



March 20, 2020

Dear Families of Cross of Glory Lutheran School,

We are currently living in a unique time. With so much uncertainty, we know there is one unshakeable truth: The love, grace, and peace of Jesus is ours. May we continue to “run the race marked out for us.” (Hebrews 12:1-2) We may not know where it will wind and turn, but we do know where it begins and ends: with Jesus.

We at Cross of Glory are committed to doing everything we can to continue to provide your children the high-quality Christ-centered education you have come to expect from us. Given the situation, the format of that education will change. We thank our God for the blessing of technology which will help us to deliver lessons and coursework. This letter is intended to provide you with details of our plan to continue providing that education.

Timeline:

Cross of Glory Lutheran School and Preschool is closed for onsite classes through March 27. With all the news we’re hearing, it’s quite possible that this will be extended. The following plan will be in effect for the week of March 23-27, but was also created in the event that we will be out of school longer than March 27.

Student Learning:

One focus of this “distance learning” time is a realization and encouragement that students will need to take ownership of their learning. Teachers are expected to hold students accountable and continue quality education. However, the reality remains that students may not have daily face-to-face contact with teachers. Teachers will work hard to motivate and encourage students, but we also need the students to be self-motivated individuals, to take ownership of their learning, and to serve their Lord through diligent study and work.

Cross of Glory understands that some students will be motivated to learn on their own. Some students will also be spending days in day-care or with grandparents. Please communicate your children’s daily schedule with teachers, so they are aware of the child’s learning environment and can be cognizant of that as they instruct students.

Preschool:

Our preschool staff will be doing all they can during this coming week to provide the normal routine that your children have come to expect. They will record videos of themselves doing circle time, reading books, teaching Bible stories, etc. They will also prepare packets of materials for parents to pick up and bring home. These packets will include worksheets and activities to

continue the learning process. The first batch of packets can be picked up this Sunday, March 22nd, from 1:00-4:00pm. Please sign up for a time to pick up on this [Signup Genius form](#). Please note that families do not need to drop off any completed work for preschoolers, and, depending on the length of our shutdown, new packets will be able to be picked up every Friday during the hours from 8:00am-4:00pm.

We are examining our ability to open the preschool after the 27th while keeping within the guidelines of gathering in groups of no more than 10 so that we can provide childcare to the families who need it most because parents are working. Mrs. Grams is contacting all the families to determine who might be in need of this. Though we acknowledge that the best thing is for families to stay home, we also recognize that this isn't possible for everyone, and we want to be there for those who are in dire need of childcare. Our hope is to have three rooms ready to receive children, which would mean spots for 27 (9 in each room plus 1 teacher). The teachers will continue to provide the videos and packets for those children who remain home during this time.

Communication:

Teachers are expected to communicate when they will be available to parents and students. Some teachers are holding daily "office hours" or times to interact with teachers online. Some encourage questions via email, text or phone call at specific hours. The expectations for teachers is to be faithful to their callings as teachers and to communicate clearly to parents what specific learning for their classrooms will look like. They are also expected to communicate the times and methods that are available for parent/student/teacher communication. Please communicate well with your child's teacher; they are expected to communicate well with you.

This will look different depending upon the classroom. Email will be a heavily used source of communication for many teachers. Many teachers will send out a weekly email containing assignments and then follow up with daily touch points. Some teachers, especially in the lower-grades, will send home packets of work for students to complete. More information about this will be shared below, but when packets are sent home and questions arise, please do not hesitate to reach out to teachers.

Some teachers are planning to call parents and/or students regularly. We see this as a wonderful way for a teacher to 1. Show a student they miss them and care about them socially and spiritually and 2. Check-in on student academic learning. Within the first few days and periodically after that, teachers will look for feedback from parents and students as to how this 'distance learning' is working. If there are ways we should adjust this plan to better serve students, please let us know! We want to do the very best we can for you and your children.

Attendance:

Distance learning days are school days. Unlike a traditional school day, attendance is not determined based on being physically present. Instead, attendance is tracked through work completion. Attendance is counted for each distance learning day through work completion for all students in kindergarten through grade eight. In order to be counted as present on a distance learning day, students need to complete all work assigned. Attendance will be marked as we are able to verify that work has been completed. If your child is ill and unable to complete

work on a distance learning day, please notify your teacher by email and complete the work as soon as your child is able.

Academic Expectations: What will daily work look like?

This will vary depending upon the classroom; however, these are general expectations:

- **K4, Kindergarten, 1st and 2nd Grades:** Packets of work sent home for students to complete and return. The subjects that will be focused on in the lower grades are 1. Word of God, 2. Math and 3. Language Arts (Reading, Spelling, Writing, etc.). At some point in the future we might include Science or Social Studies. Some use of Zoom (see below) to teach some lessons and check student progress.

- **3rd-4th Grades:** Packets of work sent home as well as some online interaction and learning. The subjects that will be focused on in the middle grades are 1. Word of God, 2. Math, 3. Language Arts (Reading, Spelling, Writing, etc.) and likely 4. Social Studies or Science. Use of Zoom (see below) to teach some lessons and check student progress.

