

3/29/20 - Email

Dear Cardinal Community,

Because of COVID-19, and the closing of schools as instructional locations, CCA is charged with developing a distance learning program. The challenges to this midstream are far too numerous to mention, but it is worth taking a bit of your time to explain some of our considerations in developing our approach. While this list contains some of the most significant issues, it certainly does not contain all the identified challenges.

- (1) It was unavoidable that we needed a learning management platform in order to convey information to students. We chose one platform so as to reduce confusion for parents and students.
- (2) We had to be able to provide lesson plans that allowed parents as much flexibility as possible in supporting the instruction with students.
- (3) We have developed a long-term approach to addressing this crisis. We will limit the amount of new material delivered, and emphasis reviewing and reteaching what has already been taught.
- (4) We needed to coordinate efforts across teachers in order to remain reasonable regarding the amount of work that is provided.
- (5) We needed to maintain equity in our instructional practices, which, in this circumstance, involves setting boundaries regarding the accessibility of teachers.

With those considerations shared, here is what distance learning will look like at CCA.

1. All instructional materials will be provided through Google Classroom. We selected the Google Classroom learning platform because many of our teachers are familiar with it, and it is supported by our current Google Suite learning tools.
2. Instructional materials will be uploaded to Google Classroom each Monday no later than 8:00 a.m. This will begin on April 6th. Students will have a week to complete the work.
3. Teachers will support the completion of the work with a variety written directions, video posts, and links to online resources.
4. To the best of our abilities, work is designed to be completed on-line and thereby reducing the volume of printing and copying that is necessary.
5. Teachers will be accessible through posts on Google Classroom.
6. Teachers will maintain regular office hours:
 - a. M/W/F - 8:30 - 11:30
 - b. T/Th - 3:00 - 6:00
7. During these office hours, teachers will respond promptly to emails and Google Voice calls. Teachers' Google Voice numbers will be accessible on the school website.
8. Teachers will also provide feedback in Google Classroom, which is a secured learning platform.

Grade Level Specific Items

K-4:

- All families will receive a Google username and password for their students. This username and password will only work on the school network, and does not allow students to send or receive emails.
- The school is exploring online learning tools to ensure that work is appropriate for students. In addition to aligning with learning goals, it will assist with reducing the need for paper and printing for families.
- These platforms allow students to work at their own pace, and for teachers to monitor student progress regularly. We want to make sure that these tools are consistent, but also appropriate for grade levels.

- Students will participate in Art, Music, and PE through a Specials google classroom.

5th Grade:

- All students will continue to use their google classroom for ELA and Math.
- Students will join Mr. Peabody's google classroom for science and history.
- Most of the instructional activities will come from IXL. This will assist with reducing the need for paper and printing for families.
- These platforms allow students to work at their own pace, and for teachers to monitor student progress regularly. We want to make sure that these tools are consistent.
- Student will participate in Art, Music, and PE through a Specials google classroom

6th - 8th Grade

- All families will receive a Google username and password for their students. This username and password will only work on the school network, and does not allow students to send or receive emails.
- Students will work on materials created by the teachers.
- Math will continue to use Big Ideas to assist with instruction
- Due to the student load incumbent on elective teachers, we are limiting the number of elective courses that will continue on April 6th. On April 6th, if you have Spanish or PE, you will continue to have elective coursework.

High School

- All students should already have a Google Email address. This email already has the restrictions which prevent it from sending or receiving emails outside of the school Googleplex. Students will need to get used to accessing it.
- Students will work on materials provided by the teachers.
- Students enrolled in AP classes will follow the pacing and curriculum as outlined by the College Board's remote learning program.. AP teachers will provide information for that on their Google Classrooms.

FAQs

How do I get on Google Classroom?

Directions for accessing Google Classroom will be sent on Wednesday of this week. This week our teachers are working on setting up their classrooms, and they are not currently ready for student accessibility.

What about grades?

Due to the recent State Board of Education Meeting, there has been much chatter regarding grades during this distance learning process. We are following those developments closely, and because we have not received additional guidance from the state, we would like to hold off on weighing in on this issue until later in the week.

What if I don't have internet access?

Mr. Caraher will follow up with a phone call for a limited work pick up time. Because of the "stay at home" order that the Governor has declared, I must emphasize that this work pick up will be very limited in scope.

I am a High School student, and have lost my password to my email. What do I do?

Directions will be sent by Mr. Pugh on Monday.

Are there resources for getting internet at this point?

Many companies are offering free internet access for a limited time. These include:

- Comcast
- XFINITY
- AT&T
- T-Mobile
- Spectrum

Why Google Classroom?

Because we use Google for our school internet platform, it syncs well with the tools that we are already using. In addition, in reviewing the different tools, Google Classroom provides the simplest and easiest for quick learning for parents and students. It is one of the platforms recommended by the state.

I am worried about having a Google username with my child's name attached to it. Is this a problem?

We vetted this problem extensively. For students 8th grade and below they will only have a Google Username and Password. They will not be able to send or receive emails either within the school network or outside the network. It is designed for educational use, and is secured.

Why is there no live teacher instruction?

Another issue we discussed at length. While we did consider it, ultimately having live instruction became an issue of equity. We had no way to coordinate live instructional periods that would accommodate different issues, including but not limited to: Families that may have multiple students who need access at the same time. Parents who may be working from home and are unable have their students connect. Students who may not have enough broadband to connect for live instruction. Families with multiple students, but a limited number of devices.

As you can see there are many complications with setting "live" instruction times for classes. With that being said, we are continuing to review our approach, and will look to supplement it as it is necessary in the coming weeks.

My child is struggling and cannot make the teacher office hour times. What should I do?

Reach out to your child's teacher. We understand there are multiple issues that complicate this process. They should be able to help.

What about the work that my child has completed already?

At this time we are requesting that you hold onto the work. Because of the ambiguity of the grading system at this point, we are going to pause before we determine what you are to do with that work.

