

# Capital Collegiate Preparatory Academy: Online Delivery Policy and Plan



## Online Day Plan:

This online day plan will be used in the event of a calamity which leads to school closure. Online day plans are an alternative to making up hours due to school closure under several circumstances. Our school may use an online day to make up the equivalent of up to three (3) school days. This will allow students access to complete classroom lessons to fulfill up to a maximum number of hours. Closure due to calamity will occur under the following circumstances:

- Disease epidemic, hazardous weather conditions, law enforcement emergencies, inoperability of school buses or other equipment necessary to the school's operation, damage to a school building, or other temporary circumstances due to utility failure rendering the school building unfit for use.

**Teacher Directed Learning:** In case of closure, the school will provide teacher directed synchronous learning following the timeline of the school's online learning schedule. This will take place via the online learning platform Canvas. Using this platform allows for real time instruction and engagement between teachers and students.

- **Documentation of Participation:** Student participation will be documented via Canvas through teacher attendance, completion of assignments, and participation in discussions. Students must log on to Canvas on online learning days. When this is not possible, the teacher will email a link to the recorded session to families.
- **Communication with Students:** The school will use multiple methods of communication to reach out to families and students such as emails, dojo messages, automated phone calls, announcements posted on Canvas platform, and text messages for students who may not be able to take part synchronously. This will ensure that families are aware of alternative learning options and can access support if needed.
- **Equitable Access:** In providing equitable access to quality instruction for all students during online learning days in addition to ensuring access to students with disabilities, English learners, and other vulnerable student populations, the school will:
  - Utilize Intervention Specialists, Instructional Assistants, and ESL instructors (where present) to reach directly to families to ensure that students are keeping up with the lessons as presented.
  - Ensure that students with IEP's, 504s and other regular academic accommodations will continue to receive services virtually.
  - Instruction through the online learning platform Canvas which offers accessibility features such as closed captions, language settings, and screen readers to ensure participation for students with exceptional needs and language support requirements.
- **Notification Process:** Once the decision for closure has been made, families and staff will be notified via an automated call, email, and text message from the School Messenger function in

the PowerSchool Platform. Schools will also share closure status and online learning plan via the school's webpage, its social media channels, and local news stations.

- **Teacher Contact:** Parents may reach out to teachers directly via their school email, Canvas, live chat, Class Dojo, or by contacting the school directly. In case of technical difficulties, the school has a technical support team available during closure days to assist.
- **Access to Internet and Technology:** When possible, students will be allowed to take their Chromebook devices home. These devices are equipped with internet accessibility. Each staff member is furnished with laptop devices during their employment with the school. A teacher who is unable to access the internet at home and unable to travel to a location with available internet should contact their supervisor support. If students are experiencing technical difficulties or access concerns, lessons may be recorded so students can review the material later. The online day plan for calamity days will be made available for students to access online or as paper copy lessons. If the teacher is utilizing a paper lesson, it will be sent home with the student the day the students return. Students that were given paper copies for remote lessons will also have one week to complete the lesson from the date of reopening.