

Park Academy

Distance Learning Program

April 1st, 2020

Introduction

Thank you all for your feedback, patience and flexibility. The entire staff has been hard at work to refine our distance learning program. At this time we are still hopeful for a physical return to school before the end of the year but we recognized that we must plan for this to last longer while we concentrate on our safety and the safety of our community.

In an effort to maximize connection and participation effectively while taking into account our student's learning challenges, we have adapted the schedule to best meet the needs of most of our students. Students will have a mixture of face-to-face and independent work assignments. Classes will be delivered through Zoom and Google Classroom. Gradelink will continue to be used to input grades. However, the grades from the first part of the semester will not be visible. We will merge these after the distance learning ends.

We will continue to adapt and add to the schedule as is appropriate for improving the services for students and families so look for additional opportunities as we progress on this journey. To this end:

Park Academy will do its best to

- Prepare and deliver high-quality instruction
- Continue special relationships your child has formed with their teachers
- Maximize technology use while being mindful of screentime
- Provide a consistent, daily schedule

Park Academy asks families to

- Dedicate a consistent distraction-free area in your home for your child(ren) to "go to school."
- Encourage your child to continue their normal school routine of getting up, dressing, eating breakfast, and preparing for the day as this creates a sense of

normalcy.

- Play board games that will support their learning
- Continue to read together
- Partner with us with patience and understanding as we implement and adapt this program to the needs of the students.

Expectations for Learning

1. For students in grades 3-5, please be present with your child during their scheduled class times. Most students in these grade levels will need support logging in, using the technology, and staying on task. We are asking for your help and support in this since we cannot be present with your child right now.

2. Chromebooks have been sent home with each student so they can access Google Classroom and Zoom. These are the two of the platforms we will be using in order to facilitate our digital learning environment.

3. We ask that Chromebooks are turned off by 4 p.m. each day and charged and ready to go for the next day's instruction. We also ask that students are not using their Chromebooks for gaming or social media. These are school property and should be used for educational purposes only.

4. Please make sure your child logs into Google Classroom a few minutes before their scheduled classes and is dressed in school-appropriate clothing. A link to the Zoom meeting will be provided in the Google Classroom portal.

5. Students must have their camera activated so their face is visible to the teacher and should not have their face covered with hoodies or other clothing

6. Students should use their Chromebooks in a location that is an area that is well lit and free from distraction. Please ensure food or drinks are not being consumed near the Chromebook.

7. Students should not have cell phones, hand-held games, pets, or other items in their hands or on their laps during class time.

8. Students may find headphones helpful for online learning.

Netiquette

Since many students have not worked in an online environment before, it is important that they learn and abide by the rules of etiquette for distance learning.

- Students may not record, photograph or post pictures or videos of teachers or other students online
- Students should avoid the use of profanity at all times
- Students should only use chat functions to participate in educational discussions during class time
- Students should always treat their teacher and classmates with respect and kindness
- Students should think before they type. Once something is online, it stays online
- Students who struggle to adhere to these guidelines and teacher instruction may be removed from the virtual classroom to protect the instruction for other students

3-5 Distance Learning Priorities and Expectations

- We will strive to provide comfort, routine, and certainty during these uncertain times
- Students will continue to receive personalized reading instruction every day
- Language Arts and Mathematics will be provided five days per week through Zoom
- Science and Social Studies will be addressed through reading and writing content
- Students will have opportunities to participate in PE, art, music, and theater in a modified format
- Students will participate in Homeroom everyday at 8am. This is a required class and important for us to take attendance, answer questions, deliver information, and set the tone for the day

6-8 Distance Learning Priorities and Expectations

- All core classes will meet three days per week, including language arts, math,

and science

- There is time in the schedule for teacher office hours. Students will need to email their teacher to make an appt during office hours to meet with the teacher from whom they need support
- Students will continue to receive reading services. The number of days per week is dependent upon their need and current reading level
- Students will have opportunities to participate in PE, art, music, and theater in a modified format
- Students will participate in Homeroom everyday at 8am. This is a required class and important for us to take attendance, answer questions, deliver information, and set the tone for the day

9-12 Distance Learning Priorities and Expectations

High school requirements will remain high due to the need to earn credits for graduation.

