

Albert Einstein Academy of Ohio

Tuition Free, Public Community Schools K-12
Lakewood, North Olmsted, and Strongsville
440-471-4982 / 440-617-6809 fax
www.aeaohio.org

*Bruce W. Thomas, Ed.D.
Superintendent of Schools*

Hello AEA Families!

Thank you for all your hard work as we continue to provide daily lessons during this unique time! **If** you were provided a packet that needs to be turned into your child's teacher **or you have other work/materials you wish to return**, please follow the instructions below. **NOT ALL STUDENTS ARE WORKING ON PACKETS PROVIDED BY THE TEACHERS. MOST STUDENT WORK IS BEING DONE ON-LINE. THEREFORE, THIS PROCESS MAY NOT APPLY TO YOU.** Please understand that the building will not be open and that any concerns you have regarding work for your child should be communicated directly to their teacher or building principal via email. We are not permitted to allow parents or students to enter the building to collect any personal belongings at this time. We will have a plan for this later as directed by Governor DeWine.

DROP OFF and PICK UP: MONDAY, APRIL 13th and each Monday moving forward until school resumes
TIME: 10:00am-12:00pm or 5:00pm-7:00pm
BUILDING: Lakewood, North Olmsted, and Strongsville

PROCEDURE:

- Please pull into the parking lot and park your car.
- There will be a table near the school entrance with plastic bins on them.
- The school Principal and or staff will be at the table area to assist you.
- Please stay behind the cones set out to keep proper distance between you and the person in front of you.
- Open the bin to find the file folders with child's first name and last initial.
- If there is another packet in the file folder take it out--that is the next set of assignments. If there is nothing in the file folder, your child's teacher will be contacting you with additional work for your child.
- Place any material(s)/assignments to be turned into your child's teacher(s) inside the file folder.
- If there is not a folder with your child's name, please place materials in their teacher's folder.
- Sanitize your hands.

Please be in touch with your children(s) Principal should you need any assistance with this procedure or anything else. I have listed their contact information below.

Lakewood:	Lauren Barkliano	lauren.barkliano@aeaohio.org
North Olmsted:	Rhonda Walter	rhonda.walter@aeaohio.org
	Donald Bittala	donald.bittala@aeaohio.org
Strongsville:	Emery Boyle-Scott	emery.boylescott@aeaohio.org

Sincerely,

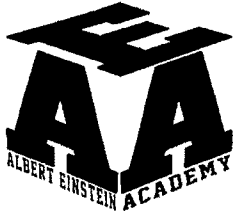
Bruce W. Thomas, Ed.D.

Pronouns: He/Him/His

Superintendent of Schools

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Academic Plan

Teachers will organize all new material by units. Students will have access to You Tube lessons as well as activities and assignments on Google Classroom. Teachers will utilize many different formats for instruction and communication. Students are welcome and encouraged to video chat, call or email teachers with questions. Teachers will continue to do weekly check ins with each student.

You Tube lessons: Grades K-5 one per subject per week (5 lessons, Reading, Writing, Math, Sc, SS)
Grades 6-12 two per teacher per week (all subjects)

Intervention specialists will continue to communicate with students on their caseloads for individual accommodations. Feel free to reach out to the Director of Special Education with questions as well. Rebecca.woodson@aeaohio.org

Progress book will be updated by teachers on a weekly basis.

Staff will begin holding regular office hours for parent and student communication beginning April 13th.
Office hours for staff:

Grades K-5 M, W, F 8:00-10:00am T, Th 5:00-7:00pm (This includes intervention specialists)

Grades 6-12 Mon, ELA, Tues Math, Wed, Science, Th SS Friday Electives and Special Education
8:00-10:00am **and** 5:00-7:00 pm on their day

Q3 Report cards:

Grades will close for Q3 on Monday, April 13th. We will send all report cards home beginning April 24th. All work from the 3-week spring break will be included in Q3. All late and missing work will be accepted by teachers for Q3 with no late penalty.

*Please be assured that if there are any issues on report cards with Q3 grades, we will investigate and make corrections. Reach out to your building principals if you have concerns once you receive your child's report card.

Quarter 4 will begin Tuesday, April 14th. All work assigned Q4 is required. School is compulsory and we will be tracking student work and participation for the remainder of the year. This **will impact** their final grades and grade placement for the following school year. HS students who do not successfully complete their current courses will be required to repeat those courses next school year.

Parent-Teacher Conferences:

Week of April 13th

Each teacher will be reaching out to all families and setting up a time for a parent-teacher conference. We encourage you to reach out any time you need assistance from your child's teacher.

