



## Virtual Learning at PCA Parent/Student Information Guide

### Purpose/Rationale

The following Virtual Learning plan allows the opportunity for PCA students to be engaged in meaningful learning on days where uncontrollable events/conditions may prevent students from being on campus. In the event of a school closure, the following plan will be enacted to continue learning for all grades at PCA. While we are fully aware that this is a significant change for our students and families, our goal is to eliminate as many disruptions as possible within the process.

### Timeline

Due to the recent announcement of school closures, the PCA Virtual Learning will officially launch on **Wednesday, March 18, 2020**. Students will receive their assignments by email (grades K-4) or Google Shared Drive (grades 5-12). The first assignment will be posted on Wednesday, 3/18/2020, and will be due Sunday, 3/22/2020, by midnight.

New assignments will begin on **Monday, March 23**, and will be distributed daily for grades K-5 and weekly for grades 6-12 and special areas. Teachers will be communicating to each class with instructions on how to proceed with work previously assigned.

### Technology Needs

To participate in virtual learning, each family will need a computer, internet access, and for grades 5 through 12 a Gmail account will be needed to access student assignments. If you do not have a Gmail account, we are asking that you establish one per family. You do not need one email per student. If you do not have a home computer and/or internet access, please contact Mrs. Jennifer Fort ([jfort@palmettochristianacademy.org](mailto:jfort@palmettochristianacademy.org)) as soon as possible so we may provide assistance.

### Academic Integrity

It is important to understand that PCA upholds its academic integrity through the use of a virtual learning environment. Students are expected to follow the same academic guidelines as if they were in the real classroom. Academic dishonesty and other violations in the virtual classroom will be handled with the same measures according to the student handbook.

## **Value of Virtual Learning**

The value of virtual learning is to maintain the academic pace during a crisis that otherwise would create the need to extend school into summer. The reason we are taking this seriously is because we believe we can keep students moving forward if they make the effort and work hard within this process. Because this is not a vacation for administration and teachers, we need parents and students alike to embrace the same mindset so we as a PCA community can work together to provide the best education in light of this national crisis. If we can work together, we will reach the goal, continue effective instruction, and finish the year strong. Thanks for your support!

## **The Parent Role in Virtual Learning**

While virtual learning helps us to meet the needs of instruction, it is not intended to replace the value of students being on campus with teachers and friends. Virtual learning requires parents to supplement the social aspects of learning in the home. Some recommended strategies for helping your student(s) include: providing a daily schedule, creating a designated work space, providing daily check-in time to review academic progress, providing encouragement, and promoting persistence.

## **Academic Guidelines**

Please understand that standard classroom rules apply to all assignments. All assignments are expected to be turned in on the designated due dates. Late work will receive standard penalties following the PCA Student Handbook. Students are expected to do their own work without help from other students or parents. Please email your teacher(s) and use their daily office hours (see below) for any questions you may have regarding your child's academics.

## **Virtual Learning: What to Expect**

**The School Day.** The virtual learning "school day" will run from 8:00 am until 3:00 pm. All teachers will be available by email during these hours.

**Course Content.** All teachers, including special area teachers, will be sending lessons for each class. Coursework will be a continuation of current units and standards. Lessons will NOT be focused on remediation or enhancement.

**Instruction.** For grades K-4, instruction will be delivered by email. For grades 5-12, instruction will be delivered using Google Shared Drives (See How To Guide below). Teachers will provide a video lesson for every class that includes a daily/weekly agenda. Additional assignments, tasks, links, etc. will also be attached.

**Workload.** The workload assigned for the week will be similar to a normal school day (including homework).

**Grading.** It is important to hold accountability and value of student work during this time. All submitted assignments will be reviewed and graded for correction and/or participation depending on the teacher direction. Please note that hard copies may be required upon return to school.

### **Lower School Specifics (Grades K-5)**

- **Grades K-4.** All materials will be delivered daily by email from your child's teacher. A video clip will be included that describes the daily schedule, assignments, and tasks that need to be completed for the day. Each teacher will have "office hours" by email.
- **Grade 5.** All materials will be shared with students using Google Shared Drive (**See How To Guide below**). Please make sure you have a Gmail account on file with the school to access these documents. If you have questions, please contact Mrs. Jennifer Fort at [jfort@palmettochristianacademy.com](mailto:jfort@palmettochristianacademy.com). Each teacher will have "office hours" by Google Hangouts every day. See How To Guide for accessing Google Hangouts.
- **Assignment Submission.** For all grades, please submit assignments by emailing them to your child's teacher.
- **Special Classes.** Each day your child will receive an email from one of the specials teachers outlining an activity for the day. These activities are designed to be fun and engaging. A log will be sent home for you to record your child's participation.

### **Upper School Specifics (Grades 6-12)**

- **Content Delivery.** Please make sure your child watches the video before starting their instruction. All materials will be delivered using Google Shared Drives (**See How To Guide**). Please make sure you have a Gmail account on file with the school to access these documents. If you have questions, please contact Mrs. Jennifer Fort at [jfort@palmettochristianacademy.com](mailto:jfort@palmettochristianacademy.com)
- **Assignment Submission.** Assignments should be submitted according to the teacher instructions.
- **Upper School Math Program.** The upper school Math Department will utilize Khan Academy during this time of virtual learning. Khan Academy produces short lessons in the form of videos and supplementary practice exercises. All resources are available for free. You will also receive a weekly video from your child's teacher that reviews the agenda and states available office hours.

Your child's teacher will send you step-by-step instructions on how to create an account with Khan Academy and join the class. Once you have joined the class, there will be a list of assignments with due dates. Students are expected to watch the lesson video, work the associated problem set on paper showing all of their work, and record their answers in Khan Academy. Within the problem sets there are hints in case your child gets stuck, and students may do the problem sets as many times as they would like to reach mastery of that particular objective. Your child's teacher is able to keep track of the

assignments your child has completed and how many times your child has attempted the practice sets. **The due dates will not change. Once the due date has passed, the assignment will no longer be accessible.**

**All math courses (grades 6-12) will utilize the same grading practices:**

- **Daily/Homework Grades.** Students will turn in all work done on paper the day they return to school. The number of problems done on paper will reflect the number of times the students attempted a particular problem set.
  - For example:
    - A student attempted the problem set on Reducing Fractions three times, and the problem set contains five problems. That students should have work for 15 problems done on paper to be turned into their teacher.
  - All student work should be shown with lesson title at the top of the page as well as problems numbered and organized on the paper so that they are easy to follow.
  - A sample page of student work will be provided from your child's teacher so you will know the expectations.
- **Quiz Grades.** Students will earn a quiz grade based on how well they do on the problem sets as recorded in Khan Academy. Students may do these problem sets as many times as they would like to earn the best possible grade.
- **Test Grades.** There will be a major assessment over the material taught in Khan Academy when students return to school. There will be at least one day of review prior to the assessment so it's important that students come prepared with questions.

If there are any questions concerning Khan Academy, please don't hesitate to reach out to your child's teacher or Rachel Tisdale at [rtisdale@palmettochristianacademy.org](mailto:rtisdale@palmettochristianacademy.org).

