



## VIRTUAL LEARNING MIDDLE SCHOOL

On Monday, March 23, 2020, CCA students will begin virtual learning from home. Please visit our COVID-19 page for updates and information on school plans as they relate to COVID-19.

**Please remember, even though the CCA Campus is closed, school is still in session.**

### GENERAL REMOTE LEARNING GUIDELINES

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#### STUDENT ROLES & RESPONSIBILITIES

- Establish daily routines for engaging in the learning experience (for example, set an 8:00 AM start time for classwork).
- Identify a comfortable, quiet space in your location to learn effectively and successfully. Consider lighting, space for books, computer/iPad and a comfortable chair to create an effective learning environment.
- Regularly check your email or your Google class page for announcements or feedback from your teachers.
- Complete assignments with integrity and academic honesty.
- Be a good digital citizen and comply with the CCA Acceptable Use Policy.
- Do your best to meet timelines, commitments and due dates.

#### PARENT/GUARDIAN ROLES & RESPONSIBILITIES

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- Check parent email daily for school updates and communication from teachers.
- Establish routines and expectations with your child.
- Identify a space in your home for your child to work without distraction on their assigned work, where you can occasionally monitor them and encourage good digital citizenship practices when he works online.
- Make sure that your child is checking assignments on their Google class page daily and staying in communication with their teacher(s). Lesson plans can be found in ParentsWeb.
- Have a daily check-in with your child about their progress on learning experiences to see if he/she has any questions or needs support.
- Establish times for reflection, mindfulness and relaxation practices.
- Encourage physical activity and/or exercise.

## PARENT ASSISTANCE

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- While parents may be expected to assist in the management of the learning process, parents are not expected to be placed in the role of teacher. In most cases, students should be able to *independently* carry out the tasks assigned by teachers.
- Beginning, April 6, grades will be taken.
- The goal is for learning to be authentic. Learning activities can occur online or offline (e.g. reading, exercising, drawing, playing, constructing, writing, etc., are perfectly acceptable virtual school day tasks that can be documented through photographs, videos and reports or turned in remotely upon return to school).

## QUESTIONS

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If you or your child have questions during the school day, please reach out to the following faculty and staff members listed below:

For Questions About	Contact
Course Assignments, Tasks or Feedback	Classroom Teacher
Personal or Social-emotional Concerning CCA Students	Bridget Roth <a href="mailto:broth@cornerstonecca.org">broth@cornerstonecca.org</a>
Issues Related to Academics	Gracie Stelly <a href="mailto:gstelly@cornerstonecca.org">gstelly@cornerstonecca.org</a> Ann Tucker <a href="mailto:atucker@cornerstonecca.org">atucker@cornerstonecca.org</a>
Technology Help Desk	8-11 AM Nancy Mayo <a href="mailto:nmayo@cornerstonecca.org">nmayo@cornerstonecca.org</a> 1-3 PM Sharon Ng <a href="mailto:sng@cornerstonecca.org">sng@cornerstonecca.org</a>

## MIDDLE SCHOOL GUIDELINES & PLANS

### LESSON PLANS & EXPECTATIONS

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- Middle School teachers will continue to deliver their curriculum.
- Lesson plans will be posted in ParentsWeb on Mondays.
- Students should utilize the Discussion function of the Google Classroom to ask questions about lessons or homework.
- Some teachers may schedule 'synchronous' classes, where an entire class will video conference with their teacher at the same time. These synchronous classes will be planned in advance to maximize attendance.

### ATTENDANCE

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Teachers will submit attendance to ParentsWeb two times during the week following the below attendance categories:

1. Present and Participating
2. Inconsistent Attendance and Participation
3. Not Present/Inactive/Absent

### TEACHER COMMUNICATION

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Teachers will be checking email throughout the day and will be responding to messages at regular intervals between 8:00AM–3:00PM, Monday through Friday, while virtual learning is employed.

