



Nurturing Confidence. Realizing Potential.

Center School at Home Online Learning Program

Purpose

This document is intended to serve as a guide when accessing Center School's online learning program, Center School at Home. Center School at Home will be used in the following instances:

1. Center School is mandated to close by local, state, and/or federal agencies.
2. A decision is made by the Head of School to close the school due to an outbreak of an infectious disease, issues within the building that prohibit its opening, or other emergency that is deemed worthy of school closure.
3. Your child is not permitted to be in the building due to quarantine but is still capable of learning from home.

Switching to Center School at Home

You will be alerted via email when Center School moves from traditional, in-school instruction to Center School at Home learning. Generally speaking, Center School at Home will not be implemented during snow days unless the weather has caused an incident that is explained above.

Our Commitment to You

The teachers, staff, and administration are committed to providing the excellence of Center School's programming both in and out of the building. We are here to support you and your child when online learning occurs. Please frequently check your emails for updates and communications and feel free to reach out to us with any questions or concerns.

Expectations for Your Child's Learning

Parent Expectations. We appreciate your support of your child during in-school instruction and rely upon it when in a virtual environment. There are expectations for you when your child is learning in a virtual environment through Center School at Home.

1. Your child is required to attend every online class. It is your responsibility to ensure that your child is attending classes.
2. Create a work area for your child that is free from clutter and distractions as best as can be managed in your home.
3. Your child's work area should be at a desk or table. Your child should not meet for class in their bed.
4. Have your child up, fed, and ready to go at least five (5) minutes before classes start.
5. Monitor your child's learning throughout the day.

Student Expectations. Students follow the three R's of Center School while in school: We are **Respectful**, We are **Responsible**, We are **Ready to Learn**. Students are expected to follow these while participating in Center School at Home.

1. Students should be logged in early to each class.
2. Students should have all materials ready for each class including homework, classwork papers, and writing utensils.
3. It is encouraged that your child turn on their video when participating in online classes in order to gain the full experience on virtual instruction.
4. Students should be dressed appropriately (no hoodies on their heads; shirts on) to reflect respectful behavior.

Technology

Zoom. During Center School at Home learning, students participate in classes through Zoom, a video-conferencing system. It is very easy to use and access. Your child will receive an "invitation" email from a teacher that includes the link to join. Your child simply needs to click the link, and they will be taken to the Zoom meeting scheduled by the teacher.

Please follow the directions to access Zoom at least a day before the first scheduled meeting so that if there are any problems, your child's teacher can help you troubleshoot.

Accessing Zoom. If you have not used Zoom before, there are a series of steps to follow to access it.

1. Download the Zoom app on the computer.
2. For first-time Zoom users, follow the provided directions.
3. Watch [this video](#) on directions to join a Zoom meeting.

Devices Your Child Will Need. Zoom works best when using a PC or Mac computer, or a Chromebook. Please do not have your child access their online classes via an iPhone, iPad, or Android-based phone. If you are in need of a computer for your child, Center School will loan one to you for your child's use during the school closure.

Grading and Assessing

While teaching through Center School at Home, teachers will be assessing your child. It will look different for middle school and lower school, but generally speaking students will be assessed as though they are in the physical classroom. Your child's teachers will be communicating their grading system with you.

If Center School is closed for a significant amount of time and during a time when report cards are due to be distributed, your child will receive a report card to reflect their learning during the online learning process and if applicable will be combined with learning during in-building instruction.

Supports for You and Your Child

When school is closed, students do not have regular access to the supports that are provided throughout the day, and this can be difficult for your child to adjust to. It is recommended that you provide some of the basic supports used at Center School to help your child in focusing and attending to classes. These include:

1. fidgets (a small, rubber ball for example, but not something to cause distraction)
2. water on hand
3. gum
4. a place to sit and stand while learning

Mrs. J., our guidance counselor, will be available throughout the day to meet with students individually via Zoom. She will also be hosting “lunch bunches” much like she does in school to promote social interaction among the students. Dr. Berman will continue to be available to support you with struggles or concerns you may have during school closure as it relates to online learning and managing your child, and their learning, at home.

Center School at Home Hybrid Model

Center School at Home Hybrid Model brings the Center School classroom to your home. If your child is not permitted in the building due to quarantine, your child can still join his or her classes from home. Your child will have access to join the majority of his or her classes through a video-conferencing platform.

**Please remember that information can change frequently during this time. Updates to this document may be necessary based upon information provided by local, state, and/or federal agencies.*