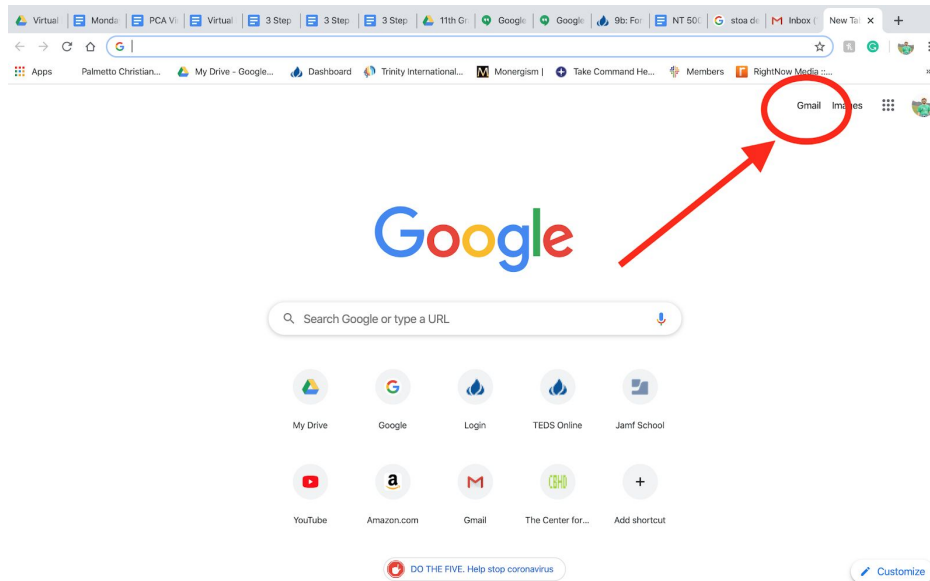
## Who to Contact

Questions about a particular assignment or class	Your child's teacher
Questions or concerns about your child's virtual learning experience	Dr. Myra Finneran, Director of Curriculum and Instruction <a href="mailto:mfinneran@palmettochristianacademy.org">mfinneran@palmettochristianacademy.org</a> Mr. Sean Keiper, Upper School Principal <a href="mailto:skeiper@palmettochristianacademy.org">skeiper@palmettochristianacademy.org</a> Dr. Rick Martin, Lower School Principal <a href="mailto:rmartin@palmettochristianacademy.org">rmartin@palmettochristianacademy.org</a>
Issues with technology platforms or devices	Mr. Quinn Disrud (Apple-related products) <a href="mailto:qdisrud@palmettochristianacademy.com">qdisrud@palmettochristianacademy.com</a> Mr. Robbie Kelly (Windows/Android-related products) <a href="mailto:rkelly@palmettochristianacademy.org">rkelly@palmettochristianacademy.org</a> Mrs. Ellen Peek (lower school) <a href="mailto:epeek@palmettochristianacademy.org">epeek@palmettochristianacademy.org</a> Mrs. Jennifer Fort (upper school) <a href="mailto:jfort@palmettochristianacademy.org">jfort@palmettochristianacademy.org</a>
Questions about email and/or blackbaud	Mrs. Lisa Shimakonis <a href="mailto:lshimakonis@palmettochristianacademy.org">lshimakonis@palmettochristianacademy.org</a> Mrs. Selina Zubia <a href="mailto:szubia@palmettochristianacademy.org">szubia@palmettochristianacademy.org</a>

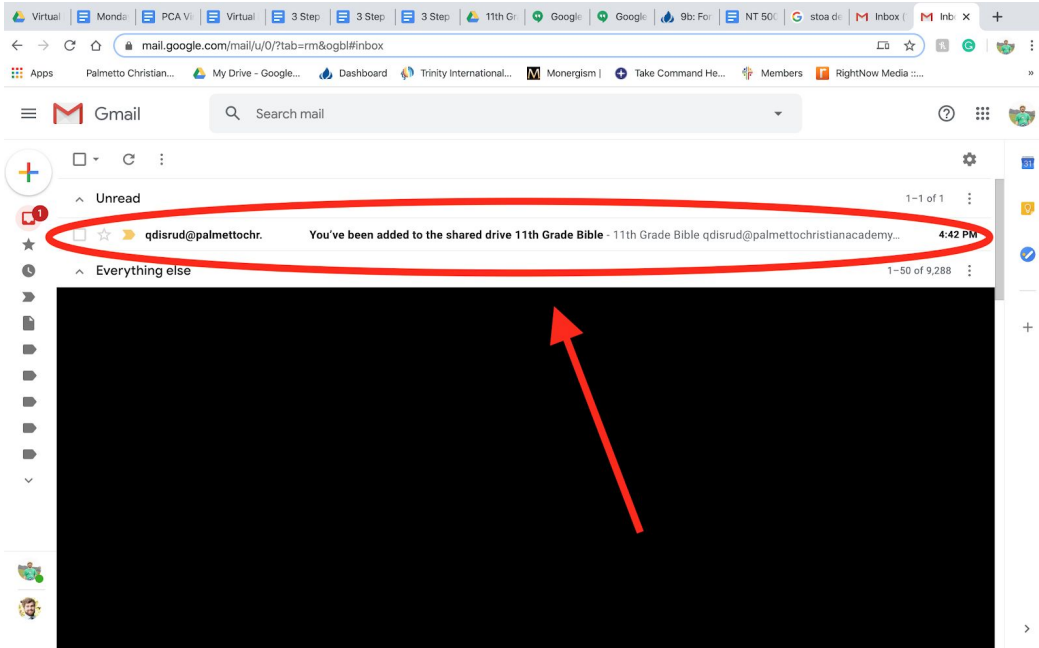
# **Student/Parent How To Guides**

## I. Student/Parent: “How To” access and download files/videos

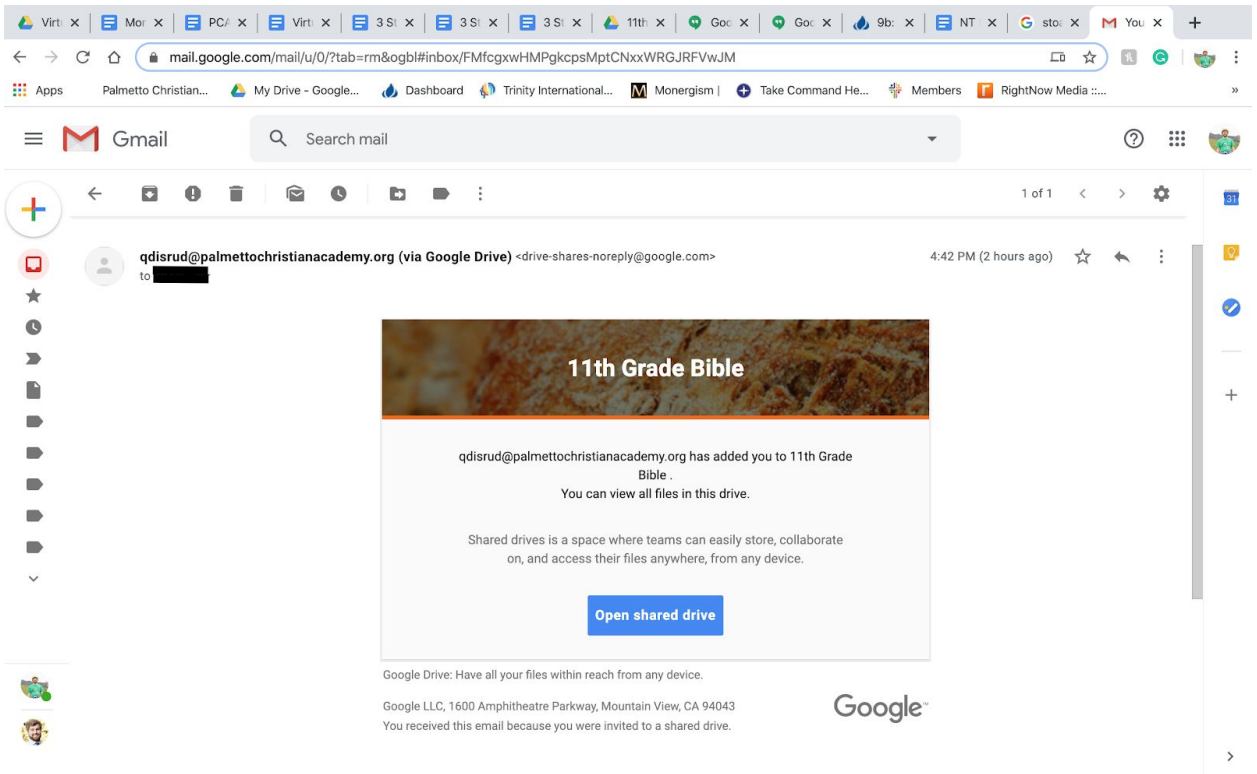
1. Open a new tab in Google Chrome
  - a. If not using Google Chrome, search “Google”. If the page below does not match your screen, click the word “Google” in the top left-hand corner.
2. Once to this page, click on “Gmail”



3. You should have received an e-mail from someone within Administration saying “You’ve been added to the shared drive “Grade; Subject; Level”
  - a. Grades K-3: You will be getting an individual e-mail from your Teacher
  - b. Grades 4-12: You will be getting added to a “Shared Drive”
    - i. **It is the students/parents responsibility to weekly receive their assignments from the Shared Drive**

