

March 13<sup>th</sup>, 2020

Dear Parents of Elementary Students,

The King's Academy Administration has been meeting consistently to monitor and proactively plan for continuation of instruction and advancement of the curriculum in a remote learning delivery platform. The Administration and the Technology Team have worked together to develop a framework for continued learning should there be a need to move towards a Remote Learning Program in the event of a school closure.

**Online Delivery:** Teachers and students are currently using the technology tools which will help aid in the full-time delivery of content in a digital manner. Teachers will continue to use Renweb for recording grades. **Google Classroom** is the designated delivery platform for innovative, teacher created content, clear lesson plans and assignments and assessments required for students. Parents (JK-4<sup>th</sup>) and students (5<sup>th</sup>-6<sup>th</sup> grade) will go to their Google Classroom daily where they will find each course on their class schedule. As students participate virtually, they will find videos of lectures created by their teacher(s), resources, and class content to be completed based on the daily lesson plans and assignments outlined. Teachers will post videos of lessons, learning goals, readings, assignments and activities for student access.

**Special (Elective) Classes:** Many of our special, elective courses that are more experiential in nature (Art, PE, STEM, Music, etc.) will have outlined learning objectives and less traditional assignments that will be posted on Google Classroom.

**Office Hours:** Teachers will be available during the school day for assistance and support during the school day hours of 8:10-3:05. Teachers will communicate with parents and students via email and Zoom. Parents and student are encouraged to communicate with their teachers regularly.

**Student Supplies:** Students will need Wi-Fi access, a connected device and curriculum at home in addition to traditional school supplies. Students were encouraged to bring all textbooks and notebooks home on Friday, March 13<sup>th</sup> for success in their remote learning experience. *In the event that your student was not able to get what was today, parents will be permitted to pick up necessary items on campus tomorrow (Saturday) through TKA Security.*

**Parent & Student Expectations:** Parents and students will be expected to log in to their Google Classroom daily to complete outlined work in alignment with due dates and teacher instructions. Students should maintain academic integrity and refrain from cheating by producing individual work, in alignment with the TKA Honor Code and Parent Student Handbook.

**Resources & Support:** Technical Support is available to by submitting a help desk ticket to [techinfo@tka.net](mailto:techinfo@tka.net). It is important that any technical difficulties are communicated to teachers as well.

### **Google Classroom Instructions:**

Parents (JK-4<sup>th</sup>) and students (5<sup>th</sup>-6<sup>th</sup> grade) will receive an invite from their teacher to join the Google Classroom.

Thank you for your investment and commitment to The King's Academy. We are thankful for our partnership with you as we work to continue to provide the highest quality instruction for our students. Please join us in continual prayer for safety and protection for those affected by the virus as we rest in the promise that God is in control.

*"Peace I leave with you; my peace I give to you. I do not give to you as the world gives. Do not let your hearts be troubled and do not be afraid." John 14:27*

Sincerely,  
Adam Miller  
Elementary School Principal