

**CCES 2020-2021**  
**Learning**  
**Model**

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# GENERAL INFORMATION

Welcome to your one-stop shop for all the information you will need for a successful year at CCES! Below, you will find some basic information to get you started. From there, each section contains key information about our education model, including a section devoted to providing a snapshot of our Virtual Learning experience at CCES. The following information applies to both virtual and in-person learning at CCES.

## The Basics

- Communicate, communicate, communicate! Effective communication is key to success at CCES. Administration and facilitators are highly available via email for any and all questions or concerns.
- Each CCES course maintains its own dedicated page on Canvas where you can find homework, grades, assignments, quizzes, newsletters, and everything else you need.
- All assignments for classes are due by assignment due date unless otherwise noted.
- All specific information for weekly activities, assignments, and homework can be found in the “Homeroom” tile on the Canvas Dashboard.

# CCES LANGUAGE

CCES is a unique educational environment that seeks to develop the whole learner in body, mind, and spirit. Part of this approach includes terminology specific to our environment that develops the type of culture conducive to achieving our educational goals.

## CCES Language

- **Facilitator:** The teacher that provides direct instruction and life experience with the content.
- **Learner:** The student who comes prepared to be in a learning environment that is engaging and empowering.
- **Collaboration:** Facilitators collaborate best practices within their grade and POD levels. Learners work with teammates to “learn together and from each other” within project-based learning.
- **Teams:** Learners are placed into teams to learn how to seek knowledge together and gain perspective of their learning experience.
- **Flex Day Wednesday:** A day where facilitators and learners can work in teams, gain extra instruction and assistance in a specific content area.
- **Intervention:** A program that facilitates early intervention to meet learning needs for the learners overall academic growth and success.

# CANVAS

Canvas is the learning management system (LMS) used by CCES. It is the place where learners can find all assignments, e-labs, projects, grades, class announcements, assessments, and everything else they need for class. Many assignments for CCES are submitted via Canvas. Canvas can also be utilized to communicate with facilitators, ask questions, and assess progress in courses.

- Weekly newsletters from your facilitators and academic calendars are located in Canvas.
- Grades are live on Canvas. Facilitators update grades every Monday.
- Navigation tabs are on the left on the Canvas page:
- General Canvas Tabs
- Account - account information
- Dashboard - all courses are listed here
- Courses - a shortcut popout course list
- Calendar - calendar listing due dates and upcoming noteworthy class items \*NOTE: The calendar is not where all e-labs are found! Always check the agenda for all assignment and due date information.
- Help
- Class Specific Tabs
- Announcements - facilitators post announcements to the class
- Assignments - learners can find specific assignments
- Grades - all grades, live (fully updated weekly)
- Discussions - threaded discussions used for class
- Settings
- Note: Some other tabs may or may not be visible for every class, depending on the specific needs of that course.

## TEAM PROJECTS

CCES functions in a collaborative, project-based learning environment. Learners work in unit teams to complete content-specific integrated projects for each unit. These teams are the same for every content area. Projects are foundational for success at CCES and carry a large portion of the overall grade for each course.

- The goal is for each learner to be a valued contributor to the team effort, exploring and utilizing their specific gifts to complete the project.
- Collaboration invites discussion, consensus, and conflict resolution as a part of the project process.
- Projects may take a variety of forms including, but not limited to, verbal/digital/video presentation, physical construction, video creation, research, artistic creativity and expression, digital skill development, website design, etc.
- Projects allow learners to not only engage with the content in creative ways, but to learn together and from each other through presentation.
- Projects encourage the development of life experience and essential life skills like communication, time management, conflict management, collaboration, brainstorming, reaching team consensus, and much more.

# GRADING

CCES grades are completed by semester (with checkpoints at each quarter to ensure passing grades). Grades are weighted based on categories. This means that each category contributes a certain percentage to the overall class grade regardless of the amount of individual points in that category. This style ensures that learners are not overly hindered by one specific type of assignment or grade.

## Notes on Grading

- Grades will be made up of a combination of classwork, assessments, participation, homework, and projects.
- It is crucial that learners are completing each assignment.
- Due to the inclusion of collaboration in CCES's style of learning, participation is an essential element to ensure high class performance.
- Specific assignment grades can be accessed via Canvas within the appropriate content area.

