



Student/Parent Instructions

During a time of disruption, CVCA Online is designed to temporarily continue student education as teachers strive to *educate and cultivate servants for Christ*. Teachers are working harder than ever to reach their learning goals in an online environment and provide a high-quality education. We view this time as a wonderful opportunity. We are in a unique position to innovate and continue embracing 21st-century learning skills that students need to master in an ever-changing world (*C7 – Christ-centered learning, curiosity, critical thinking, collaboration, communication, creativity, and compassion*).

How can I be most successful as a CVCA Online Student?

- An online learning environment is fundamentally different from a traditional classroom. Thus, students need to be disciplined in their online engagement. Stay organized and create manageable plans for completing your work each week.
- Complete your work in an undistracted location at a desk or table where you can engage in your studies with proper posture and there is plenty of light. We strongly suggest you do not create a habit of studying in your bed or laying on the floor, and turning off your cell phone (and any other potential digital distractions) and keeping it in a separate room when you are studying is a good way to increase your ability to focus.
- Be prepared to commit the same amount of time to online learning as you use for your studies normally. You will need to manage your time wisely in order to produce quality work for your classes. You are expected to complete all assignments as instructed by your teacher. Engage in your learning and actively participate in your digital classes. Whether on campus or in an online learning environment, it is critical that you diligently strive to meet the learning objectives for every class.
- Be proactive in communicating with your teachers and asking questions when you feel confused. It is always appropriate to email your teacher when you are concerned about an assignment, assessment, or experiencing difficulties.
- Check your email and Canvas announcements/calendar daily.

What is my daily CVCA Online schedule?

Teachers may hold online, real-time (synchronous) class meetings. Teachers may also create online learning experiences and assignments for students to complete before a deadline without a scheduled class meeting (asynchronous). Most teachers will include both these modes of learning in their online classrooms.

- **Synchronous (Real-Time Interactions):** In this model, a class digitally gathers *at the same time* and interacts in real-time exchanges between the instructor and students.
Examples: online teacher/student presentations, collaborative student group work
- **Asynchronous (Self-Paced Interactions):** Teachers prepare course materials for students and give students access during an extended window of time. Most asynchronous materials will have some type of connected assessment. Students may access the course materials any time within the window to complete their assignment/assessment. Asynchronous assignments may still require interaction with the teacher or classmates, but simultaneous interaction is not expected.
Examples: pre-recorded lectures or assigned video presentations, reading assignments, online explorations, discussion boards, individual research projects, collaboration using google docs, etc.

*The following schedule will apply for synchronous (Real-Time) interactions scheduled by faculty. **IMPORTANT: The following schedule ONLY applies when a teacher requests a class to be present together online at the same time. When a teacher is holding a synchronous class period, students are expected to be present.*** You will need to plan your personal study schedule around times that your teachers schedule synchronous sessions. Please note that your schedule will likely be different each day depending on which teachers require real-time interactions on a given day. Be sure to pay close attention to your CVCA email and teacher announcements in Canvas so you don't miss a scheduled synchronous session.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-10:00	1st Period	5th Period	<i>Open (for Self-Paced work or Teacher Office Hours)</i>	1st Period	5th Period
10:00-11:30	2nd Period	6th Period		2nd Period	6th Period
11:30-12:00	Lunch Break				
12:00-1:30	3rd Period	7th Period	<i>Open (for Self-Paced work or Teacher Office Hours)</i>	3rd Period	7th Period
1:30-3:00	4th Period	8th Period		4th Period	8th Period

Where do I find my assignments each week?

- Canvas is the primary engine for online learning at CVCA (e.g. distributing assignments, administering assessments, communicating with students, synchronous work using Canvas conferences tool BigBlueButton, etc.).
- Keep a close eye on your Canvas “To Do” list, as well as the Canvas Calendar, for classroom assignments. Teachers will also be sending you a weekly overview of your course at the beginning of each week.
- Students must check and read their CVCA email regularly as well.

What happens if I am having technical difficulties?

- If you are having technical difficulties with your Chromebook please contact the CVCA Tech Office at tech@cvcaroyals.org.

What would I do if I left a book or school materials at CVCA?

- Please contact administration@cvcaroyals.org and our team can set up a time for you to retrieve your necessary class materials. Currently, the CVCA campus is closed to students and outside guests.

How can parents best support students during this time of online learning?

- As you know, Canvas is already a big part of our classroom learning and is also a tool for parents/guardians to stay connected to their student(s)’ coursework and weekly schedule. Now, more than ever, it is **necessary** for parents to be connected to this tool. Please click [HERE](#) for details.
- Please check your email regularly as teachers will be creating weekly overviews for each course. In addition, the school will be sending updates to parents and students through email.
- It is critical that you help your student stay on track with their weekly online schedule. We would encourage you to print out the daily schedule and place it in a visible location for your student and family.
- We know students and parents may have questions. You are always able and encouraged to communicate with teachers (by email) if you need some additional support.
- It is important for you to be aware and communicate with your student by monitoring their online activity in classes as well as being aware of their online activity. (i.e. social media, cell phone, home computers, televisions, gaming systems)
- We would encourage you to help your student create a space free of distractions for them to complete school work. This includes finding open, visible spaces for online activities outside of their bedrooms to complete their online learning.
- Cell phones will serve as a serious distraction to school work as well as a potential means for academic dishonesty. We recommend that students' cell phones be put in a separate location as students complete school work.

- We know that student cultivation is a significant part of the mission here at CVCA. Our team is committed to those efforts as we work to care well for your students in an online environment

Will you be taking attendance during this period of Online Learning?

