Elementary Virtual School Protocol

In the event of a school closure and the need to proceed to online instruction, the following protocol will be put into place.

Administrator's responsibilities:
 ❖ Review and revise the Elementary Virtual School protocol.
 ❖ Publish online protocol and expectations in Student/Parent Handbook and on the CAC website.
 ❖ Present Virtual School Protocol at a parent technology orientation within the first month of school and provide additional parent workshops as needed.
 ❖ Provide new teacher technology orientation and ongoing PD for faculty and staff,
 ❖ Regular contact with teacher and parents in person, online on Virtual ES Moodle page or by phone.
 ❖ Ensure individual student log-ins are established for PreK-5 (Parents will be given log-ins).
 ❖ Check Moodle report section for attendance

Parent's responsibilities:

 ❖ Be prepared by understanding these protocols before an incident occurs (eg. Username and passwords, necessary equipment, being involved in parent education sessions).
 ❖ Assist the student when necessary from logging-on and engaging with virtual learning activities.
 ❖ Ensure that students are logging in on a daily basis 5 days a week to their classroom site as this will indicate your child's attendance.
 ❖ Inform the school of your children's status (in-country/ out of country), during school closure supplying contact email and telephone numbers.
 ❖ Ensure that their sons or daughters have a computer (with families with more than one child more laptops will be needed), printer and Internet access.
   (digital camera/scanner in order to send completed assignments to teacher)
 ❖ Check your email and the school parent portal (http://www.cacegypt.org) for the latest information.
 ❖ Set up a study schedule for the week as well as designating a quiet study area.
 ❖ Parents ensure that time is devoted daily and assignments are completed in a timely manner for both classroom and specialists.
 ❖ Ensure that classroom Moodle sites and Specialist sites are visited by students.
 ❖ To attend workshops provided by the school to prepare our 21st Century learners.

Student's responsibilities:
 ❖ Know how to log into Moodle, younger students with support, and be familiar with other applications when applicable.
 ❖ Be sure to have access to both a computer and the Internet.
 ❖ Log into Moodle each day for 5 days a week to see if there are new updates or announcements.

- ❖ Meet all deadlines for assignments, and assessments for both classroom and specialists.

Teacher's responsibilities:
- ❖ Post student work and assignments the evening prior. Note: If posting a week in advance ensure to post it on Saturday evening. (Be sure to include the Specialists' schedule on your Moodle site so parents know when to check it.)
- ❖ Daily expectations with the amount of time that each assignment should take will be posted.
- ❖ Realize the challenges of online learning and will only give assignments that are essential to meeting curricular objectives. Assignments should be reflective activities and contain higher-level thinking skills (not just posting worksheets, they should be authentic learning opportunities).
- ❖ All activities must be accessed through Moodle (eg class websites, wikis, goggle doc/sites)
- ❖ Unit overviews and summative assessment criteria must be posted as a grade level team.
- ❖ ELL and LSS teachers will collaborate with classroom teachers to differentiate instruction to meet the needs of ELL and Learning Support students.
  - o ELL and LSS will maintain their own department Moodle with general information and resources for parents and students, as well as maintain email contact with individual students and their parents.
- ❖ Specialists will maintain a department Moodle with links to their class Moodle.