

STUDENT EMAIL – WEDNESDAY, MARCH 18 - AM

ANNOUNCING CDH ONLINE SCHOOL –

We are CDH—whether we are together within the bricks and mortar of our campus or remotely engaged in Online School.

While the CDH campus will be closed to combat the spread of coronavirus (COVID-19), our commitment to quality education continues.

Online School will begin on Thursday, March 19, 2020.

We understand the experience of attending school online will be dramatically different and we are committed to offering a structured, first-rate academic experience for our students.

Online School Schedule. Online School will follow an **A/B** schedule. On **A** days, students will have classwork from periods 1, 3, 5, and 7. On **B** Days, they will have classwork from periods 0, 2, 4, and 6. Thursday, March 19, is an **A** day and the days will alternate from there. We will update the website each Friday with the class schedule for the upcoming week.

We understand the total number of hours during Online School is less than a typical school day. This is intentional; we recognize that many of our students will have responsibilities at home during this time, such as caring for younger siblings. We also know that several people in one household may be trying to access the internet at the same time.

TIME	DAY A	DAY B
10 - 11	Per. 1	Per. 2
11 - 12	Per. 3	Per. 4
12 - 1	Per. 5	Per. 6
1 - 2	Per. 7	Per. 0

Student Expectations.

- Students are expected to check their **CDH email** between 9 am and 10 am each school day.
- Attendance will be taken in each class – see below for more information about attendance.
- Teachers will send an email by 9 am outlining their lesson plan on their scheduled class meeting days. Coursework may include online group/class learning, individual learning or a combination of both. Teachers will use a variety of ways and/or apps to teach.

- Students should be prepared to participate in live chats and video discussions. Apps needed for these activities have been pushed to student iPads.
- If a class will be using online group/class learning, this will take place during the scheduled class time listed above. Students should be available during that designated time. Other independent assignments can be completed on the student's schedule as long as they meet the teacher's due date.
- When participating in any type of video discussions, students are expected to find a quiet space conducive to learning and observe and respect typical classroom behavior expectations.
- Note, when on video, all students need to be dressed appropriately – consider the CDH guidelines for out-of-uniform days.
- Students should expect to complete approximately one hour of classwork per class on the scheduled class meeting dates. Students in AP and Honors classes should expect 1.5 hours per class.
- Teachers will make coursework expectations and assessments clear.
- An unexcused absence may result in a loss of credit for the work that day.

Grades/Infinite Campus. Grades can be tracked on Infinite Campus as normal.

Attendance. Students will be required to complete a Google Form Exit Ticket, or short quiz for each class to confirm their attendance.

- As usual, teachers and deans will continue to follow up with students who are not attending class or completing their work.
- Three (3) unexcused absences can result in a loss of credit for the course.
- If a student is ill, parents must contact the Attendance Hotline at either attendance@c-dh.org or by calling 651-696-3311. This is important not only for academic reasons, but also because the Minnesota Department of Health is asking for us to track illnesses during this outbreak, even if coronavirus (COVID-19) is not suspected.

Teacher Availability. In addition to class time, teachers will also be available for “online office hours” at least one hour each day between 8 am and 4 pm to answer questions. Each teacher's availability will be shared with the students in that class.

Dean Availability. Deans are available each school day. Email is the most efficient way to reach them.

Counselor Availability. Counselors are available each school day, but there may be a delay in returning messages or phone calls. If there are any concerns about a student's social and emotional health or obstacles to fully participating

in Online School, please contact the student's counselor. If there are serious concerns for student safety or an emergency situation, contact a parent immediately or call 911.

Access to Campus. The building will be open this week from 8 am - noon for students to gather materials needed for Online School. If a teacher has provided materials for pickup, they will be available at the Attendance Office at the main entrance (Door 1). The building will be closed to students and visitors starting Friday, March 20 at noon until further notice.

Athletics and Activities. At this time, all sports, activities, clubs, and service have been suspended until further notice.

Our Value of Community. We know that Online School is a challenging situation, but one that we are confident we can tackle together. The pandemic is changing so much of our daily lives and that is going to mean we are not going to be able to be together as much as most of us would prefer. The sense of community is one of the things that makes CDH so special, and the temporary loss of togetherness is difficult for all of us.

For the sake of all of our health, and that of our local community, it is critical that students understand the need to stay home and not to gather in groups in order to minimize the risk of the coronavirus spread.

A final note as we look forward. The educators at CDH are committed to providing the best possible experience for our students under challenging circumstances. We also recognize the important role of the family as we implement Online School. We have tried to balance high-quality academics with the reality that our students may have other responsibilities in their own families.

We will continue to evaluate how this system is working and will remain flexible as we implement Online School in order to provide effective learning. We will ask for your feedback when and if this phase continues.

Thank you for your support.

Questions? Please feel free to reach out for more information or to request assistance if you have questions on:

Academics: Mona Passman at mpassman@c-dh.org or 651-696 -3331

Technology: Carole Loufek at cloufek@c-dh.org or 651-696-3359

Attendance: 651-696-3311 or attendance@c-dh.org

Counselors: See the [Counseling webpage](#) for individual contact info.

Parent Email Wednesday, March 18 – morning distribution
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Send the Student Email with the following INTRO paragraph:

Dear Parents and Guardians –

We are sending the following email to all students this morning. As you know, CDH Online School begins tomorrow.

The faculty have been working tirelessly on preparations for teaching Online School. Their leadership and dedication to our students and families is quite remarkable. I am confident they will ensure a successful transition to this next phase. Please remember they are also navigating their own personal situations, households and family life in the midst of this epidemic. We ask for your patience and support as we transition to Online School.

This email today outlines how we will begin to implement Online School. We encourage you to read it carefully and discuss your family's plan to ensure your student's ability to successfully participate.

If you believe your student has barriers to effectively accessing Online School, assistance will be offered. Please contact Principal Mona Passman mpassman@c-dh.org or 651-690-2443 to discuss these concerns.

Please pay special attention to protocols and expectations surrounding attendance and student expectations.

We also recognize the difficulty the campus closure will present for meeting teen's social needs, but it is imperative that students follow all [directives about social distancing and avoid non-essential group gatherings](#) so that we minimize the spread of the virus to each other, and to the vulnerable populations in our community. The closures we are experiencing, ie, school campuses, retail stores, restaurants etc, will only benefit the common good if everyone takes this seriously.

Please know that we will be sharing much more information as needed in the days and weeks ahead. Also, we will ask for your feedback at some future point as we enter into this new phase of Online School.

Thank you, not only for your support, but also for your important role in helping your student productively engage in CDH Online School so that we can continue to provide a first-rate educational experience. We are proud of the learning environment we create in our building each and every day, but we believe we can make this a successful temporary alternative to campus learning.

We are keeping your family in our prayers and continue to wish for good health and wellness for all.