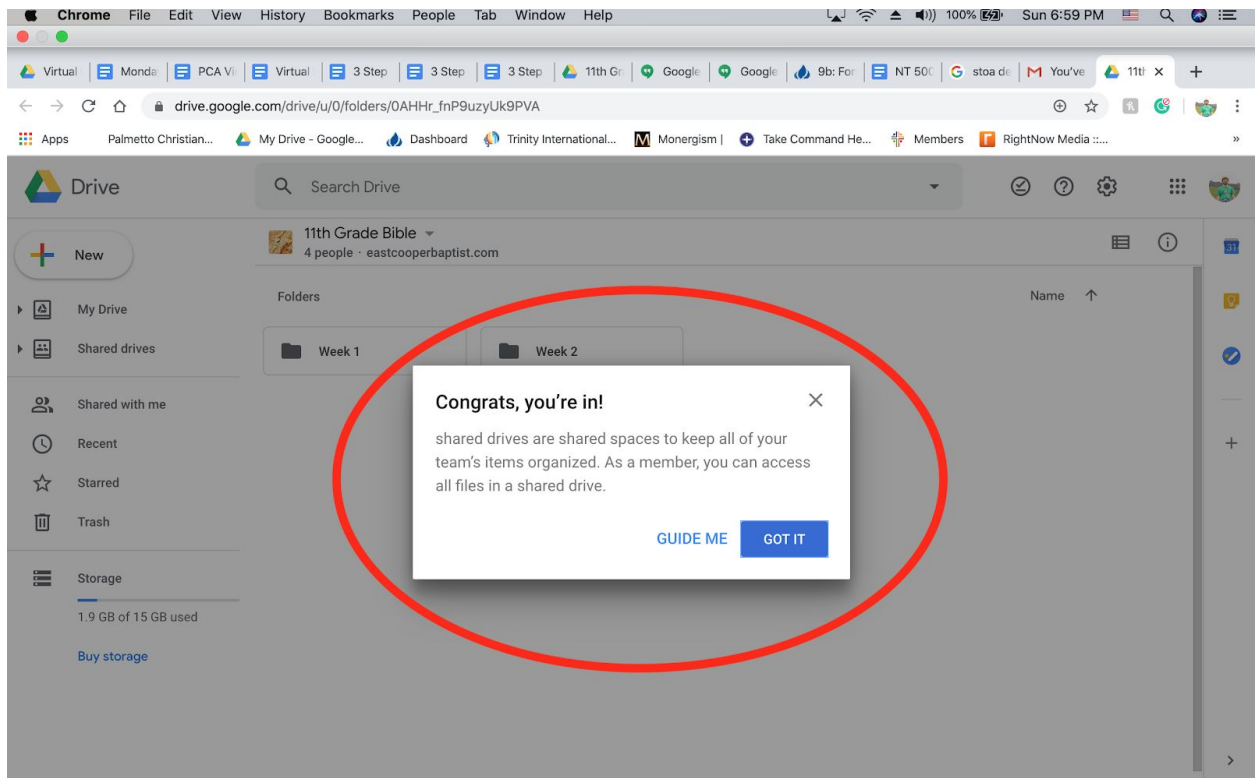


4. Open the e-mail and click on the blue button “Open shared drive”

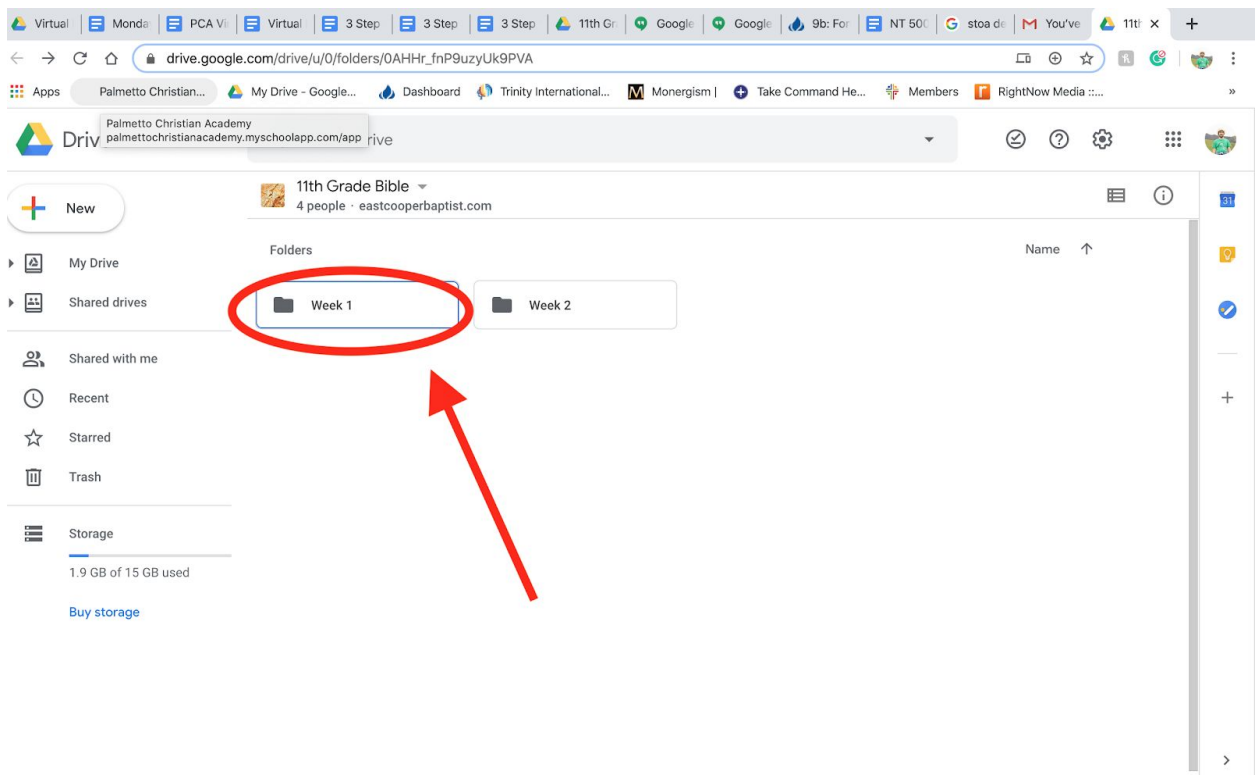




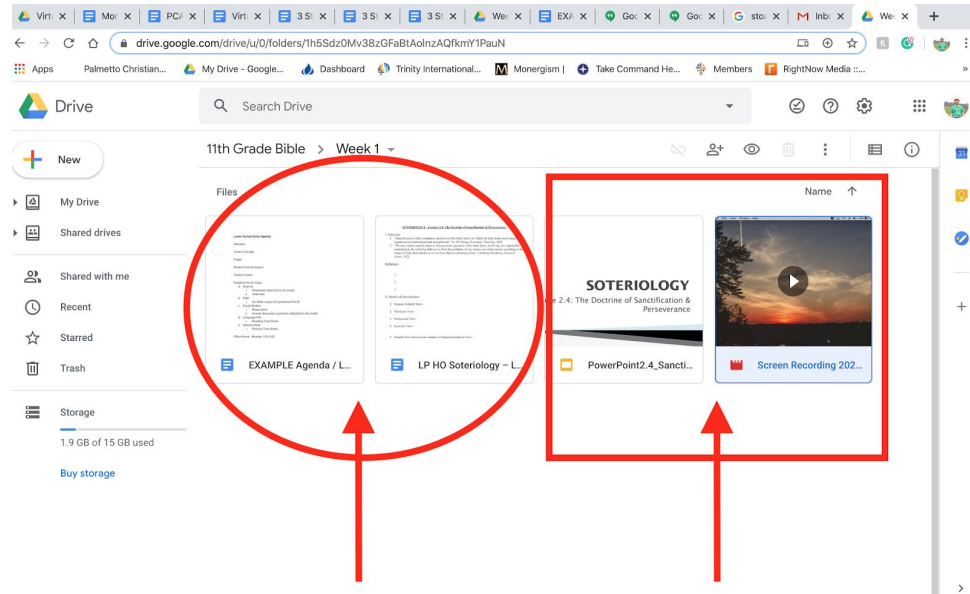
5. If you are new to Shared drives, I recommend clicking on “Guide Me”, if you are experienced with Google click “Got it”