Helpful tips for using Google Classroom:

CLICK ON THE LINK BELOW TO VIEW THE VIDEOS

Intro to Google Classroom

Types of Posts in the Stream

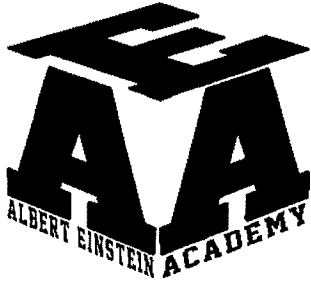
Submitting Assignments Using Teacher Supplied Templates

Submitting Assignments By Creating Your Own File

Answering a Question in Google Classroom

Filtering/Sorting Posts and Finding Missing Work

View Completed Work and Grades or Feedback



A Guide to Online Learning

INTRODUCTION

Albert Einstein Academy is committed to providing students and families the resources needed to navigate this time of uncertainty. The safety and well-being of our students, as well as continued academic growth, remain our top priorities.

INSTRUCTIONAL DELIVERY

Teachers will be utilizing Google Classroom, as well as student and parent emails to post content (including instruction, assignments and learning materials), monitor students' digital presence, and provide feedback on assignments. Teachers will be posting YouTube video lessons to their Google Classrooms. Students are encouraged to connect with teachers through Google Classroom and/or Meet to ask questions and clarify assignment details. Some classrooms and teachers will be using Zoom in addition to Google Suite tools. Teachers will notify parents if there are any live sessions for community building between students, typically these sessions will use Zoom.

SPECIAL EDUCATION DEPARTMENT

If your child receives special education services, your child's Intervention Specialist will be reaching out with specific instructions and resources to support your child's learning at home. If you have any questions, concerns, or need clarification please do not hesitate to reach out to your child's Intervention Specialist. We are here to support your family during this time as best as we can, please don't hesitate to reach out. You can also reach out to our Director of Special Education, Ms. Woodson at Rebecca.Woodson@aeaohio.org

GENERAL COMMUNICATION

If parents have questions regarding student assignments, please directly email the teacher for guidance and support. Additionally, principals are available to answer questions and/or address concerns as they arise. Email is the most reliable method of communication at this time -however conference calls using Google Calendar invites may be set up

ATTENDANCE and STUDENT DAILY SCHEDULE

It is important to maintain a consistent learning routine at home. Your child should be checking Google Classroom every morning to review lessons and/or assignments that have been posted. During remote learning, teachers will be monitoring student progress and taking attendance to track student participation. Note: As an educational institution we place the utmost importance on education and learning. However, during these unprecedented times we understand each family is



A Guide to Online Learning

dealing with unique and challenging circumstances. We ask our students to participate in these educational opportunities in a manner that works for your individual family situation. Participating in these learning opportunities should not create additional, undue stress for our families. Concerns regarding individual family situations should be addressed with the teacher(s) and/or the building principal.

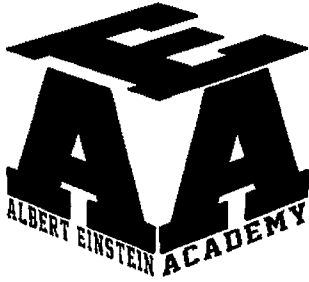
STUDENT WORKLOAD

During remote learning, the teachers are collaborating to provide meaningful content that is engaging and relevant for your child's development and readiness. Assignments and tasks will vary and may include, but are not limited to: reading, writing, watching, or listening, engaging with peers via discussion boards and docs, assessments, watching a recorded lesson, "homework"/learning tasks, etc.

Additionally, our staff recognizes the shift to an on-line learning environment may be challenging for our students. We will work hard to strike a balance between providing quality learning experiences for our students while not overwhelming our students and families with an overwhelming amount of work. It is important to remember that, while it may take one student ten minutes to complete an assignment, another student might take 40 minutes to complete that same assignment.

GRADING

Students are responsible for all school work assigned during our remote learning period. Teachers will be providing regular feedback and grades on assignments. As noted earlier, we understand each family situation is different. Thus, a student's ability to participate in these learning activities may vary from family to family. A student's grade may be adjusted based on the teacher's professional judgement in communication with individual families.



A Guide to Online Learning

REMOTE TECHNOLOGY SUPPORT FOR FAMILIES

We know that issues will arise while students are learning at home. If you encounter a problem or an issue with an assignment/online resource, please contact the teacher.

If you have a wifi issue at home, please first reboot your Internet router and then contact your Internet service provider if problems persist. If you do not currently have Internet service at your residence, there are many resources available during this time of difficulty.

- <https://wideopenschool.org/programs/family/6-12/access-for-all/>
- Charter-Spectrum offers free access to broadband and WiFi services for 60 days to households with students K-college who do not already have the services. Call 1-844-488-8395,
- Comcast offers free access to the Internet Essentials service for 60 days. To sign up visit <https://www.internetessentials.com/> or call 1-855-846-8376 for English or 1-855-765-6995 for Spanish.