

Dear Parents,

I hope this letter finds you safe and healthy. Please know that as we travel on this unprecedented journey together that we are continually praying for your family, our state, nation, elected officials and all of those on the frontlines who are faithfully fighting the battle to control the spread of this virus. These uncertain times have not diminished Grace Christian Academy's commitment to providing excellent Christian education in an effort to prepare our students for greatness. During this time, GCA will remain committed to maintaining its same level of rigor and Biblical integration. Therefore, we will be launching the GCA online learning academy tomorrow, Monday, March 23, 2020.

Currently, we are planning for 3 weeks of online education, but are preparing for the possibility of extending our online learning academy through the remainder of the semester. The GCA faculty and administration have been working diligently to prepare for this switch to online education. Our faculty have spent hours attending online virtual training sessions regarding new tools and software programs that will enable them to have live interactions with your students, provide quality assignments and meaningful activities.

Implementing an online education requires a partnership between parent, teacher, and student. You will have a more active role in your child's day to day education. Your student will take on more personal responsibility for their work and our teachers will need to communicate more with you and your student, not only through email, but also in person. We believe that communicating in person is extremely valuable and as such we have planned for a 10 - 40 minute live classroom session every day. Routine will be the key and we have set up our plan to provide as much routine as possible for your child.

We know many of you are working from home and have set work schedules and a limited number of devices in the home that may make it difficult for your child to participate in every live session. Our plan allows students to participate in their live sessions on a computer, tablet, phone or any gaming console that will allow access to the internet. In the event that your work schedule, family illness, or device access causes your child to miss the live classroom session, please let your teacher know and they will ensure your child has all the information needed to complete the assignments.

We will conduct all of our live sessions before noon, allowing your child to use the afternoon for homework and other family activities. While set “class times” will be held, teachers will regularly send learning activities and assignments via email, Seesaw, or Google classroom with corresponding due dates. Please communicate and support your students to work in this environment. With all that said, let’s get to the plan:

---

### **Morning Meetings:**

Classes will meet every school day during the scheduled times listed below. We will be using the program “Zoom” for our live classroom times. During our morning meetings, teachers will connect with students, provide an encouraging word, review key concepts and answer any questions regarding schoolwork. These meetings will last anywhere from 10 - 40 minutes depending on grade level and course. We have made every effort to ensure there would not be any live classroom conflicts for families with children in multiple divisions. However, if you find that your family has a schedule conflict of some type, please let us know. We can’t promise a change to the schedule, but we will certainly evaluate the issue.

### **Zoom online:**

We will be using the “Zoom Program” to conduct our morning meetings. Your teachers will send you a meeting link via email. Click on the link a few minutes before the meeting time and your student will automatically be entered into the classroom. If you do not receive a link, please contact your child's teacher. Students can access the classroom via any internet connected device including computer, phone, tablet, or gaming console.

### ***Elementary Schedule -Daily live class sessions***

<b>Time (Mon-Fri)</b>	<b>Grade Level</b>
9:30 am	Medder’s Class -JK
10:00 am	First Grade
10:00 am	Fourth Grade
10:30 am	Third Grade
11:00 am	Second Grade
11:30 am	Ibarra’s Class -K

### ***Middle School and High School Schedule – Daily Live class sessions***

Students in grades 5-12 will follow their regular A/B block schedule. The students will only attend core classes. Elective and GAP classes will not be held during our online school hours. Students will only attend Math, Science, English, History, Bible, ESL, and AP courses. Students currently taking online courses will continue taking their courses but will not need to log in during their scheduled period. All other courses will not meet during our online learning academy. For example, if a student has Math A3, they will meet at 10:30 am on the designated A day. Basically, students will follow the same schedule as if they were on campus, the only thing that changes is the time and duration.

#### **Schedule for the week of March 23**

<b>Mon.3/23 (A day)</b>	<b>Tues.3/24 (B day)</b>	<b>Wed.3/25 (A day)</b>	<b>Thur. 3/26 (B day)</b>	<b>Fri., 3/27 (A day)</b>
A1 – 8:30am	B1 – 8:30am	A1 – 8:30am	B1 – 8:30am	A1 – 8:30am
A2 – 9:30am	B2 – 9:30am	A2 – 9:30am	B2 – 9:30am	A2 – 9:30am
A3-10:30am	B3-10:30am	A3-10:30am	B3-10:30am	A3-10:30am
A4-11:30am	B4-11:30am	A4-11:30am	B4-11:30am	A4-11:30am

You should be receiving an email from your student's teachers today explaining in further detail the classroom expectations and this week's assignments.

#### **Assignments:**

While set "class times" will be held, teachers will regularly send learning activities and assignments via email, seesaw, or Google classroom with corresponding due dates. Please communicate and support your students to work in this environment. You can also find your student's daily assignments by logging into your Parent Web account. If you are unable to log in to your parent web account, please email Rachel Osberghaus [raosberghaus@gcahtx.com](mailto:raosberghaus@gcahtx.com) and she will help you get connected.

## **Communication**

Our teachers are HERE for you and your child! We want this to be an easy and smooth transition for everyone. Please let your teacher know if your child is struggling, or needs to talk, or if you have questions. They will be happy to email or schedule a “Zoom” conference.

We know there may be some challenges in the first few days as we move to an online environment. First, please communicate any challenges or concerns you may be experiencing to me ([dsmith@gcahtx.com](mailto:dsmith@gcahtx.com)) and your teacher. Second, know we will do our very best to fix and address every concern. Third, please be patient with us in this first week as we work to make this a great learning environment for your child. If you need to contact us by phone while we are out of school, please call 281-506-4415.

We have also created a web page where you can find all this information along with other important updates regarding our online learning academy. This page will be active on Monday, March 23 and can be accessed at [www.gcahtx.com/ola](http://www.gcahtx.com/ola).

We also want to recognize all the great work that is happening at home, so share your pictures with us via text (281-506-4415) or email [ansanchez@gcahtx.com](mailto:ansanchez@gcahtx.com). We will post these pictures on our website and social media so the world can see how GCA students are preparing for greatness.

Talk with you soon

Dr. Smith