



## **C-WC Remote Learning Guide**

The purpose of the **C-WC Remote Learning Guide** is to provide information and clarification to staff, students, and parents regarding how learning will occur in our district during a long-term school closure. Our first priority is the physical and mental health of our students. Additionally, we strive to facilitate the continuation of learning while away from the traditional school environment. This will be accomplished through learning packets and/or digital resources, depending on the age of the student.

### **Items to Remember**

Students and their families may be under a great deal of stress at this time, and students are already missing the excellent instruction that our district's teachers provide. Therefore, we want to minimize the disruption in their lives, create a sense of stability for them, and alleviate additional pressure. Families should have an opportunity to reconnect. It cannot and should not be assumed that every family or every student has access to the necessary devices and appropriate internet connection at their home.

### **Communication**

Communication with our students and their families is key to their success! We must **all** (certified and non-certified staff) make every effort to check-in with our students and their families throughout this time. At the very least, we expect teachers to have weekly communication with the families that we serve. We recommend that you communicate via phone, Remind App, E-Mail and/or the postal service (take to the central office for postage to be applied). Online assignments should be communicated to students through Google Classroom, since that is a platform in which they are familiar with using. Communication should be concise and simple to understand.

### **Content**

Remote learning does not take the form of a traditional classroom. Students can learn through play, games, cooking, etc. This is a time in which teachers can be innovative in learning options provided for students. It should also be noted that many parents are working long hours and cannot physically be home to assist the students with their school work. Therefore, **required** learning tasks should be able to be completed independently by reviewing essential skills that have been previously taught.

Specifically, academic materials need to be provided at the students' levels of functioning. This is not the time to require assignments that introduce new content to students. However, it is an opportunity to shore up deficiencies, reinforce skills previously taught, and challenge students through optional activities of interest to the student. Student engagement will be important to achieve and can be done through the encouragement of teachers and support staff. If students do not have unlimited data

and/or they have video streaming issues, learning packets for each grade level will be available from their school in order to complete assignments. Communication is key, so simply call the school office or contact your child’s teacher.

**Recommended Hours of Instruction**

Grade Level	Minimum	Maximum
PreK	20 minutes/day	60 minutes/day
K	30 minutes/ day	90 minutes/day
1-2	45 minutes/day	90 minutes/day
3-5	60 minutes/day	120 minutes/day
6-8	Subject: 15 minutes/day  Total: 90 minutes/day	Subject: 30 minutes/day  Total: 180 minutes/day
9-12	Subject: 20 minutes/day  Total: 120 minutes/day	Subject: 45 minutes/day  Total: 270 minutes/day

Again, we encourage teachers to give additional optional work (enrichment opportunities) as long as it is made clear to students and families that the work is optional and will not negatively impact a student. Please encourage students to be creative and enjoy their time as well (encourage students to explore, etc.)

**Grading**

Traditional grading practices will not be implemented during this time. Instead, students will be assessed on a pass/fail (complete/incomplete) basis. Students will pass upon submission of **required** assignments, and fail for lack of completed work. At the end of the school closure, passing grades will be transferred onto students’ transcripts in the form of an A, and incomplete work could result in a failing grade if students fail to turn in required assignments. Additional, optional activities, should be assigned, but will not be required/graded.

### **Special Education**

Individualized Education Plans (IEPs) remain in effect during remote learning days. To the extent possible, the IEP should direct all work provided. Specifically, individualized learning opportunities should be given, as well as materials from all related services.

**Both** general education teachers and special education teachers should communicate with students receiving special education and/or their families on a weekly basis (minimum). If learning packets are provided and parents can't pick them up, efforts should be made for delivery. Documentation of materials provided and brief notes from conversations should be maintained by both teachers. Current federal mandates regarding IEP meeting timelines remain in place and must be followed. Therefore, the district will hold IEP meetings during remote learning days using the Zoom meeting platform.

### **504**

Students' 504 plans remain in effect during remote learning days. To the extent possible, 504 accommodations should be followed. Teachers should communicate with students who receive services from a 504 plan and/or their families on a weekly basis (minimum). If learning packets are provided and parents can't pick them up, efforts should be made for delivery. Documentation of materials provided and brief notes from conversations should be maintained by the teachers. Current federal mandates regarding 504 meeting timelines remain in place and must be followed. Therefore, the district will hold 504 meetings during virtual learning days using the Zoom meeting platform.

### **Staff Development**

Teachers wanting to utilize video instruction that is pre-recorded and allows students to view your screen/presentation will be offered a Screencastify subscription. A brief tutorial will be provided. Professional development for the Zoom meeting platform will also be provided.

Additionally, remote learning days allow time for teachers to take advantage of the Ed Leaders Network in order to accumulate licensure renewal requirements.

### **Professional Expectations/Social Media Usage**

The health and well-being of our C-WC staff is of utmost importance. However, as essential service providers, we continue to work during this time. We understand that many are not as fortunate and are deeply impacted. Now more than ever, we will be mindful of sending positive, encouraging information out to our families. We expect our

district representatives to be mindful of social media posts and model professionalism through all communications.

**Appreciation**

C-WC is fortunate to have talented students, supportive families, and intentional staff who serve students well. The character that you have demonstrated during this time exemplifies your commitment to learning. Your assistance with the meal program, collaboration in the learning process, and many other acts of kindness have not gone unnoticed. The grace that has been shown from everyone is comforting for our students. We, as an administrative team, want to serve you well. Please let us know how we can help and support you so that you can continue to serve our students.