Hi families!

Thank you for your support thus far. We are excited about this transition to virtual learning and are excited to learn together. Please read the following letter thoroughly. Most information that you will have questions about will be answered here. If you e-mail us, we may refer you back to this information.

As we move into virtual learning, we will be using Schoology for our daily work. Students will use the information below to log on and should see all of their current courses. They can click each course to see more information from each teacher.

Each teacher will host ONE 45-minute virtual (live) lesson per day and ONE 45-minute Extra Help and Question Session per day. Each live lesson will be recorded and uploaded to Schoology for students to watch/re-watch if they were not able to attend the live lesson. In 7th grade, students will attend Social Studies beginning on Monday, 3/30 and alternate days with Science just as they would if they were in school.

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Zoom Lesson Start Times Required to attend or view video online (45 min duration)</th>
<th>Extra Help &amp; Question Start Times Optional (45 min duration)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wood (Math)</td>
<td>9:30 a.m. (every day)</td>
<td>11:30 a.m.</td>
</tr>
<tr>
<td>Code: See Schoology</td>
<td></td>
<td></td>
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<tr>
<td>Persinger (ELA)</td>
<td>12:30 p.m. (every day)</td>
<td>2:30 p.m.</td>
</tr>
<tr>
<td>Code: See Schoology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Davis (SS)</td>
<td>1:30 p.m. (even days)</td>
<td>3:30 p.m.</td>
</tr>
<tr>
<td>Code: See Schoology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Poore (Science)</td>
<td>1:30 p.m. (odd days)</td>
<td>3:30 p.m.</td>
</tr>
<tr>
<td>Code: See Schoology</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Extra Help and Question Sessions are ONLY for students who have questions and need extra help. Unlike the office hours we had last week, this is not a time for students to “hang out” with us or their friends.

Attendance will be taken and tracked just like a normal school day. For the Upper School, our live lesson recordings will be posted on Schoology every day. Our essential question for that day will also be posted. The minimum work each day for students will be to view the video and post their reply to the lesson’s essential question. Viewing the video and the question response will be how attendance is taken every day. Any other work that is assigned will be due by the Saturday following that week. Please see below for more specific information about this.
Daily Work/Check Ins:
- Students should check Schoology every day for new assignments. Any work in the day’s folder is what students must complete by the following Saturday.
- We will take attendance based on who attends our live class and answers the lesson essential question. When assignments are completed, it alerts the teacher – students/parents do not need to e-mail to let us know this has been done.
  - Completing the assigned work is mandatory each week. This will be part of a student’s grade and attendance. Attendance to online learning (whether it is counted through our live class and assignments OR recorded lesson and assignments) is taken just as seriously as a normal school day. If students are not attending, you should expect to hear from administration.
- Part of a student’s grade will be class participation. If a student is called on during a live class they are expected to answer just like in our normal classes.

Zoom Lessons:
- Please find a quiet space to work that is free from distractions, if possible
- Ensure you have any materials ready and available prior to the call (paper, pen/pencil, calculator, login information, online lesson material etc.)
- Refrain from using cell phones (for social purposes) during the meeting. Some students have taken pictures of other students/teachers in the class, taken videos while teachers are teaching and posted to social media, calling other students during our live classes, etc. These types of things will not be accepted.
  - If students become a distraction to themselves or others, they will be removed from the live class and will have to access the recorded version of our class.
- Use only your given name that your teacher would use in class for your screen name (no nicknames).
- Turning the video feature on is recommended (if you have that capability)
- Students should remain on Mute during class unless they are answering/asking a question. Use the “Raise hand” feature and/or type in the chat box to participate (this is a feature located in the chat, or students can press Alt+Y). We will stop throughout the class to let students talk, ask questions, etc.
- Students should use the chat to ask questions, help others, etc. This is not for side conversations between students or to make comments about others. Please remind students that teachers and administrators can see all comments posted in the chat.
Schoology:
- This is the platform that all teachers will be using to house lessons and assignments and will serve as a one-stop shop for all class information.
- **Please note that the website as well as student passwords have been updated!**
- **Log in:**
  - [www.pcasaints.schoology.com](http://www.pcasaints.schoology.com)
  - Username: firstname.lastname
  - **Password:** studentID@PCA
    - Although this is a new password for Schoology, it is the same password that students have used all year to log on to the Chromebooks. **Contact your homeroom teacher if you have questions about this.**
- All posts, discussions, responses, etc. should follow our normal classroom expectations as far as respect and kindness.
- As students complete the assignments, teachers are alerted with who has finished or not finished. **Students are expected to complete ALL the daily assignments that are posted.**
Frequently Asked Questions

- What are my student’s log ins?
  - Schoology
    - Username: firstname.lastname
    - Password: studentid@PCA
  - Dreambox
    - You need to use this specific URL: [www.play.dreambox.com/login/bhws/wn7p](www.play.dreambox.com/login/bhws/wn7p)
    - Username: firstname.lastname
    - Password: pca123
    - Please contact Mrs. Wood for assistance
  - TCI (science)
    - Username: firstname.lastname
    - Password: poore7
    - Note: Mrs. Poore chose to update student accounts for ease of use and an attempt to make compatible with Schoology.
    - Please contact Mrs. Poore for assistance
  - ReadWorks, Digital Scholastic, Epic (free for all parents for 30 days) → Please see Mr. Persinger’s Schoology.
    - Please contact Mr. Persinger for assistance

- When are assignments due?
  - All assignments are due by the Saturday following the lesson (for example, an assignment given on Monday 3/30 will be due Saturday 4/4).

- What if my student can’t attend the Live class?
  - All live classes will be recorded and posted on Schoology for students to be able to watch. It is required that students watch the live class before completing the assignments.

- Can I e-mail you at any time?
  - You can always e-mail us when it is convenient for you. We will do our best to answer within 24 hours.

- My technology at home isn’t working/isn’t reliable/etc.
  - Mr. Todd can do his best to assist with home internet needs, device needs, etc.
    - E-mail → sean.todd@pca.k12.de.us

- I am still working, how will I help my student?
  - We sympathize greatly with you and your family in this strange time and understand each family dynamic is different right now. We are all out of our comfort zone (teachers included) and are finding a “new normal” for the next few weeks/months.
  - We are asking you to try your best to hold your student accountable for their work each day, and we are asking that students take responsibility. Students will also need to step up and be on top of their work 😊 As a parent we encourage you to help your student as you have done all year, but we do not expect you to teach. The resources will all be provided on Schoology. Please let us know what we can do to support you, and we will let you know what you can do to support us. Remember to take this one day at a time and do your best. We will get through this together!