**CCES**  
**Virtual**  
**Learning**

# VIRTUAL LEARNING GUIDE AND CODE OF CONDUCT

CCES integrates technology into the education experience. Due to this, as well as a focus on communication, personal responsibility, and collaboration, CCES is able to shift successfully between in-person and virtual instruction. The following information is an at-a-glance look at Virtual Learning processes and expectations for CCES learners and families.

**\*Note: The Virtual Learning Classroom includes all the expectations and content of the in-person classroom. As such, full participation and engagement with facilitators, teams, and content is expected from every learner.**

## Virtual Learning Guidelines and Expectations

In order to appropriately engage and maintain professionalism during Virtual Learning, the following **Code of Conduct** is expected to be followed by ALL participants:

- Learners will be engaged in class at all times.
- CCES learners will be in uniform during Virtual Learning. No pajamas or costumes are allowed (unless it is a CCS-designated special dress day).
- Conduct is expected to be respectful at all times.
- Learners should not be eating or engaging in other potentially distracting activities during class.
- Learners must be in a location conducive to learning and use of technology. For example, seated at a desk or table rather than reclining on the couch or lying in bed. Learners are to remain seated in that location for the duration of the class time, not moving around the house or environment.
- Learners should be in an environment as distraction free as possible. For example, free of toys, distracting pets, no television or music on in the background, invasive noise or activity kept to a minimum.
- Learners should plan to be at home except in extreme extenuating circumstances. As learners would normally be in school anyway, learners should avoid participating in class from other locations or while in transit elsewhere.
- Learners should be the only people on camera, siblings who are not learners within the class are requested not to be on camera, unless otherwise directed.
- If possible, learners should use a laptop or desktop, as opposed to other technology (i.e. phones, iPads, etc.), to log in to class except in extreme circumstances.
- Should any technical issues arise, learners or families should communicate their problem directly to facilitators via the chat feature on Zoom or email.
- The chat feature is reserved for appropriate class use and should only be utilized when relevant questions or concerns arise. Additionally, the chat feature is not to be used for personal conversations; all comments should be directed toward the Facilitator, or the class as a whole.

# VIRTUAL LEARNING ATTENDANCE

As with any learning environment, consistent attendance is essential for success.

- Attendance in the Virtual Learning Classroom will be taken every day and for every class.
- Attendance will be taken in the morning and at the closing meeting at the end of the day. Please make sure your learner checks in at these times.
- All school attendance policies are still in place in the virtual environments.
- Any absences must be communicated by the learner or a parent/guardian to the CCES Office Coordinator, Mrs. Luna, at [nluna@crossroadsschool.org](mailto:nluna@crossroadsschool.org) by no later than 8 AM on the day of the absence. Additionally, email communication to the Facilitators is also required.
- In-class activities, assignments, etc. can be made up provided the absence is excused and the details for making up anything that was missed are arranged by the learner with the appropriate facilitator.
- If the absence is excused, learners have the same number of days to make up their missed work as they were absent. The timeline for completion of makeup work for absences greater than 5 days will be determined through a meeting with his or her facilitator.

## ZOOM PROCESS

The system used by CCEs for virtual instruction will be ZOOM. You can access it [here](#). The following information describes the basics of using Zoom as an instructional platform and the expectations of all learners when using this tool.

- Zoom conferences serve as the primary means through which learning occurs during our time in the Virtual Learning Classroom. As such, be engaged and invested in the learning process.
- Zoom links are posted on the learner's grade-level-specific academic calendar, posted on the "Homeroom" tile in Canvas. These links will change each week.
- Class will begin promptly at the start time. Expected tardiness, as always, should be communicated to facilitators.
- Due to the virtual nature of Zoom, learners should plan to log in **a few minutes early** in anticipation of potential loading times or other technological inconveniences.
- Learners must always use their real names within their Zoom screen names.
- To begin, microphones should be muted, and **cameras should be on**.
- It is preferred that learners utilize headphones to help maintain focus.
- Learners may not leave the meeting until excused by facilitators.
- The chat feature of Zoom should be utilized only for appropriate class communication or communication with facilitators.
- No use of distracting or animated backgrounds.
- Learners should make sure Zoom is fully downloaded, installed, and updated before class is set to begin.
- Technical difficulties should be communicated via direct message to the facilitator; if unable to do so, send an email to facilitators.
- See the Virtual Learning Code of Conduct for appropriate behavior during Virtual Learning.

# VIRTUAL LEARNING SCHEDULE

Class time and content level are fully maintained in the Virtual Learning Classroom to ensure seamless transition back to in-person learning. All E-labs, projects, presentations, and other forms of class content will be maintained whether class is taking place in person or online.