CVCA Online Attendance: Yes, we will be tracking attendance. One digital interaction is expected (*minimally 4 days per week*) for all students in each class. **If students do not attend an online class meeting or complete their homework/assessment for a given day, they will be considered absent. If your student is going to be absent during this time of online learning, we would still ask for you to call the school office and leave a message at ext. 218. (330.929.0575)**

These digital interactions might include:

- Discussion boards
- Assessments: submits a quiz/assessment
- Synchronous class time
- Announcements: posts a new comment to an announcement
- Assignments: submits an assignment
- Collaborations: loads a collaboration to view/edit a document
- Conferences: joins a web conference
- Discussions: posts a new comment to a discussion
- Pages: creates a wiki page

Do I need to wear the CVCA dress code for the synchronous (real-time interactive) classes?

Students are not expected to dress in CVCA uniforms. However, students are expected to dress modestly for synchronous online learning sessions. As a reminder, the PRINCIPLE of MODESTY is always in effect for all CVCA events on or off-campus. Anything which draws attention to oneself serves more to distract from this principle rather than to promote it. Additionally, we would advise students to be out of their beds, appropriately dressed, and prepared to engage in the class.

How does CVCA Online handle student discipline, including academic dishonesty?

While discipline will look a bit different in an online learning environment, our team will still be monitoring and responding to inappropriate student conduct. CVCA's high ethical and behavioral expectations as outlined in the Student/Parent Handbook are applicable both on and off the school campus. Students are expected to maintain academic integrity in all CVCA Online interactions.

What should I be mindful of in an online learning environment?

The technology staff and the administration reserve the right to investigate possible misuses or to monitor any email or documents that come through CVCA computers or the CVCA email system. System administrators can access email and Google Drive, and all CVCA email/Drive documents are archived.

While CVCA employs an Internet filtering service, no filter is 100% effective. CVCA cannot guarantee that all inappropriate material will always be blocked.

CVCA realizes the great benefit of technology, and yet, we also understand the significant dangers. The moral concerns for our students are a very real and present concern. However, with the development of Google products, we believe there is relative security (realizing that no filter is infallible) for Chromebooks both inside and outside of the building. PLEASE NOTE - CVCA's filtering software is tied to the CVCA e-mail account of the student. This means that ANY Chromebook that the student logs on to using the CVCA e-mail account will be filtered and reported on, even if the Chromebook is not owned by CVCA and even if the Chromebook is used away from CVCA.

As a word of encouragement: **Cell phones will serve as a serious distraction to school work as well as a means for academic dishonesty. We recommend that students' cell phones be put in a separate location as students complete school work.**

How does Bark help with Online safety?

Bark monitors school-issued email accounts for signs of digital dangers including cyberbullying, threats of violence, suicidal ideation, online predators, and more. As noted, no tool is 100% effect, however, working in concert can help to detect concerning or problematic behavior. For those who have not signed up yet, send an email to tech@cvcroyals.org noting the student's email address.

How should I make sure my Chromebook is ready for online learning?

- **Charge your Chromebook every night.** Remember to charge your Chromebook AND turn it off by clicking "Shut Down" before you close it. This will ensure it is ready and will work properly when classes resume on March 30. It is important not to leave it in stand by mode as this can cause battery failure.
- Keep CVCA protective cover on Chromebook at all times.
- Avoid eating and drinking while using your Chromebook.
- Clean your Chromebook with dry or slightly damp cloth.
- Keep your Chromebook from extreme heat or cold, away from liquids and direct sunlight. Avoid anywhere that it could get damp, cold, hot or dirty.
- Do not try to alter or erase the apps or anything preloaded on your Chromebook.
- Notify a teacher or the Tech Office (tech@cvcroyals.org) if your Chromebook does not function properly.
- Never try to repair your Chromebook yourself. All repairs must be handled through the Tech Office and may be billed to the student.
- Immediately notify the CVCA Tech Office or office if your Chromebook is lost or stolen.

What do I need to know about Internet use for CVCA students?

The Internet user is held responsible for his/her actions whenever using the Internet. Unacceptable uses of the network will result in the suspension or loss of these privileges. Some examples of unacceptable use include (but are not limited to the following):

- Using the network for any illegal activity.
- Defacing or disrupting the equipment or system performance. Any security problems must be reported to the Technology Office and not shared with other users.
- Vandalizing the data of another user.
- Wasteful use of resources after being warned and instructed as to proper use.
- Gaining unauthorized access to resources, including attempting to get around filtering

software

- Invading the privacy of individuals, including reading mail that belongs to others without their permission.
- Using an account owned by another user—with or without that user’s permission.
- Posting personal communications without the author’s consent or posting material containing information not meant for public view.
- Posting rude or inappropriate messages.
- Violating the spirit of Cuyahoga Valley Christian Academy’s Mission Statement *Educating and Cultivating Servants for Christ*.
- Viewing/accessing pornography or any offensive material.
- Posting slanderous or derogatory information about others, including but not limited to derogatory comments regarding a person’s national origin, ethnicity or gender.
- Uploading images of any CVCA community member to off-campus websites or blogs.
- Using the Internet intentionally to harm the reputation of any CVCA community member or family.
- Downloading or duplicating copyrighted material in any form without express permission.

Will there be any adjustments to my tuition payments?

While we understand the difficulty and economic impact involved for many of our families in implementing a distance learning model as currently required by the State of Ohio’s closure of all K-12 schools, tuition will not adjust during our period of online instruction. CVCA Online will still allow us to continue to deliver a high quality, mission-focused experience impacting the heart and mind of your child(ren). Additionally, transitioning to CVCA Online required a significant financial outlay from CVCA in order to provide our teachers and students access to some of the best distance learning resources available, and implementing CVCA Online does not result in a reduction of faculty/staff at CVCA. If you need to discuss particular questions or concerns, please contact Jim Gaul (jgaul@cvcroyals.org), CVCA’s CFO.