6. Once in, depending on what “Week” is being covered click on that folder.



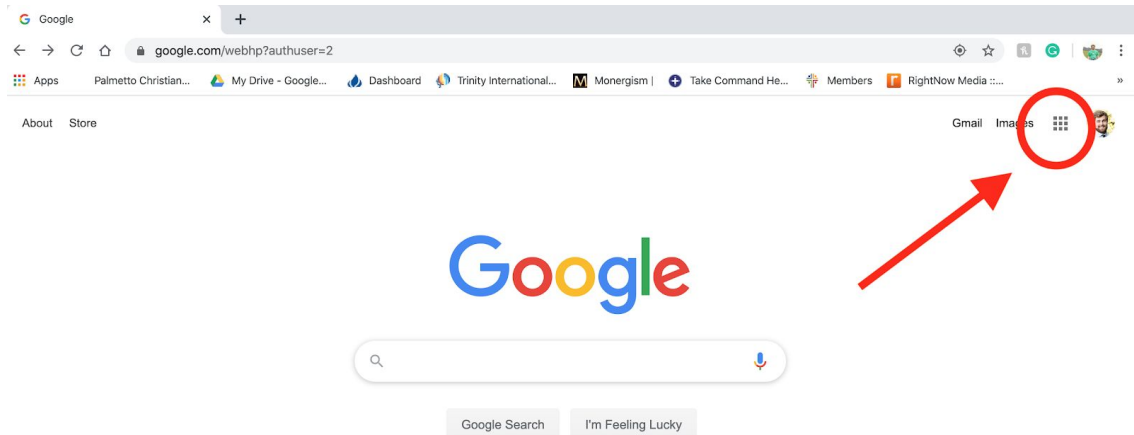
7. This is where you will find videos/powerpoints/assignments for the week that can be downloaded.
  - a. Lower School: There will be a daily upload/update
  - b. Upper School: There will be a weekly upload/update
  - c. The documents must be downloaded to make changes/ powerpoints and videos can be downloaded or viewed within the drive.



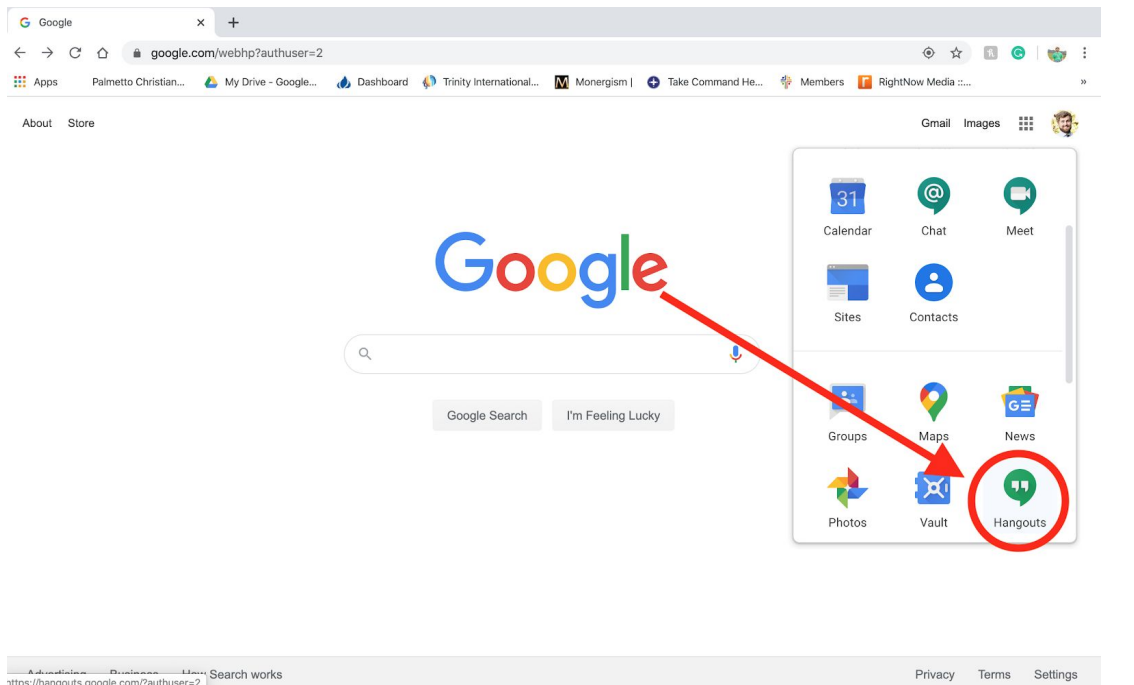
8. Once downloaded, edits to the document can be made. It is this edited document that will be turned in or pictures of documents that will be turned in on Fridays.

## II. Student/Parent: “How To” Access Google Hangout

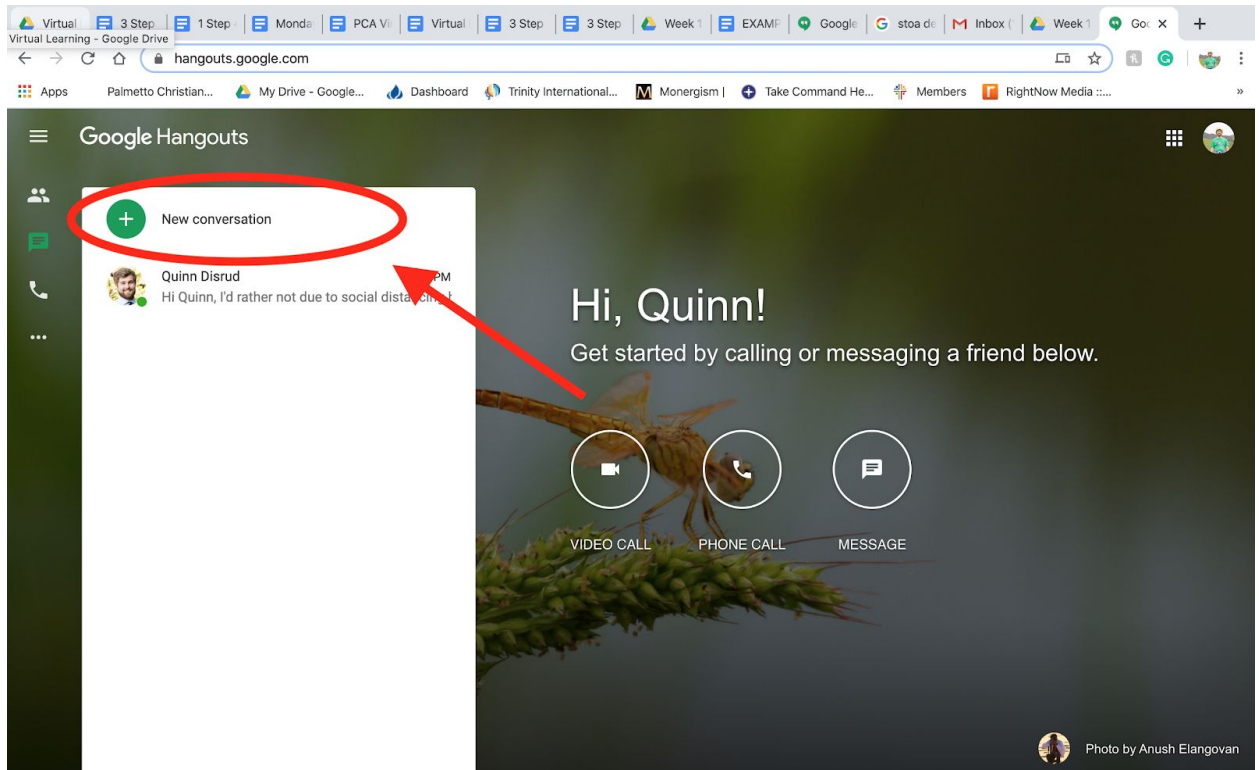
1. Open a new tab in Google Chrome  
If not using Google Chrome, search “Google”. If the page below does not match your screen, click the word “Google” in the top left-hand corner.
2. Once to this page, click on the 9 squares in the top right-hand corner