## **1<sup>st</sup>-6<sup>th</sup> Grade School Day Schedule**

- Monday, Tuesday, Thursday & Friday: 8:00am - 2:30pm
- Modified Day - Every Wednesday: 8:00am - 12:30pm

**Virtual Class Schedules - Visit [bit.ly/1st-6th-Schedule](https://bit.ly/1st-6th-Schedule) to access schedules for 1<sup>st</sup>-6<sup>th</sup> Grade**

# VIRTUAL LEARNING SUPPLY LIST

Please make sure your learners have the following supplies when we start school:

- General art supplies: crayons, colored pencils, glue, scissors, markers, 8 color watercolor tray, 2 Sharpie pens
- Paper (blank and lined)
- Pencils and erasers
- Small personal white board
- White board markers
- Highlighters
- Headphones with a microphone

# FREQUENTLY ASKED QUESTIONS

## Where do I find my homework?

- Every required homework assignment is listed on the Newsletter for that week posted on Canvas. All homework requirements are posted by end-of-day Friday to leave learners time to work ahead or ask questions prior to a due date.

## When are homework and classwork due?

- Homework are due by the due date listed on the agenda. Classwork in the Virtual Learning Classroom may be due by the end of the class meeting time, just as on-site classwork would be.

## How do I email facilitators?

- You may email facilitators at any time using the group email associated with that grade-level team. While facilitators often respond to emails very quickly, please allow 24 hours for a response whenever possible. Even emails for specific facilitators should be emailed to the group email, rather than directly to the classroom facilitator only.
- 1<sup>st</sup> Grade: [1stGrade@crossroadsschool.org](mailto:1stGrade@crossroadsschool.org)
- 2<sup>nd</sup> Grade: [2ndGrade@crossroadsschool.org](mailto:2ndGrade@crossroadsschool.org)
- 3<sup>rd</sup> Grade: [3rdGrade@crossroadsschool.org](mailto:3rdGrade@crossroadsschool.org)
- 4<sup>th</sup> Grade: [4thGrade@crossroadsschool.org](mailto:4thGrade@crossroadsschool.org)
- 5<sup>th</sup> Grade: [5thGrade@crossroadsschool.org](mailto:5thGrade@crossroadsschool.org)
- 6<sup>th</sup> Grade: [6thGrade@crossroadsschool.org](mailto:6thGrade@crossroadsschool.org)

## What do I do if a link does not work?

- First, *email your facilitators* about the problem, being specific about which link is not functioning and what you have done to try and solve the problem. We also recommend communicating with classmates and checking on the problem, or trying other means of accessing the link, such as using a different web browser, or trying on another device. Also, do not forget to check for responses to emails once a facilitator is alerted to a potential problem.
- Note: A broken link is *not* an excuse for a missed assignment if no communication was attempted.
- Note: This is a good reason to work ahead of schedule. If you encounter problems, you can solve them ahead of time.

## What if Canvas is not letting me submit an assignment?

- First, *email your facilitators* about the problem. It is also a good idea to include your completed assignment in the email so, should the problem persist, the facilitator can easily see that you completed the assignment on time. We also recommend trying to use a different browser or, if you are ahead of schedule, try again another time. Again, it is always a good idea to send the assignment in to your facilitator in another way to ensure you receive credit for completed work.

### **What do I do if ZOOM is not working properly?**

- First, email your facilitators about the problem. Try another internet browser or try using the Zoom app. Make sure Zoom is fully updated and installed correctly and verify your connection to the internet. Attempt to close and re-open the application and try again. If continued attempts do not help, communicate with facilitators and your team and inform everyone of the problem, while you attempt to get it solve. We understand that technology does not always function properly, and we are always willing to work with you.

### **What do I do if my computer breaks?**

- Communicate as soon as possible with facilitators and administration. If the computer is in need of lengthy repair, keep the school apprised of the situation and attempt to find alternate equipment if possible. iPad's, phones, etc. can be used to access most of the features we use in class and, while not ideal, can certainly help fill a gap if necessary.

### **What if I am still confused or I have a question that is not answered above?**

- Don't worry! Questions are a natural part of the learning process and we all know that CCES's approach to education is unique. We are used to questions and are always happy to answer them. We encourage learners to always communicate with facilitators and/or administration if ever the need should arise. Always feel free to email anyone of our staff or faculty! We are always willing and able to answer your questions.