



**Community Academy of Philadelphia**  
a Pennsylvania Charter School

**ALBERTA DILONARDO PROIETTA  
ELEMENTARY SCHOOL**  
1100 East Erie Avenue  
Philadelphia, PA 19124

T 215.533.6700  
F 215.533.6722

[www.communityacademy.org](http://www.communityacademy.org)

*Last Edited 8-6-2020*

## **Community Academy Charter School Online Behavioral Policy**

**Our goal is to ensure that all students are prepared to be successful in the classroom and at home, as needed. All Community Academy Objectives and Goals should be adhered to during online instruction.**

**“Our school holds paramount the needs of our students and challenges the faculty and staff to be creative and nurturing. Our school values personal responsibility. We believe that a trusting, caring and mutually respectful relationship must exist between adults and young people. We affirm that a safe environment, free from violence, abuse and intimidation is possible within a framework of adult leadership.”**

**--from CAP's Mission Statement**

### **A) Establish virtual-classroom expectations**

Set clear and concrete expectations for your students, just as you would in a regular face-to-face classroom.

### **B) Provide students with behavioral feedback**

Make use of virtual tools that provide students with immediate behavioral feedback and reinforcement.

### **C) Create your accountability program**

Just as in a regular classroom, expectations should be built on a foundation of accountability that is predictable and consistent. Students need to know the positive and negative consequences of their virtual actions.

### **D) Reinforce expectations**

To support your accountability program, establish a system of tangible reinforcement via a token economy. A token economy is basically a “point system” and is an effective way to reinforce and track student behavior. Bruin Pride Character traits will continue to be reinforced in the Elementary School, recognizing students monthly who demonstrate each of the qualities (Personal Responsibility, Respect, Integrity, Determination, Excellence, Perseverance, Empathy, Patience, Loyalty, Humility).

### **E) Provide behavior intervention as necessary**

Deliver constructive feedback to students who are not meeting expectations. In addition to communicating directly with students, it may be necessary to share concerns with parents and request their support.

### **F) Grading System**

CAP's standard grading system will also apply to Remote learning.

**Teacher Expectations:**

- Teachers will educate students to the best of their ability on how to access the websites, Google Classroom, forums, etc. PRIOR to the students needing to access them at home to the extent possible--plan ahead
- Teachers will be engaging - share high interest videos, record yourself reading or teaching, conduct an experiment, etc
- Teachers are expected to hold office hours each day, where they are available to answer any possible questions from parents or students.
- Teachers will update grades on a weekly basis
- Teachers will check their emails frequently throughout the day
- Teachers will post their work by 8:00 am each day
- Lesson plans will be updated on Atlas in accordance with deadlines provided by Administration
- Directions will be clearly explained on website and/or Google Classroom and updated as needed
- Teachers will plan cross-curricular activities when appropriate.
- Teachers will be flexible with deadlines as not every student has access to devices, internet, etc.
- Teachers will provide an appropriate amount of work and provide accommodations and modifications as needed on an individual basis. SPED, EL and Reading Specialists will be available to assist with modifications, translations, etc.
- Teachers will be in constant communication with SPED and EL coordinators. Teachers are expected to respond in a timely fashion when information is requested from coordinators.
- Teachers will maintain communication with all parents/guardians, particularly those of students who are not completing assignments, not performing well, etc.
- Teachers will document all contact with parents/guardians on the Communication Log

