

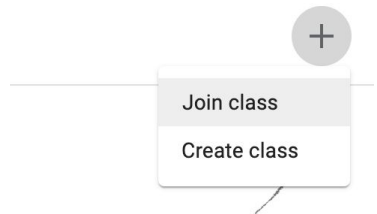


Dear Families,

We hope that you all are staying healthy and safe. We are extremely grateful that you have chosen our school to educate your scholars. In the time of COVID-19, with the state mandates that have been put in place, we understand that school is going to feel completely different. We are going to have to work together as we transform our school to a distance learning model. Below you will find logistics that you need to know for our school launch of distance learning next week.

**Launch Date:** Our official launch for distance learning will be Monday, April 6<sup>th</sup> with a review of the content students were learning just before schools closed. Our goal for next week is to ensure all scholars and families are familiar with the online platform and are able to connect and respond. We will launch official new content for every subject on Monday, April 13<sup>th</sup>.

**Distance Learning Platform:** We will use Google Classrooms as our distance learning platform. To log on, your scholar will use their school email address at [classroom.google.com](https://classroom.google.com), click the plus sign in the top right corner of the page, click "join class", and enter the codes below:



Outdoor Leadership	<b>gjrb3vv</b>
Science	<b>utdo4cw</b>
ELA	<b>x7gejvq</b>
Math	<b>uiliyef</b>
Social Studies	<b>o5ycn2a</b>



**Schedule:** Students will have new lessons to complete Monday- Thursday of the week, and all assignments are due for grading on Fridays by 4pm. Fridays are a “choice day” intended for students to catch up on any unfinished assignments and work independently on recommendations provided by teachers under their Friday posts on google classrooms. See below for the number of suggested minutes for each lesson as well as a recommended daily schedule.

Daily Allotment of Minutes

<b>Reading Lesson</b>	60 Minutes
<b>Math Lesson</b>	60 Minutes
<b>Independent Reading</b>	30 Minutes
<b>Social Studies Lesson</b>	45 Minutes
<b>Outdoor Leadership/PE Lesson</b>	45 Minutes
<b>Science Lesson</b>	45 Minutes
<b>Digital Learning Choice Time</b>	60 Minutes
<b>Total</b>	300 Minutes = 5 hours

Recommended Schedule

<b>9:00-10:00</b>	Reading Lesson
<b>10:00-10:15</b>	Break
<b>10:15-11:15</b>	Math Lesson
<b>11:15-11:30</b>	Break
<b>11:30- 12:00</b>	Independent Reading
<b>12:00-1:00</b>	Lunch/ Crew (Live)
<b>1:00-1:45</b>	Social Studies Lesson
<b>1:45-2:00</b>	Break
<b>2:00-2:45</b>	Outdoor Leadership/ PE Lesson
<b>2:45-3:00</b>	Break
<b>3:00-3:45</b>	Science Lesson
<b>3:45-4:45</b>	Digital Learning Choice Time

**Live Support / Teacher Office Hours:** Teachers will continue to be available to assist students with their lessons every day both by video and by phone. See below for the schedule of office hours and phone availability for each teacher. The links to teacher’s video conferences can be found in the top post on their google classrooms and in the CLAS main google classroom.

	<b>Video</b>	<b>Phone</b>	<b>Contact</b>
<b>Weber</b>	<b>9-11</b>	<b>1-4</b>	<b>330-671-1868</b>
<b>Ovak</b>	<b>10-12</b>	<b>1-4</b>	<b>216-406-3172</b>
<b>Favors</b>	<b>1-3</b>	<b>9-12</b>	<b>814-651-2737</b>
<b>Munson</b>	<b>2-4</b>	<b>1-4</b>	<b>317-658-2915</b>
<b>Skalican</b>	<b>4-5</b>	<b>1-4</b>	<b>614-406-1886</b>



**What to Expect:** Starting the week of April 13<sup>th</sup> you can expect your scholar to receive assignments on Google Classroom. Lessons will be posted weekly on Monday and will be due each Friday. We also will share with you guidelines of how long you can expect your scholar to engage in each type of learning daily. You can also expect your scholar to receive feedback from their teacher on every completed assignment. Our teachers really miss interacting with their scholars and are excited to be able to have weekly touchpoints to check in with them and see how their learning is progressing.

**Technology and Internet Connection:** By now, you should have received a link to complete a survey in regards to your scholar's access to technology. Please complete that survey as soon as possible if you have not already. It can be found [here](#). Device pick up will be happening on a rolling basis at our campus over the course of the next week.

**How To Contact Us:** If you have other questions, need additional information or there is anything we can do to better support you at this time, please don't hesitate to reach out by replying to this message, texting or emailing us.

We look forward to partnering with you in new ways and working together to ensure learning is taking place even in this unprecedented time.

Yours in education,

Sophia Roy

Principal

Citizens Leadership Academy Southeast