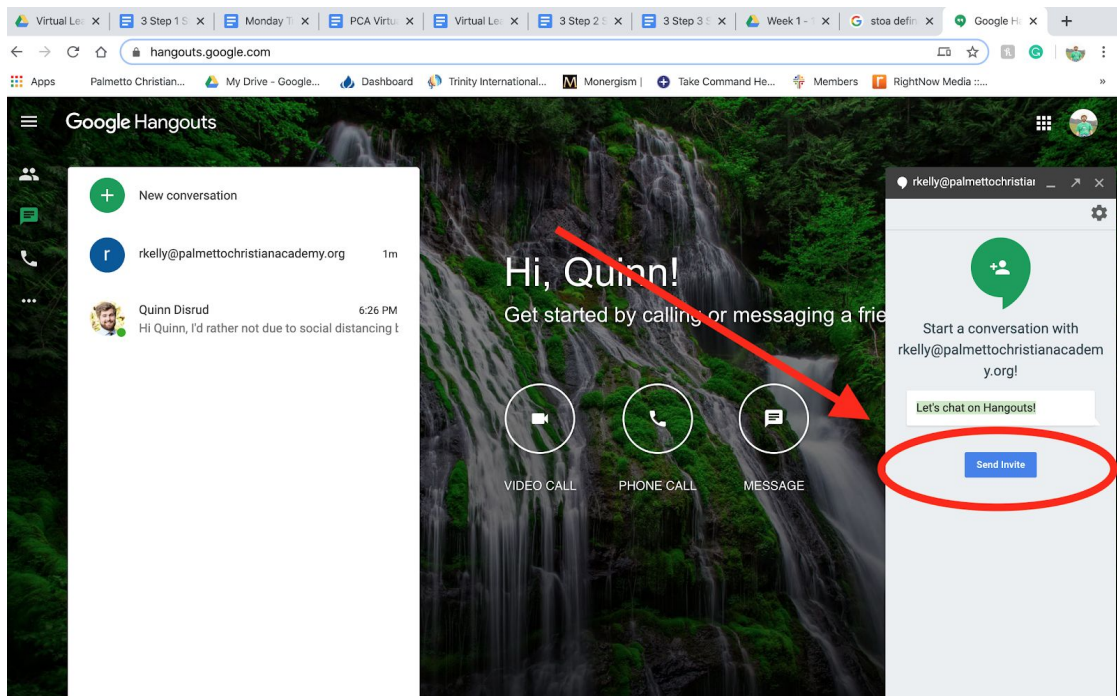
3. Scroll down within the dropdown and click on “Hangouts”



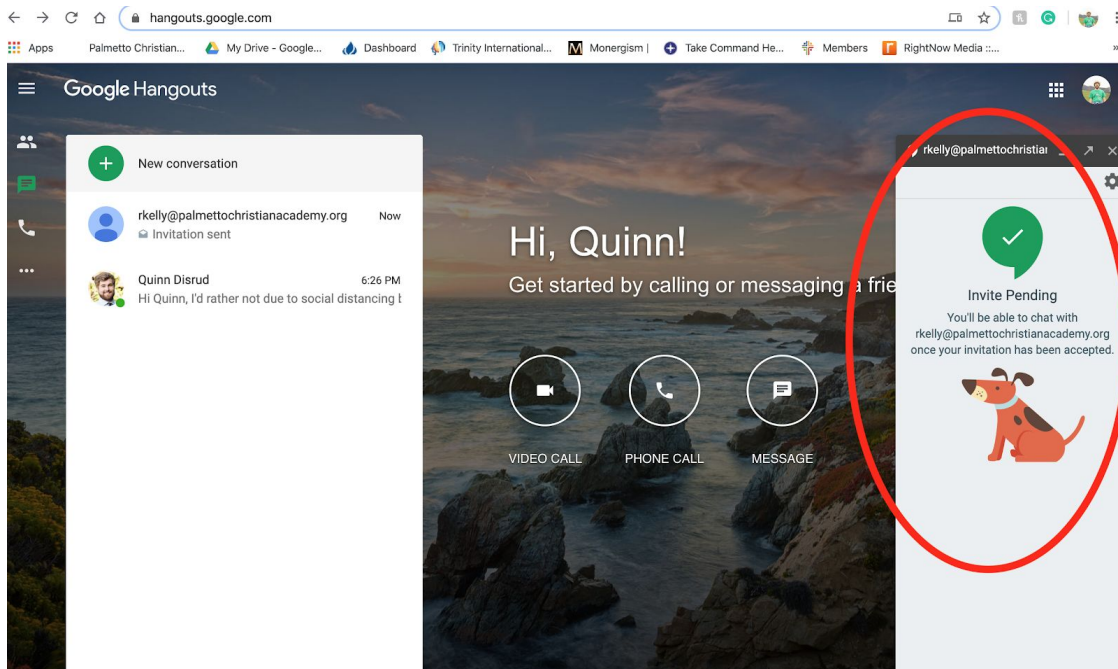
4. Click on “New Conversation” and type in the teacher’s email address. **Note: the domain ends with “.org”**



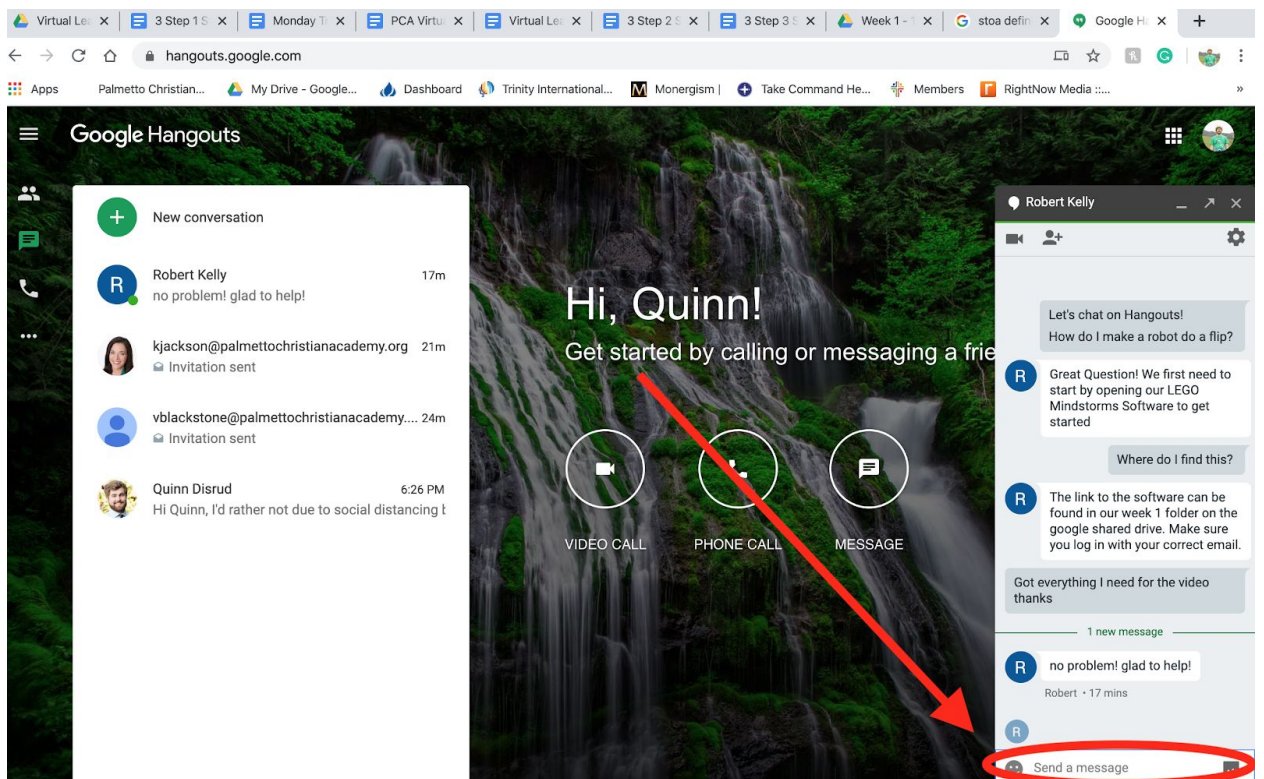
5. Once the email address is entered, click on the email address and a box on the right will appear. Click the button that says “Send Invite”. During the teacher’s “Office hours”, the teacher will accept and start responding through this messaging box.



6. Below is what the screen will look like if you are waiting for the teacher to accept the invitation.



7. Once accepted, a text box will appear at the bottom where it allows you to write and send the message by pressing the "enter/return" key.

