

CWCKC Remote Learning Policy

The purpose of Remote Learning is to ensure that students continue to build conceptual understanding and skill development even though they are not able to attend school in person. Students will participate in a variety of activities, but not all will be digital in nature. Students will receive lessons for new learning, additional reinforcement and skill building activities, class announcements, and community building opportunities across a range of formats:

- digital learning materials to use while interacting online;
- digital transmission of documents to print and use in hard copy format;
- hands-on supplies made available through pick-up and delivery;
- digital transmission of instructions for exploratory learning while off-line;
- video-based lessons from CWCKC teachers available for a-synchronous viewing online;
- live, interactive small and large group gatherings for both instruction and community building.

The purpose of this policy is to outline procedures and expectations for Remote Learning at CWCKC in order to support our students in line with our instructional philosophy, model, and program to the fullest extent possible when attending school is not possible. This policy is applicable to both time of exclusive remote learning and to remote learning needs created to augment classroom instruction in a traditional learning environment.

Delivery of Instructional Materials and Lessons

Instructional Materials and Lessons will be delivered via Google Classroom. This includes announcements, objectives, assignments, lessons, support opportunities, intervention materials and lessons, and additional resources.

Attendance

Attendance is recorded based on verifiable engagement in Google Classroom each week. In order to be considered present, a student must complete at least one required assignment each week or engage with their instructor in a meaningful way. A week for the purposes of this policy begins Sunday and ends Saturday.

Live Classroom and School Sessions

Zoom and, when appropriate, Facebook Live, will be used to host live class sessions. Class sessions will be utilized and scheduled at the discretion of the teacher and posted in Google Classroom. Additionally, the CWC community will conduct several whole school community oriented events each week. These include information for parents on how to support the social/emotional development of students, school-wide Specials classes, parent meetings, and read-alouds.

Teacher Office Hours

In an exclusively virtual environment, teachers will make themselves available by email, phone (via voicemail), or Zoom conferences for 10 hours/week and across at least four days per week. Teachers will respond to all communication requests within 24 hours during office hours via phone or email.

Teachers will provide their email and a phone contact number to all parents/guardians. *CWCKC strongly encourages teachers to utilize Google Voice phone numbers so teachers do not have to provide parents/guardians with their home/cell phone number.*