- English/language arts, history, social studies, and science will meet 3x per week via zoom with additional assignments and projects required in their time outside of class. Math will meet 5x per week.
- Teachers will be available during office hours. During this time families and/or students may request to meet with the teacher's individual. Teachers may require the students to meet during this time for check-ins and additional support.
- Students will continue to receive reading services but those meeting times may be reduced to 2-3 days per week due to the truncated schedule.
- Students will participate in their electives, PE, and health in the same format as their core classes as these are required for graduation
- Students will participate in Homeroom everyday at 8am. This is a required class and important for us to take attendance, answer questions, deliver information, and set the tone for the day.

Attendance

We know that life and our world is greatly impacted right now and we ask that each student and family do their best to participate in the online school day. If your student will not be able to participate we ask that you email Fawn Morris at

fmorris@parkacademy.org prior to 8 AM or as soon as possible so we can inform the teachers that the student will not be a part of that day's program or parts of that day's program.

Assessments and Grades

Park Academy's top priorities during this time are to provide comfort, safety, and routine during a time of uncertainty and anxiety. That being said it is important for us to implement tracking and accountability structures to track and monitor learning. Gradelink has been revised to reflect the distance learning schedule. Past semester information is not lost but cannot be accessed while a new schedule is active. When normal classes resume, teachers will merge the classes to reflect the student's semester in its entirety. Please utilize gradelink to keep up to date on your child's assignments and progress.

Distance Learning Working Hours

All teachers and administrators will be available for school business during the hours of 8 a.m. and 4 p.m. Monday-Friday. This includes checking emails, conducting online classes, preparing for lessons, and attending virtual faculty meetings.

Contacting School Staff

Each member of the administrative team is available by email and phone. Our work numbers are being forwarded to our personal cell phones so that we may take and respond to your calls. Teachers are available by email and can return your call. We are asking faculty members to not give out their personal numbers so thank you for respecting that.

Physical Access to Park Academy

The physical building of Park Academy will be closed to the public for the duration of the physical school closure. If you need to send documents or tuition payments

please send them via US Postal Services or drop them into the mail slot outside the building. Administration will be checking mail on site on a periodic basis. If you need supplies such as a replacement chromebook please let administration know and they will make arrangements if possible.

Counseling

This is a very difficult time for students and adults. Linda West will be available during normal school hours for consultation and support. She is also available to continue valuable college and career planning services. She can be reached at lwest@parkacademy.org and by phone at 503-594-8773.

Questions and Information

Mr. Lowery, Head of School, will be sending out regular emails to the entire school community with updates as we get them. In addition, we will be using the “School News” feature in Gradelink to post tutorials, information, and updates, so please check there often. If you need help logging into Gradelink, please email Kim Barton at kbarton@parkacademy.org or Linda West at lwest@parkacademy.org

Technical Assistance

If you are having difficulty logging or some other technical aspect of the process, first try to problem solve with the teacher but if it is a significant issue or cannot be handled quickly at the moment email techmanager@parkacademy.org or call 503-594-8782. We will do our best to respond to your questions promptly.

How to Access Google Classroom

1. Here is a tutorial <https://www.youtube.com/watch?v=xfgqtCi7hdo>
2. Open your school Gmail account
3. Click on the apps button in the top right-hand corner
4. Choose “Google Classroom”
5. If you have not already joined a classroom, your teacher has sent you an invitation with a class code in it
6. Click on the + button in the top right-hand corner and choose “join a class”
7. Enter the code you were given and you will see the

Google Classroom icon show
up on your dashboard

How to Access Zoom

If Zoom is not currently installed on your child's chromebook, instructions on this process can be found here

<https://support.zoom.us/hc/en-us/articles/213298746-Getting-Started-On-Chrome-OS>

Please don't hesitate to reach out to techmanager@parkacademy.org if you have any difficulties.

Links to the Zoom meeting for each class will be posted in Googleclassroom prior to or at the very beginning of class.