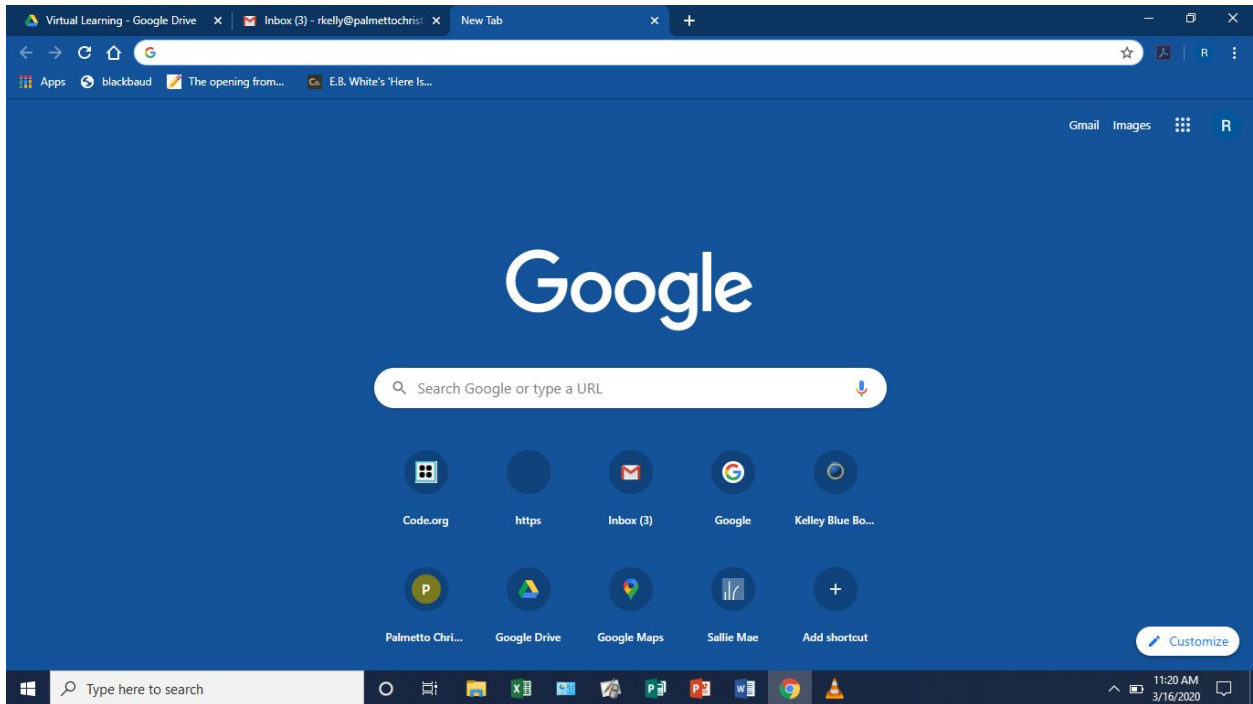


8. Remember teachers have different "Office Hours" therefore make sure to double-check to know when the teacher you want to chat with is going to be online.

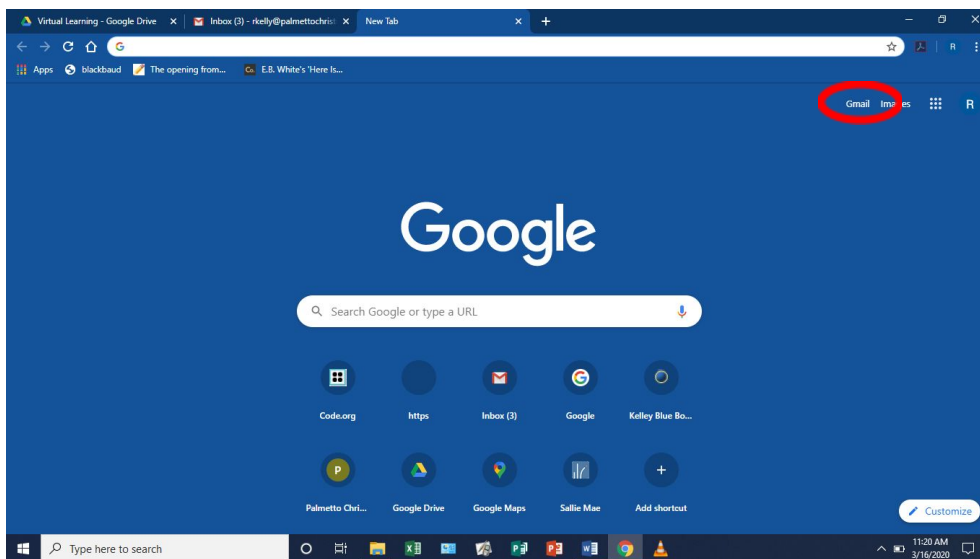
### **III. Student/Parent - “How To” Turn-in assignments/coursework**

*In order to submit completed assignments, you will need to first make sure you have each assignment saved on your computer. This can be a scanned image or the prescribed format per the teacher.*

