



Elementary School

Remote Learning Instructions

Mindful that students learning at home will not have the opportunity to *connect* with everything that happens within the classroom, our faculty and administrators are committed to providing effective instruction for those participating *at home*. Please understand that we will begin the school year with the remote learning solutions currently defined. As we “live in” the process over the coming weeks, we will further refine it to meet the needs of students, teachers and families. This fluid situation demands a fluid solution and we appreciate your flexibility as we learn and adjust in the weeks ahead.

Goals for Students Learning at Home

- Daily “community” time with *on campus* class
- LIVE (Synchronous) instruction
- Provide students a “window” into their *on campus* classroom
- Engagement during instructional delivery when appropriate for the age/grade level
- Regular touch points with Classroom Teachers

Framework

This plan has been developed by the Elementary team to meet the needs and abilities of students learning *at home*. “Community” time and LIVE subject instruction will be scheduled intermittently throughout the day, coupled with regular interaction and support for those learning *at home*. Online engagement will be customized by grade-level and determined by the Classroom Teachers.

Parent involvement is key to the success of the student learning *at home*:

Grades K-1: Participation in *at home* learning for K-1st Grade students requires **immense** parent support and participation on a daily basis. These students will need assistance each time they log into “class.” You may also find that additional help is needed to keep them focused during online sessions throughout the day.

Grades 2-5: Participation in *at home* learning for 2nd-5th Grade students requires **regular** parent support and participation on a daily basis.

Parents should communicate with the Classroom Teacher via email, rather than during LIVE classroom instruction. This will ensure the Teacher can remain focused on the students during this time.

Technology

School-issued Chromebooks for students in Grades K-8 will be available for distribution within a couple of weeks. In the meantime, please connect daily using a personal device available in your home. The success of your student is contingent upon having access to one of the following devices to begin the school year:

- Laptop or Desktop Computer
- Chromebook
- Tablet

To ensure full access to the CCS learning platform, please ensure the device has access to the **Google Suite apps** including *Google Classroom, Google Drive, Google Docs, Google Sheets, Google Meet, and Google Email (Grades 6-12 Only)*.

- **Laptop/Desktop Computer Users:** Please install the Chrome browser to access the necessary apps (click [here](#) to install).
- **Chromebook Users:** Your child will simply log in.
- **Tablet Users:** Please install the aforementioned Google apps separately.
- Work on a device with a keyboard, if possible

We are grateful that most of our Carmel Christian families have temporary access to one of these devices. If you do not have a device available for your Elementary student(s), please email techcheckout@carmelchristian.org. We have a limited number of dated Chromebooks available to lend out until the new Chromebooks arrive. Please submit **ONE EMAIL** per family.

You will be notified when the school-issued Chromebooks are available, including distribution instructions and training opportunities.

Material Pick Up

- Materials should be picked up WEEKLY on Fridays between 9:30 am - 2:30 pm.
- Contactless delivery is available under the Student Center entrance. Please do not access the building for these materials.
- Please take the packet marked with your student's name from the Grade-Level bin.
- **Grades K-4 will pick up materials weekly** (teachers will communicate by Thursday afternoons if a pickup is not required that week).
- **Grades 5 will NOT pick up materials weekly** (teachers will communicate by Thursday afternoons if a pickup is required that week).

Work Environment

- Establishing a good work space is vital for student success and engagement.
- Students should be in an appropriate workspace (not on their bed, not at the beach, etc.).
- Minimize distractions

- Provide appropriate tools for success:
 - Headphones
 - Mouse to navigate on device (Grades 1-5)
 - Grade-level supplies (on Supply List)

Daily Schedule

- Classroom Teachers will develop a regular schedule for *at home* learners to join LIVE for subject lessons, *specials* and other “community” activities.
- Login times will be approximated and may require flexibility regarding exact start and end times.
- The student email, password, *Google Meet* links and schedule will be provided by your Classroom Teacher.
- Classroom Teachers will provide you with a “nickname” code for their classroom and each special (music, art, library, spanish, lab).
- Elementary PE will not be offered LIVE for students learning *at home*.
- To access the google meet, visit meet.google.com
 - +Join or start a meeting
 - Type your teachers “Nickname”
 - Click on the CONTINUE button
 - Click on the JOIN NOW button
- **Chapel:** Students learning *at home* may join us LIVE on Thursdays for Chapel using the appropriate Grade-Level *Google Meet* link:
Kindergarten (8:30-8:50): <https://meet.google.com/jdt-tcsm-vts>
1st-2nd Grade (9:00-9:30): <https://meet.google.com/pfd-fxrz-ebq>
3rd-5th Grade (9:45-10:30): <https://meet.google.com/ixg-nxzo-omy>

Attendance

- Attendance will be taken as if the student is attending class *on campus*.
- Log in at the times noted in your class schedule (provided by teacher).
- If the class is not in the *Google Meet* when you arrive, please wait (they will join soon).

Dress Code

Students will follow CCS Dress Code as if they were attending class *on campus*.

LIVE Instruction

- LIVE instruction is intended for **student** participation. Your student learning *at home* will have a “window” into their *on campus* classroom.
- CCS Classroom Teachers will conduct class in a *normal* fashion. At times the classroom environment requires extra attention for certain students or situations. By choosing this method of instruction, parents agree to uphold confidentiality and discretion regarding such situations to complement the CCS Parent *Statement of Support*.

- **Reproduction of LIVE sessions is prohibited.** By choosing this method of instruction, parents and students agree that they will not save, record, share or post school instructional sessions or any photos or audio recordings from such sessions.
- Classroom Teachers **will not record** LIVE instruction.
- Online engagement with those learning *at home* will be customized by grade-level and determined by the Classroom Teachers.
- Students should join each *Google Meet* with their **camera turned on** and their **microphone turned off**. If they wish to ask a question, they may unmute themselves and ask at an appropriate time just like they would if they were physically in class.
- The teacher will deliver class instruction and engage students *at home* in additional activities, as feasible.

Student Support

- Classroom Teacher/Assistant will communicate schedules for weekly *at home* group touch points.
- One-on-one time for *at home* learners may be scheduled, as needed, for additional support.
- Students eligible for school-based accommodations (based upon formal documentation) may contact Pathways for an Individual Accommodation Plan.

Grades/Report Cards

- Assessments for students learning *at home* may be administered differently at times.
- For those learning *at home* for an extended period of time, report cards will designate that grades reflect an extended period of remote learning.

Return to Campus Notification Plan

If your student is returning to campus after a short-term illness or quarantine, please contact the school nurse (nurse@carmelchristian.org) to coordinate return.

If your student is returning to campus after an extended period of learning *at home* (longer than 2 weeks), please contact Principal Lance Womack (womackl@carmelchristian.org) **at least 1 week prior to returning** to allow your teachers to prepare appropriately.