will also be sent via email, it is critical that students have access to school email in a timely manner. With this in mind, we encourage you to ensure that you are able to receive school emails to your phone.

#### **New Course Access\***

A link will be forwarded to you via email in order to access your new courses. Please check your school email daily.

#### **Scheduling Weekly Appointment\***

A link will be forwarded to you via email to schedule a weekly appointment (re: Google Meet). Please check your school email daily. Mr. Zeiler (your teacher) may also contact you directly to schedule your appointment. Mr. Zeiler's phone number is 562-584-0377.

*\*Please Note: If you have not received any of the links by Thursday, September 7th, please contact Ms. Trujillo at (562) 270-6052.*

#### **Reading and Math Diagnostic Assessments**

STAR testing in the areas of Reading and Math will be conducted during the first two weeks of school. Students will have the option of taking the assessment remotely or onsite. STAR testing supports the school in identifying which Reading and Math skills students know, and which skills students are ready to work on next. The information (data) derived from the tests allow teachers to support students toward a shared goal of Reading and Math proficiency.

CPEC will contact you to schedule a testing date and time.



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### SECTION 3 - WEEKLY MEETING REQUIREMENTS

All students are required to meet with their teacher once a week to continue to make satisfactory academic progress (and remain in the school program). CPEC teachers have limited ability to reschedule meetings due to prior commitments with other students, so it is critical that students honor their scheduled meeting time. Failure to participate in weekly meetings may result in removal from CPEC.

#### Student Expectations

- Meet once a week with Mr. Zeiler either remotely or in person.
- Complete daily assignments as required.
- Take advantage of academic support services.
- Take responsibility for your learning and personal conduct.

### SECTION 4 – SCHOOL OPENING AND COVID-19 SAFETY PLAN

*Reducing transmission of COVID-19 remains an essential strategy to help protect those most vulnerable for severe illness, to minimize disruption at schools, and to reduce the chances of experiencing Long COVID. Please note the following key COVID-19 school opening guidelines when visiting our campus:*

As a precaution, we would like to invite all students and staff to administer an at home COVID antigen test the evening before or the morning of visiting the school campus. If you need a test for your child, you can pick one up from CPEC at the main office.

Parents, students, and staff are strongly encouraged to monitor temperatures and (abbreviated) symptoms prior to visiting our campus. Please check for the following symptoms:

- Fever of 100.4° F or higher
- Shortness of breath or difficulty breathing.
- Chills, fatigue, cough, sore throat, congestion, nausea, vomiting, diarrhea, or body aches.
- New loss of taste or smell.
- Contact with someone diagnosed with COVID-19.

Students and adults experiencing symptoms listed (above) must not enter the campus. Students seeking testing due to exposure or symptoms of illness must stay home until they receive their results. Families should contact the school office about their child's absence.

If you think your child has been exposed to COVID recently or if you are worried they might be more susceptible to catching COVID, we encourage them to wear a mask:

- While in the school's learning lab.
- While waiting to enter campus.
- While on school grounds.



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### Resources

The following items will be available/accessible on campus:

1. Disposable masks
2. Hand sanitizer
3. Cleaning wipes
4. COVID-19 test packs (based on availability)

### Additional Resources

- For information on current COVID-19 guidelines and requirements in Los Angeles County, please visit LA County Department of Public Health's COVID-19 webpage.
- If you need help, please call the *COVID Info Hotline at 1-833-540-0473*, which is available in multiple languages.