1. Start by opening your web browser and navigating to the google homepage.

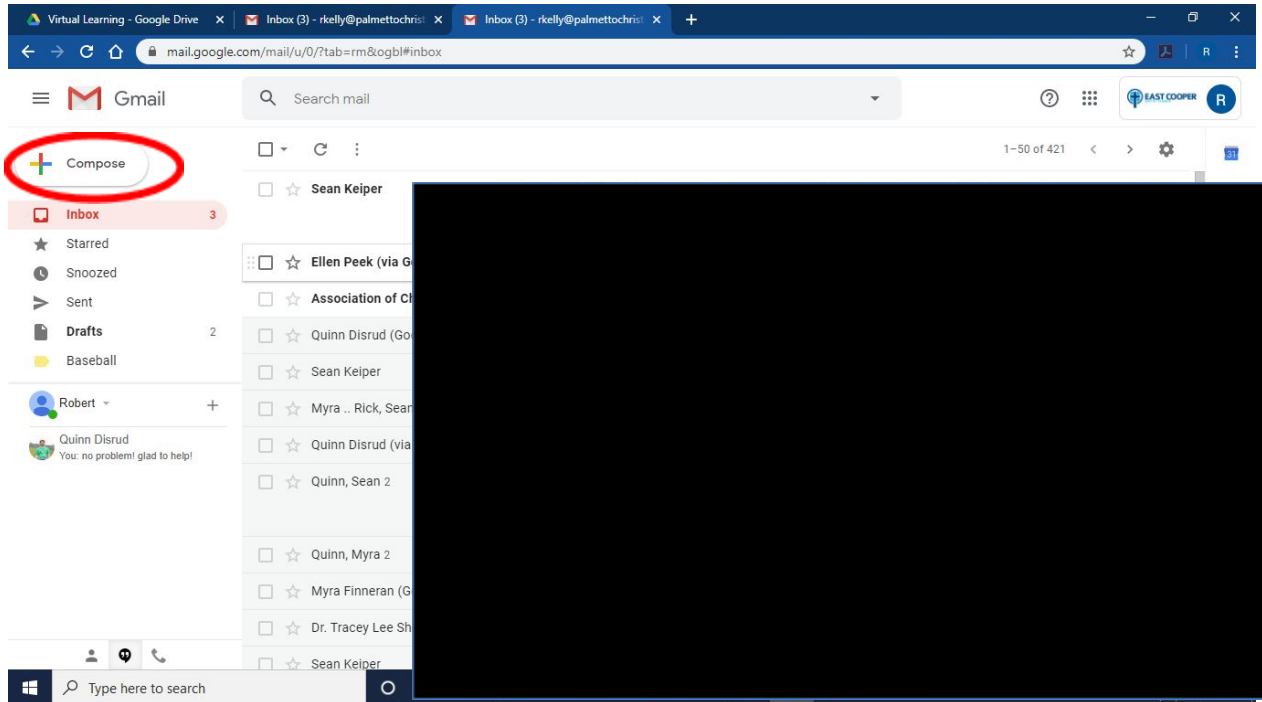


2. Click “Gmail” in the upper right corner.

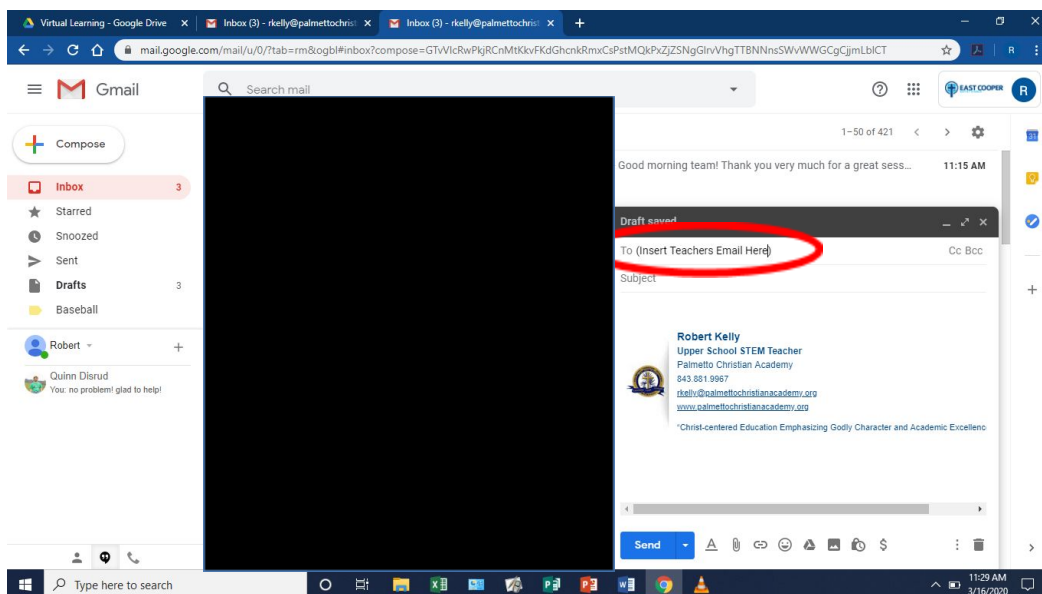


3. Log into your Gmail account if necessary. **All assignments will be submitted to each teacher via email on Friday afternoons.**

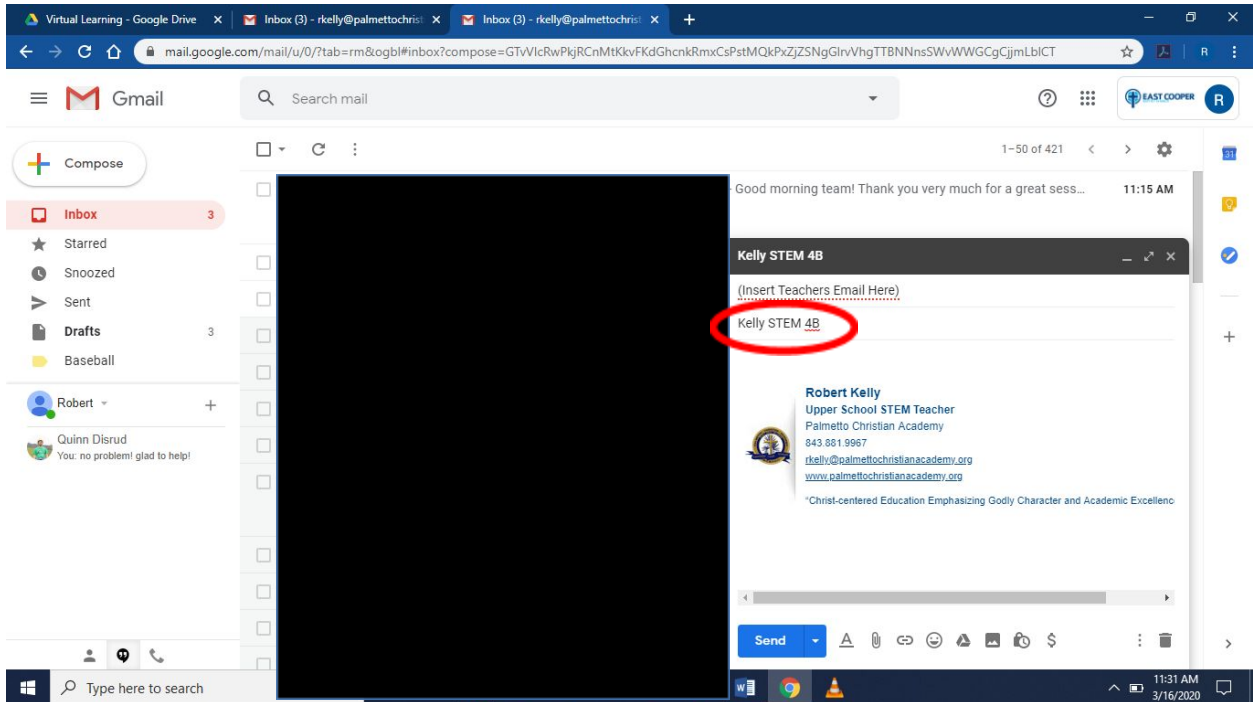
4. Click “Compose” to create a new email.



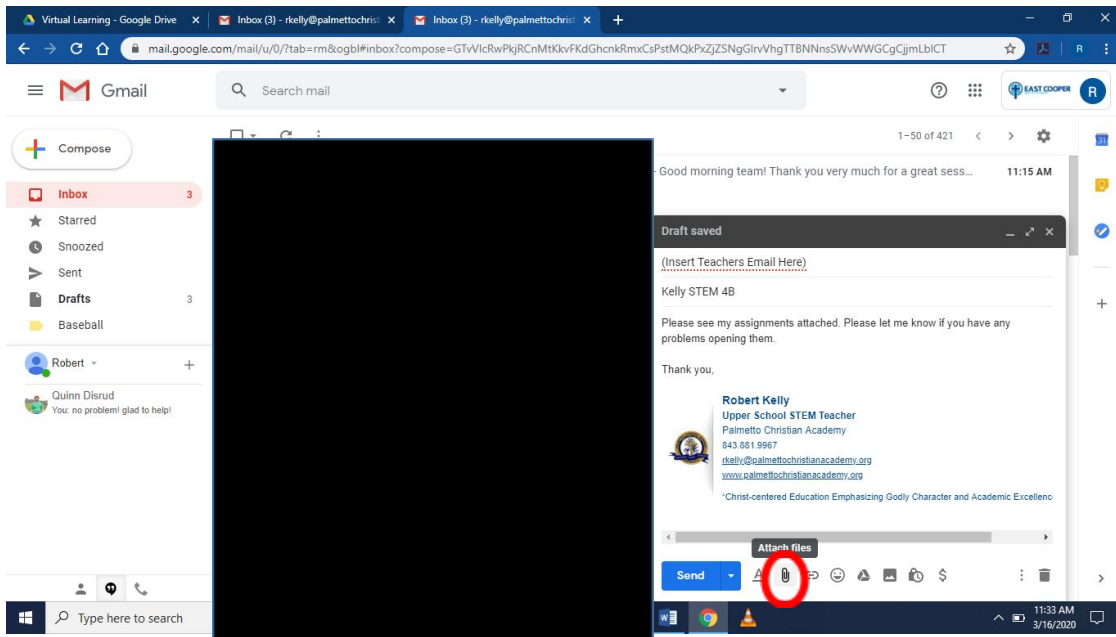
5. Add the teacher’s email by typing it in or copy and pasting. The teachers email can be found by looking at the google drive share folder for that class or via MyPCA. *One email should be created for each and every class. Do not mix the work for multiple classes. An individual email should be sent to each teacher.*



- Next click the Subject line. It should read as follows: "Student Last Name - Name of the Class - Period you have that class." *Every submission to your teachers should be titled this way to make sure that the teacher can properly identify who the work belongs to and which class it is for.*

