



# OCONEE CHRISTIAN ACADEMY

## Google Suite for Education Student and Parent Information

**OCA is committed to providing the best learning opportunities for all of its students.** Should circumstances require us to transition to distance learning, we want to instill practices beginning on the first day of school that will enable us to adapt to an online learning platform with as little disruption as possible.

**All classes will incorporate Google Classroom and other Google Suite learning sites from day one.** Students will be taught to navigate the websites, access and submit assignments, and participate in Google Meet (a video chat forum). Though most in-classroom activities will continue to be “regular” hands-on activities, OCA wants to ensure all students are comfortable with our adopted online platform when/if we are required to meet virtually.

**Biblical integration will continue to be a primary focus of all OCA classes.** Unlike our public school and public virtual school counterparts, we are dedicated to incorporating a Christian worldview into all of your child’s curriculum. Should our classes go online, our teachers will remain committed to discipling students.

**Parental support during periods of distance learning is essential to a student’s success and successful attitude.** It is an honor for OCA to partner with you in your student’s education, and online learning will require that we all – administration, faculty, students, and parents – are fully committed to excellence. Switching to an online platform is not the desire of anyone at OCA, just as we know it’s not your desire either. Children and teens are nervous about each new school year, and this year provides more un-answerable questions than most. Please encourage your student to meet whatever challenges the year brings by daily relying on God’s provision and direction. We may be fearful, but He is faithful! Discuss distance learning in positive terms, without criticizing government officials, school administrators, teachers, or even the learning platform itself. Your child/teen will echo your emotions, and we want everyone to seek to meet the challenge rather than be frustrated by it.

**Proverbs 16:3 says, “Commit to the LORD whatever you do, and He will establish your plans.”** We at OCA have committed this school year to the Lord and believe He has directed us regarding our plans. As we continue to find ourselves in territory that requires changed plans, however, we may have to slightly adjust some of our distance learning program.

**Please read and sign the following document, acknowledging that you understand our distance learning educational plan.** And thank you, again, for being part of the Oconee Christian Academy family.

**Should OCA transition to distance learning,**

- We will use Google Classroom and related Google Suite programs to conduct class remotely.
  - Every student will receive an OCA email through which he/she will access all classes.
  - Parents will be invited to receive updates through Google Classroom.
  - Parents will be invited to explore Google Classroom and related sites through video tutorials and an optional face-to-face workshop.
  - Even while in the regular classroom, classes will incorporate many learning tools available through this platform so that all students are comfortable with the programs when/if remote learning is necessary.
  - Students will be able to access all assignments and educational materials through individual classroom sites. They will also be able to communicate with their teacher(s) and classmates through this platform, participating in synchronous peer learning activities through twice-weekly (at minimum) video interaction with the entire class.
  - Though assignments submitted and graded through Google Classroom will display grades, and students can track these grades in individual gradebooks (visible only the teacher, student, and parent), Gradelink will still hold the formal grade record for each student. Each student's accurate grade average will only be viewable on Gradelink, not Google Classroom.
  - Most technical issues with Google Classroom can be resolved through conducting an online search. Since OCA does not employ an IT department, our ability to help resolve technical issues is greatly limited.

**To help your student succeed, OCA's administration and faculty ask that you**

- Establish a study space.
  - Each student needs one place where he/she can set up a computer, keep textbooks, and participate in classroom chats. Distance learning can disrupt a student's regular study habits, and having a place set aside specifically for school provides order and structure. Because the student will participate in video conferencing from this area, the student's bed should not be used as a study space.
- Maintain a school schedule.
  - Students are expected to conduct school work and be available for class video conferencing during regular school hours.

- We realize that younger students whose parents are working outside the home may not be able to fully meet this expectation. If this is the case, please discuss the situation with administration.
  - While accountability and academic support from parents is needed, upper school students should be capable of accessing all Google sites and completing most assignments without direct parental supervision. Teacher support will be available throughout the school day. If parents are not available during the school day and the upper school student needs additional parental support, please discuss this situation with the administration.
  - It is the responsibility of the student and parent to communicate with a teacher if an assignment's due date will not be met. It is at the teacher's discretion to offer an extension should the student face extraordinary circumstances.
- Facilitate a relationship between your student and his/her teacher and classmates.
- Just as all distance learning assignment are required and evaluated by the teacher, all class chats (both video and discussion board) are required. Each class will conduct synchronous learning through Google Meet at least twice per week.
  - While on video conferences, students are expected to be seated in an environment conducive to learning and not distracting to the student or his/her classmates. Students should also be appropriately dressed and have all class materials readily available.
  - Because virtual class meetings are designed to facilitate emotional connection as well as academic discovery, students are expected to keep their video link on.

**Attendance will be taken for every class, every day and will be based on participation in/completion of a "check in" assignment designated by the teacher.**

**Please sign the statement below, confirming that both parent(s) and student(s) understand and agree to comply with Oconee Christian Academy's distance learning plan.**

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Parent/Guardian

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Parent/Guardian

\_\_\_\_\_  
Student

\_\_\_\_\_  
Student

\_\_\_\_\_  
Student

\_\_\_\_\_  
Student