

07/30/2020

Dear Paramount Academy Families,

Welcome back new and returning students and families for the 20/21 school year. As we start off the new year, we will continue to support our students through Distant Learning. Paramount Academy will resume in person education when a date or approval has been given by Governor Ducey and the Arizona Department of Education. We want you to understand that all the decisions being made are in the best interests of our students and faculty, and we thank you for your continued support.

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

Go to www.office.com and sign in using the Student Email and Password below. **You will be asked to change the password afterwards**

Student Name: XXXXXX XXXXXX

Student Grade: XXX

Student Teacher: XXXXXXXX

Student Email: XXXXXXXXX@paramountacademy.com

Student Password: XXXXXX

Once the Office page has loaded onto your screen, please click on TEAMS as this will be the platform used to communicate with teachers. With your new Office

account, your child will now have access to ALL Office products, including Word, Excel, and PowerPoint!

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.

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 8:00am – 2:40pm (K-2nd) 3:00pm (3rd-8th).

Attendance is required to be completed daily either through the Attendance Daily Verification within Teams, calling daily at 623-977-0614 Ext. 102 or by completing the printed paper attendance sheet, which is due weekly.

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.

Documents Required for 20/21: Parents and Guardians are required to complete the one-time online 20/21 student information questionnaires. Prior years these forms were sent home with students at the beginning of each new school year, given the

precautions we are asking for a digital version. These forms must be filled out by a Legal Parent or Guardian only, no students! Submission deadline is August 17th, 2020.

Free and Reduced Lunch Application for 20/21: You can now complete the [Free and Reduced Lunch Application](#) on our website www.paramountacademy.com under the school-wide information scroll down to the Lunch Application 20-21 Fill-Sign-Send-Electronically. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year through September 14, 2020. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals for this fiscal year, your child will be charged the full price for meals.

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

Sincerely,

Paramount Academy Administration