



Monday, March 16, 2020

Dear Academy Parents,

I want to take this opportunity to connect and share our plans regarding the continuing instruction for our students. **Wednesday, March 18th**, will be the first day of virtual instruction for all our students. The Academy leadership, faculty and board have been proactively preparing for the possibility for E-Learning. You can expect to receive emails from each of your student's teachers in the next day with specifics.

TRANSITION TO E-LEARNING

Moving instruction fully online is a journey that we will all navigate together. We have prepared some general guidelines as we make this transition. If you have a specific question or concern about the first iteration of our classrooms to virtual learning or a technology issue, please contact [Kristina Reyes](#) with general questions, [Colleen Enghauser](#) for tech-support and/or the relevant grade-specific teacher (i.e. firstname.lastname@theacademysja.org).

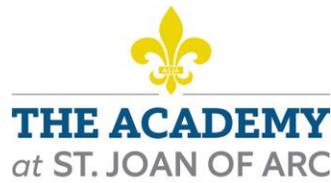
Parents & Guardians: You have a role in supporting learning when it occurs in the classroom, as well as when it occurs at home virtually. We appreciate there will be a learning curve for all of us. Ongoing communication will be provided on a regular basis from faculty and staff. There are many possibilities for how teachers might invite students to share their learning. Parents and caregivers should be sure they understand what their children's teacher(s) expect and then support their students as needed.

Students in Grades 4-8: Students in Grades 4-8 have Gmail accounts and should check these accounts every morning for messages from their teacher(s) about the daily learning expectations. Students in grades 4-8 will be turning work in using the Google platform. Teachers in these grades 4-8 will be using videos to teach content and will also be having a group meeting through Google Hangouts

Early Childhood and K-3 Students: Early Childhood and Primary grade K-3 students will have their information sent from the teachers to their parent's emails. Students in 1-3 will be using the Seesaw app (website) for student work and submission. Teachers in these grades 1-3 will be using videos to teach content and will also be having a group meeting through Zoom.

All Students: Across the entire student body, teachers will communicate with students about how to share their learning. Students may be asked to:

- Complete a Google Quiz.
- Submit a document to their personal Google folder.
- Take a picture of their work and upload it into a Google folder or email it to their teacher.



- Record a video demonstrating they can do something.
- email a message summarizing their learning.
- Engage in a Chat session; or
- Engage in an online video "Office Hour".

E-LEARNING ATTENDANCE

When lessons are scheduled to be delivered virtually, attendance is required and will be monitored. Teachers will track virtual attendance in a variety of ways, with a number of technology tools able to facilitate the confirmation of a student's participation in virtual learning. It is possible for teachers to identify who is in attendance during a live video session, whether a student has signed into their Google folder and completed assignments, who has sent or received an email, which students participated in an online chat, or who has uploaded an image or video documenting a student's learning activity, etc.

STRATEGIES FOR VIRTUAL LEARNING:

Sustained periods of virtual education are successful when students have a routine to follow and a space in which to work and learn. As we all consider how to best support your child's online learning, we encourage you to confirm the time of day any online video sessions will be held, as well as determine the assignments your student will be asked to complete. If you're not sure, please ask your child's teacher(s) for clarification.

In addition, developing a daily routine, it is important to identify an at-home learning space. Ideally, this space should have:

A computer, iPad, Chromebook or another device

Good lighting

Ready access to learning materials and tools.

RESPONSIBLE USE OF TECHNOLOGY

The Academy supports the best use of technology to provide virtual teaching and learning. We value the partnership of parents and caregivers when learning occurs outside of the school building. As an important reminder, all students and adults using The Academy's technology platforms are expected to adhere to the guidelines set forth in the [Academy Parents & Student Handbook](#). In general, students and adults should be sure to:

- Use respectful behavior and language.
- Stick to appropriate topic discussions.
- Send only appropriate video transmissions.
- Use only appropriate icon, emoji, and avatar submissions.
- Wear school appropriate clothing if attending meetings via video.



- Be honest and use academic integrity by not plagiarizing or copying others' work.
- Not falsify information about oneself or impersonate others online.

PERSONAL BELONGINGS / ACCESS TO SCHOOL FACILITIES

If there are items your student needs for the duration of the building being closed, you will need to pick those up tomorrow, **Tuesday, March 17th between 8 AM and 10 AM.**

AVAILABILITY OF FACULTY & STAFF / ADDITIONAL INFORMATION

The faculty and staff at The Academy are committed to providing you and its student body with as much support as possible during this unprecedented time and will be available via our Academy emails M-F 8:30 am – 3:00 pm.

The ASJA website has a [dedicated page](#) for ongoing updates, and we will be posting there regularly. There will be links to resources that you might find useful as we work together as a community in these uncertain times. If you have any suggested content you have found useful, please share it with [Caroline Kennedy](#)

When everyone remembers to act with kindness, show consideration for others, and treat one another online as they wish to be treated in person, students and adults alike will be able to focus on learning.

We continue to count our blessings for the support of the extended Academy families and offer prayers for the health of all.

Sincerely,

Kristina Reyes

Head of School

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