03/31/2020

Dear Paramount Academy Families,

Thank you for your flexibility while we are adjusting to providing our students with the best opportunities to learn during these uncertain times. It is our goal to support our students while the country is navigating uncharted territory. We want you to understand that all the decisions being made are in the best interests of our students and faculty and with the hopes of also instilling some sort of normalcy.

The information on our website www.paramountacademy.com will be updated as needed via the COVID-19 and Resources tabs at the top right.

Paramount Academy has activated its Online Learning Portal on Microsoft Teams. The following are policies and protocols for distant learning of classroom instruction:

Digital Connection: Device use varies by grade level. Younger students have less screen time, with older students having more robust digital online learning opportunities. There is no expectation that a student will sit for hours in front of a screen.

Accessing Content: Every student has been assigned a Paramount Academy Microsoft student account. Their login is the first letter of the first name, first letter of the last name, and full student ID. For example, John Smith, ID 123456 would have a User ID of **js123456@paramountacademy.com.** Students then have their own passwords. Contact the office via email at cc@paramountacademy.com if you are having difficulties logging into your student account. Parents/guardians of very young students are urged to assist them while completing assignments and filling out the attendance form daily. Older students are authorized to complete the assignments and attendance section daily without parent supervision.

Microsoft Student Account Information

Student Name:

Student Email:

Student Password:

Technology Requirements: Students can work on most devices and should use a Chrome browser. All students will have word, excel and additional applications available with the assigned student account. Students need to log into their Microsoft student accounts. If the Chrome browser is not available, students/families can still access Microsoft Teams, however some functions might not be supported.

Device Availability and Internet Connection: There is no assumption that all families have a device available or internet connection. Paramount is currently assessing the need for a device through Survey Monkey; please complete the survey as soon as possible. If you have your own hardware and connection, please use it. For any student who needs to pick up a hard copy, they are available for pick up and drop off every day beginning Wednesday between 9:00am and 1:00pm. Please call ahead so we can get your packet ready and call when you arrive so we can deliver it to your car.

Internet Provider Update: In response to COVID-19 developments, some internet providers are offering free services to low-income families and households with students:

- **Free Comcast Xfinity internet**

  Comcast Xfinity is currently offering its Internet Essentials program free for two months to new customers. The internet provider is also automatically increasing speeds for all Internet Essentials customers.

- **Free low-income internet from Cox**

  Until May 12, 2020, Cox is offering the first month of its low-income internet program, Connect2Compete, for free. The internet service is also providing free phone and remote desktop support for technical support during that time.

Instruction: Instruction will be held in Microsoft Teams, a learning management platform where students can find linked content and assignments, where they can turn in their work, chat with Teachers and join live sessions. Teachers will be available on Microsoft Teams between the hours of 9:00am – 1:00pm.

Attendance is required to be completed daily either through the Student Profile / Class Notebook / Attendance Daily Verification or Student Profile / Top tab on the right Attendance Daily Verification / and Submit.

Special Education Support: Students have access to learning strategies and support, SPED will reach out to all students through the Microsoft Teams platform.

Content: Students and families will have access to non-digital and digital learning opportunities. Teachers will be using email and Microsoft Teams to communicate with students and parents.

Grading Policy: We understand that students will have different capacities for completing lessons/activities at home, and grades will not be impacted by a lack of access to resources. Teachers will be acknowledging effort, ability and students will be asked to share their learning in live sessions, chats or emails.

Student Re-Enrollment Section: We are requiring all parents/guardians to complete the one-time online 20/21 re-enrollment questionnaire. This form was previously sent out in paper form, however several families were not able to return the form before the statewide school closure, given the precautions we are asking for a digital version. This form must be filled out by a legal parent/guardian only, no students!

Please send any additional questions or concerns to cc@paramountacademy.com or directorsoffice@paramountacademy.com

Sincerely,

Paramount Academy Administration