

We, at MetCPA, realize the benefits as well as the challenges associated with virtual learning. To this end, we have developed an ever-evolving document that will lay the foundation for our virtual learning environment. As new issues arise and as remote education rapidly changes, so will our expectations. Please strictly adhere to our policies detailed below.

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### **Instructional Platforms**

#### **Online and live platforms**

- Castle Learning -our virtual hub
- Zoom -Live instructional tool
- GradeSlam -24/7 online tutoring service
  - Supplemental online teaching platforms
    - CK12
    - Khan Academy
    - Duolingo Plus (for schools)
    - Delta Math
    - Google Classroom

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### **Instructional responsibilities**

#### **Attendance**

- Take attendance in Alma daily.
  - Attendance should be entered into Alma by 4:00pm each day.
  - Tuesdays and Thursdays teachers must take attendance during Zoom session
  - Monday, Wednesday, Friday scholars will be marked present if they complete the daily assignment.
    - If scholars complete assignments ahead of the due date they will not be penalized. attendance will be based upon completion of assignments scheduled for that day.
  - All Students are required to participate during Virtual classroom sessions.
  - Students and families will be contacted when the student is marked absent.
  - Excessive absences will result in loss of credit

- The Dean and Counselor will be proactively communicating with families each week to support the scholars' remote learning needs. They will also be required to get in touch with families who are not actively participating in remote learning.

## **Grading**

- **Gradebook**

- All grades must be entered into Alma, weekly, no later than 8:00am.

## **Assignments**

- Each assignment should require, at least, 25-30 minutes of work time daily for a minimum of 3 to 4 hours per day.
  - The more scholars are engaged in learning and completing assignments will increase retention of concepts and increase their ability to demonstrate understanding

## **Weekly Assessments**

- Administer a weekly assessment via Castle Learning (all teachers)
  - The assessment must be
    - Timed
    - Randomized
    - Auto-locked

## **Meaningful feedback**

- Scholars benefit from meaningful feedback by
  - Receiving direct instructional support
  - Understanding the importance of completing each assignment
  - Knowing teachers are invested in their academic development
    - Types of meaningful feedback
      - Constructive and instructive feedback on all writing assignments
      - Computational and explanation corrections for math and science

## **Class Sessions (Blend of live sessions and online activities)**

### **CPA Virtual Schedule**

- Zoom sessions are scheduled twice per week
  - Tuesdays and Thursdays Periods 1-9
  - During live sessions teachers
    - Must invite
      - Principal and AP
    - May invite
      - Interventionist--ELL and SPED instructors
      - Dean and Counselor
- Small Group Instruction
  - Monday, Wednesday and Friday

### **Scope and Sequence**

- Entered into Alma for the next 6 weeks
- Topic and instructional standards clearly identified
  - Common Core and NGSS standards are accessible in Alma

### **Lesson Plans**

- Lesson Plans are due every Monday by 8:00am.
  - Email your lesson plans to Mr. Brown and Ms. Williams.

### **Virtual Meetings**

- Attend all virtual meetings on time.
- Watch all assigned Webinars, training videos or animations.

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### **Protocol for excessive absences, missing assignments or inappropriate behavior**

1. Contact and conference with scholar
    - a. If no change in behavior contact parent or guardian
    - b. If behavior persists Log incident into Accountability tracker
      - i. Mr. Jason will contact parent, guardian and scholar
  2. Teachers may lock assignments after adhering to protocol.
  3. Be sure to log all contact and correspondences to scholars and parents
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## **Multiple opportunities for Success via Castle Learning**

- MetCPA allows scholars multiple opportunities to succeed. This accomplished in our virtual platforms by
    - Enabling retake setting in Castle Learning
    - Rewrites of essays and DBQs
    - Administering a new assignment on same standards
    - Completing and/or correcting Constructive Response questions
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## **Teacher and staff work hours and communication**

- Monday, Wednesday and Friday 9-3pm
- Tuesday and Thursday from 8-4pm

## **Office Hours**

- Monday, Wednesday from 1:30-3pm
- Tuesday and Thursday during prep periods
- Friday from 2-3pm