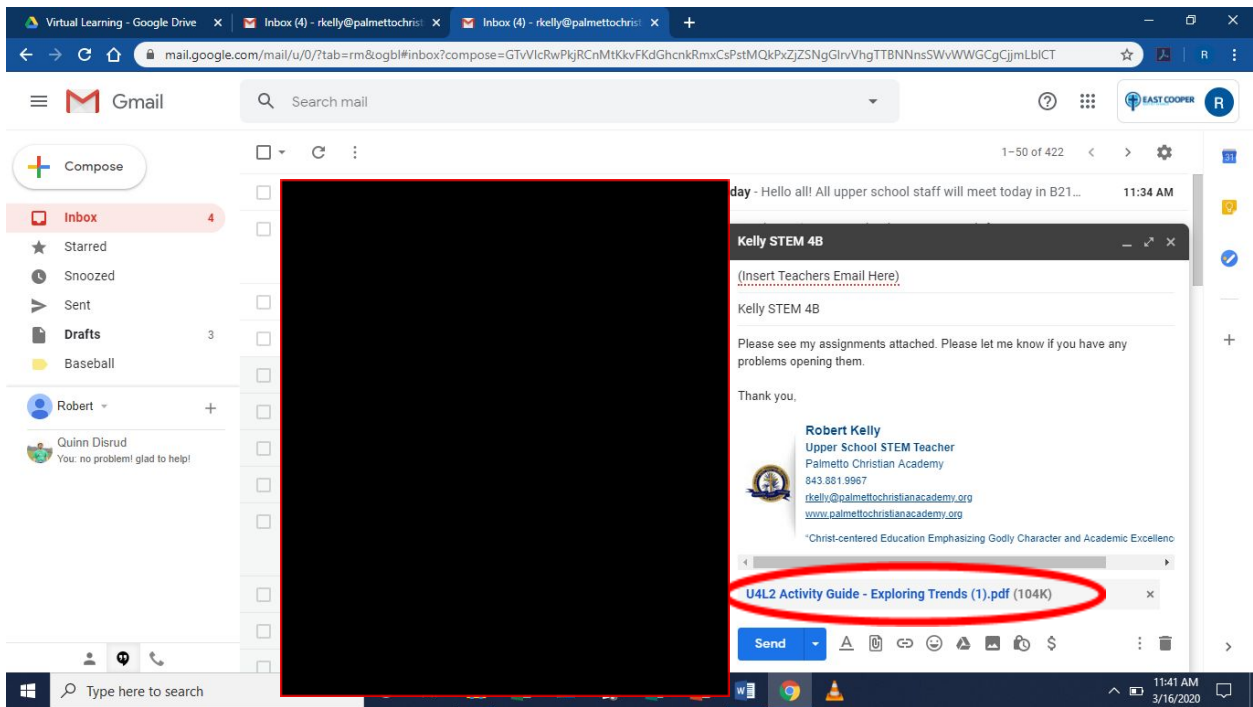
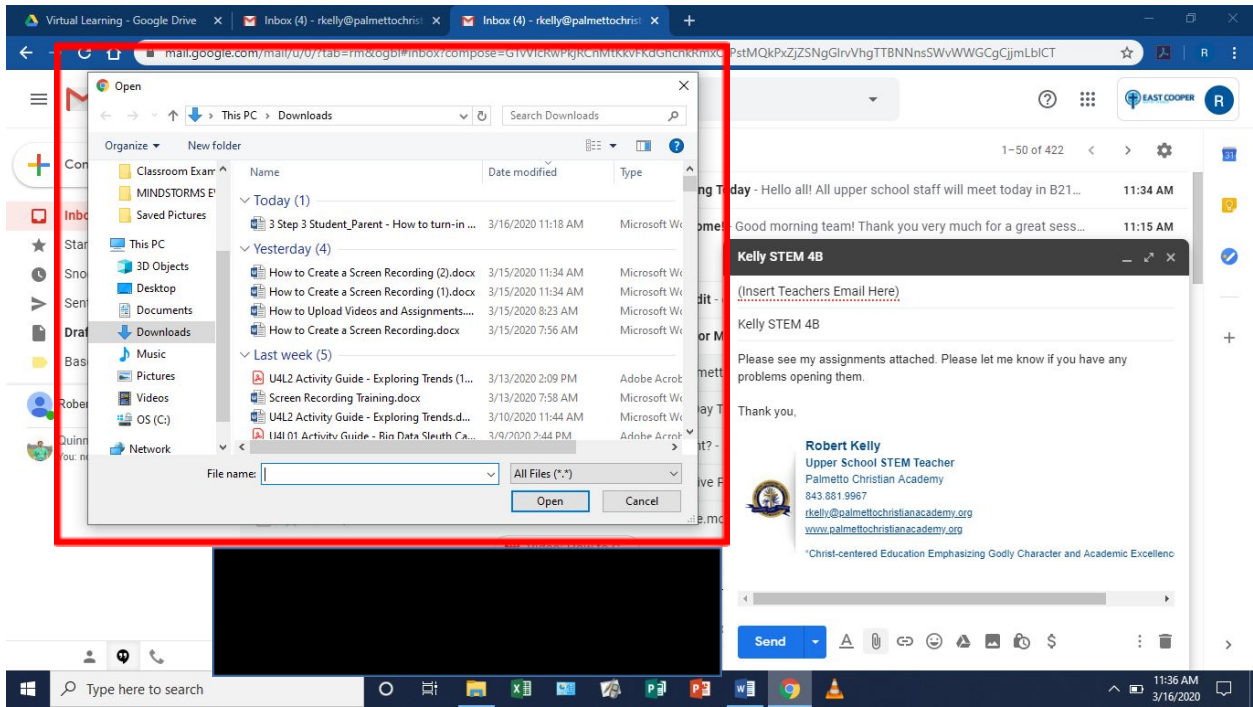


- Next you will attach each file to your email by clicking the paper clip at the bottom of the message.

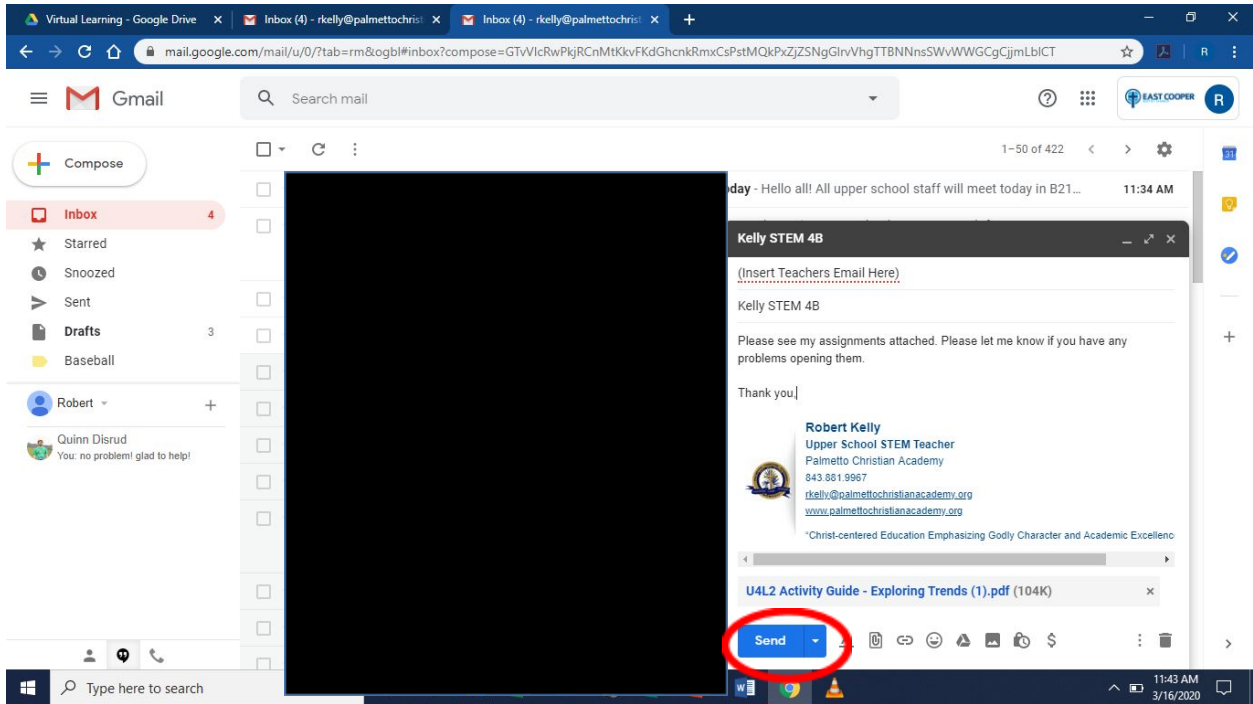




8. You will navigate to the first file you will be uploading. Double click that file. It will be uploaded to the email.



- Repeat steps 7 through 8 for each file you need to upload. Once all of the files are attached to the email, press send.



- Repeat this entire process for **each individual class submission.**