



## Crescent View Academy E-Learning Protocols

Crescent View Academy will use Google Classroom and GradeLink to communicate lesson materials for KG – 10<sup>th</sup> grade on days that are designated as “E-Learning Days”. During such days, the goal is to maintain curriculum progression when student attendance at school is not possible due to unexpected weather or other circumstances. Parents, staff and students are expected to follow the guidelines below. These guidelines may be updated on an as-needed basis. Any changes will be communicated to parents, staff and students in a timely manner *insha Allah*.

### TEACHER EXPECTATIONS

1. Teachers will be available via Google Classroom or school email for parent and student questions from 8:00 AM - 3:15 PM, Monday through Friday. Teachers will aim to respond by the end of the day and no longer than 24 hours after the question is received.
2. Teachers will post assignments for every class by 8:00 AM on GradeLink, including specific instructions about expectations for assignments, such as grades and assessment. PDFs of the assignment may also be found in assignments under “files”.
3. Class Workload
  - Teachers will provide approximately 20 to 30 minutes of face-to-face class time per subject per day, Monday – Friday, for full-time classes via Zoom or Google Hangouts OR Google Meet and required work will be completed by students to reinforce concepts being taught. Attendance will be taken for each class. Classes held on “A” or “B” days will follow the schedule previously shared for Quarter 4.
  - Students will use their textbooks and online resources to complete assignments.
  - Assignments will be submitted to Google Classroom and may include written assignments, voice memo uploads, and/or video uploads.
4. Teachers will enter a “0” or “IC” for work not submitted by the designated time.
5. Teachers reserve the right to grant extensions for up to two days for work if contacted by students or parents. Illnesses or other excused absences should be communicated to the teacher directly and the Front Office copied.

### PARENT/STUDENT EXPECTATIONS

1. Students/Parents are expected to have access to and regularly review GradeLink and Google Classroom for teacher announcements and assignments.
2. Students/Parents will need to download the Zoom app and/or Google Hangouts/Meet on their phones or computers.
3. Students will complete work in a timely manner.
4. Students/Parents who need help will contact teachers via email to seek assistance.
5. Students who cannot resolve questions may request up to 2 additional days to complete assigned work.
6. Parents are responsible for ensuring that students have sufficient school supplies to complete their assignments at home: paper, pencils, erasers, scissors, glue, etc.
7. Parents are responsible for providing computers for online learning. If they do not have them at home, they are responsible for requesting a Chromebook from Crescent View Academy (if available) for use until school reopens.
8. Students are responsible for attending class on time, and coming prepared with all school learning materials such as text and workbooks, journals, pens/pencils, etc.
9. Students/Parents are responsible for bringing and returning all school learning materials such as text and workbooks, journals, etc., once the school reopens.

*NOTE: E-Learning is inclusive of remote, online, virtual, distant learning models.*