### MIDDLE SCHOOL WEEKLY WORKLOAD

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As we move through this uncharted territory together, please know we are here to serve you and your child during this difficult time. We will learn, daily, what is working best for students and their families. If we find something isn't working, we will adapt and adjust. Thank you for your patience as we embark upon this remote learning journey together!

Students will be Virtual Learning with academic classes on Mondays and Wednesdays. Although, math will take place Monday through Friday. Tuesdays and Thursdays will be math classes as well as your elective classes.

Virtual Learning may consist of **one or more** of the following:

- Meeting through Google Hang Outs with your teacher during designated time face-to-face (with your Math teacher, in particular)
- Working independently on class work assigned, whether it be a written assignment or project work
- Watching an academic based video
- Turning in your assignment

*\*\*\*Please note: The suggested times are a combination of teacher instruction and student practice.*

- **6th Grade**
  - English Language Arts: Approx. 5 hours per week
  - Math: Approx. 5 hours per week
  - Spanish: Approx. 1 hours per week
  - Bible: Approx. 2 hours per week
  - Science: Approx. 2 hours per week
  - Social Studies: Approx. 2 hours per week
  - STEM: Approx. 1 hour a week
  - Elective Classes: Optional approx. 1 hour per elective class a week excluding Spanish.
- **7th Grade**
  - English Language Arts: Approx. 5 hours per week
  - Math: Approx. 5 hours per week
  - Bible: Approx. 2 hours per week
  - Science: Approx. 2 hours per week
  - Social Studies: Approx. 2 hours per week
  - STEM: Approx. 1 hour a week
  - Elective Classes: Optional approx. 1 hour per elective class a week excluding Spanish.
- **8th Grade**
  - English Language Arts: Approx. 5 hours per week
  - Math: Approx. 5 hours per week
  - Bible: Approx. 2 hours per week
  - Science: Approx. 2 hours per week
  - Social Studies: Approx. 2 hours per week
  - STEM: Approx. 1 hour a week
  - Elective Classes: Optional approx. 1 hour per elective class a week excluding Spanish.
- *If you have questions and need assistance, please reach out to Ann Tucker, Middle School Principal via email at [atucker@cornerstonecca.org](mailto:atucker@cornerstonecca.org).*

# VIRTUAL LEARNING SCHEDULE

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## MONDAYS AND WEDNESDAYS

- 8:00 AM - Remote Learning Begins
- 1st academic class 8:00-8:30
- 2nd academic class 8:40-9:10
- 3rd academic class 9:20-9:50
- 4th academic class 10:00-10:30
- 5th academic class 10:40-11:10
- 6th academic class 11:20-11:50
- 8<sup>th</sup> Grade Bible Class 1:10-1:40
- 7<sup>th</sup> Grade Bible Class 1:50-2:20
- 6<sup>th</sup> Grade Bible Class 2:30-3:00

\*Bible Class Schedule

8:00 - 8B

8:40 - 8A

9:20 - 7B

10:00 - 7A

10:40 - 6B

10:50 - 6A

## TUESDAYS AND THURSDAYS

- 8:00 AM - Remote Learning Begins
- Math class during your regular class time
- AM elective 1:00-1:30 (Tuesdays)
- PM elective 1:00-1:30 (Thursdays)

## FRIDAYS

- Math class during your regular class time

# KEY TERMS FOR REMOTE LEARNING

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## ASYNCHRONOUS

Class interactions happen via ParentsWeb lesson plans and Google Classroom Pages without real-time interaction. Students engage in class materials and complete work at their own pace, typically within a given timeframe, often using Google Classroom or Google Meets to drive peer-to-peer engagement.

## **SYNCHRONOUS**

Class interactions happen in real time, at the same time. Students may virtually attend class together via Google Classroom or Google Meets with livestream or chat.

## **VIDEO CONFERENCE**

A virtual meeting in which participants in different locations are able to communicate with each other with audio and video. Teachers will utilize Google Classroom and Google Meets for this function.

## **SCREENCAST**

A digital video recording of the teacher's computer screen, usually including audio narration. Screencasts are a form of instructional video. Teachers will utilize Google Classroom and Google Meets for this function.