



VIRTUAL LEARNING

PK2 – 5TH GRADE

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

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.
- 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

- 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

- Preschool and Elementary School parents will need to assist their child with assignments from their teachers.
- 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 start being 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

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 broth@cornerstonecca.org
Issues Related to Academics	Gracie Stelly gstelly@cornerstonecca.org Ann Tucker atucker@cornerstonecca.org
Technology Help Desk	8-11 AM Nancy Mayo nmayo@cornerstonecca.org 1-3 PM Sharon Ng sng@cornerstonecca.org

PRESCHOOL GUIDELINES & PLANS

LESSON PLANS & EXPECTATIONS

- PK2 – PK4 teachers will continue to deliver a modified, age-appropriate curriculum in Google Drive. Parents will be provided with hard copy curriculum as well.
- Lesson plans for the week will be posted in ParentsWeb on Mondays.

ATTENDANCE

Teachers will take attendance in ParentsWeb one time a week following the below attendance categories:

- Weekly Google Meet with Parents regarding student progress.

TEACHER COMMUNICATION

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

PRESCHOOL WEEKLY WORKLOAD

As we move through this uncharted territory together, please know we are here to serve you and your children 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 virtual learning journey together!

- PK2: Approx. 2.5 hours of work per week maximum (Ex. 30 min a day)
- PK3: Approx. 3.0 hours of work per week maximum (Ex. 36 min a day)
- PK4: Approx. 3.5 hours of work per week maximum (Ex. 42 min a day)
- Teachers will meet with students 2 -3 times a week virtually.

ELEMENTARY GUIDELINES & PLANS

LESSON PLANS & EXPECTATIONS

- BK, Kindergarten–5th grade teachers will continue to deliver their curriculum.
- Lesson plans will be posted in ParentsWeb on Mondays.
- 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

Teachers will take attendance in 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

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

ELEMENTARY WEEKLY WORKLOAD

As we move through this uncharted territory together, please know we are here to serve you and your sons 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!

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

- **BK/Kindergarten**
 - English Language Arts: Approx. 2 hours per week
 - Math: Approx. 2 hours per week
 - Science/Social Studies: Approx. 1 hour per week
 - Bible: Approx. 1 hour per week
 - Outclasses will provide weekly optional lessons: (PE, SEEK, Art, Music, Theatre, Spanish)

- **1st Grade**
 - English Language Arts: Approx. 2 hours per week
 - Math: Approx. 2 hours per week
 - Science/Social Studies: Approx. 1 hour per week
 - Bible: Approx. 1 hour per week
 - Outclasses will provide optional weekly lessons: (PE, SEEK, Art, Music, Theatre, Spanish)
- **2nd Grade**
 - English Language Arts: Approx. 2 hours per week
 - Math: Approx. 2 hours per week
 - Science/Social Studies: Approx. 1 hour per week
 - Bible: Approx. 1 hour per week
 - Outclasses will provide optional weekly lessons: (PE, SEEK, Art, Music, Theatre, Spanish)
- **3rd Grade**
 - English Language Arts: Approx. 2.5 hours per week
 - Math: Approx. 2.5 hours per week
 - Science/Social Studies: Approx. 2 hours per week
 - Bible: Approx. 1 hour per week
 - Outclasses will provide optional weekly lessons: (PE, SEEK, Art, Music, Theatre, Spanish)
- **4th Grade**
 - English Language Arts: Approx. 3 hours per week
 - Math: Approx. 3 hours per week
 - Science/Social Studies: Approx. 1 hour per week
 - Bible: Approx. 1 hour per week
 - Outclasses will provide optional weekly lessons: (PE, SEEK, Art, Music, Theatre, Spanish)
- **5th Grade**
 - English Language Arts: Approx. 3.5 hours per week
 - Math: Approx. 3.5 hours per week
 - Bible: Approx. 1 hour per week
 - Science: Approx. 2 hours per week
 - Social Studies: Approx. 2 hours per week
 - Outclasses will provide optional weekly lessons: (PE, SEEK, Art, Music, Theatre, Spanish)

If you have questions and need assistance, please reach out to Gracie Stelly, Preschool/Elementary School Principal via email at gstelly@cornerstonecca.org.

KEY TERMS FOR REMOTE LEARNING

ASYNCHRONOUS

Class interactions happen via ParentsWeb lesson plans 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.