- **5th-8th Grades:** Weekly online assignments and regular check-ins from Mr. Pappenfuss. Students will often complete assignments online. The subjects that will be focused on in the upper grades are 1. Word of God, 2. Math, 3. Language Arts (Reading, Spelling, Writing, etc) 4. Science. Use of Zoom (see below) to teach some lessons and check student progress.

At all grade levels, we have decided that Music, Art, and Physical Education will be "enrichment activities." These will not be graded or even expected that students complete them, but resources for students and parents may be made available to use as they see fit.

Dropoff and Pickup Procedure of School Work:

Below are general procedures for pickup and dropoff. **Please check with classroom teachers for additional specific directions.**

Boxes for each classroom will be located in each teacher's room. Families can drop off and pick up student work in the classroom boxes at the appointed times. This Sunday, parents can come between 1-4pm to pick up the first packets of work as well as other materials students will need (textbooks, pencils, markers, chromebooks, etc.). We want to be considerate of maintaining social distancing, and so we ask that you sign up for a time-slot via this [Signup Genius](#). Each slot is 10 minutes and should be enough to get everything needed. Teachers will be on hand during the pickup. Packets will be prepared in a sanitary way. After this first pickup, all other dropoffs and pickups will happen at the main office.

So, here's how the schedule for next week looks:

- **Sunday, March 22, 1:00-4:00pm** - Families can pick up any packets of work or materials necessary *from the classrooms* according to the Signup Genius schedule (linked above)

- **Wednesday, March 25, 8:00am-4:00pm** – Families can drop off completed student work *at the main office*.

- **Friday, March 27, 8:00am-4:00pm** - Families can drop off any student work *at the main office* and pick up new packets (if necessary due to continued shutdown). Our staff will take turns manning the office throughout the day.

If Cross of Glory would be out of school longer than one week, we would follow this repeated schedule:

- **Wednesdays, 8:00am-4:00pm** - Drop off completed student work *at the main office*.
- **Fridays, 8:00am-4:00pm** - Drop off any additional completed student work *at the main office* and pick up new student work and work that was corrected and assessed by teachers.

If for some reason these times don't work for your family, contact your teacher or Pastor Foxen to set up another time.

Cross of Glory Lutheran School acknowledges that there may be times when multiple families will drop off or pick up student work at the same time. The school foyer area will be regularly sanitized and cleaned. **Families are also reminded to use good hygiene and "social distancing" when picking up and dropping off student materials.**

Chromebooks, Zoom, and Internet Access:

Students will need computer and internet access for some of the plans our teachers are making. The teachers plan to make use of Zoom video-conferencing to teach some lessons and connect with students. Each teacher will let you know to what extent this and other technology will be used. If internet access won't be available for your child, please let your teacher know. We are working to load Zoom onto all the Chromebooks. For those who won't have a Chromebook (especially K4, Kindergarten, 1st and 2nd graders), we're asking if parents would be able to allow access to a home computer and have Zoom installed on it. There will be some Chromebooks available for these ages, but not enough for everyone. Please let your teacher know if you absolutely need a Chromebook for your child in K4, Kindergarten, 1st, or 2nd grade. For those using a home computer, make sure the computer has a camera. You can download Zoom for free [here](#). For those with a Chromebook, you should find the Zoom icon on your menu bar when you login to the computer. It's a blue icon with a white video camera inside it. If it's not there, just wait a little bit, and it should appear. Teachers will be able to send the needed information to students' email accounts (cogls.org—for grades 3-8) or another preferred email (for K4-2nd grade) so they can join a meeting. Students won't need to sign up for a Zoom account.

Please keep in mind that Cross of Glory owns the Chromebooks and is allowing students to use them at home in this unprecedented situation as a learning tool. Students are expected to 1. Use Chromebooks appropriately, that is, for learning uses only, and 2. Keep Chromebooks in good working order. Thank you, parents, in your effort to keep our Chromebooks in good shape.

Grading and Assessment:

Teachers will continue to assess student work. Sometimes this will mean letter grades; sometimes this will mean other forms of feedback, such as comments on what a student got wrong or conversations with students via email or Zoom.

At times teachers could use quizzes or tests to assess student learning. It will be difficult for teachers to verify that students are completing quizzes or tests without "cheating" or additional outside help. Teachers are expected to "choose to assume positive intent." We are aware this could be difficult to monitor, and so we ask parents for their help in this. Thank you for your assistance in monitoring all assignments, quizzes or tests that are done remotely, to assist in the integrity of student work.

Technology Support:

While one large goal is that teacher to student/parent interaction and assignments are very clear, very understandable and very attainable, we understand there could be technology concerns. Please communicate those concerns to your child's classroom teacher who will either work to solve the problem or pass it on to someone else who can.

Wednesday Chapel:

Cross of Glory will continue Wednesday Chapel services at 8:30am. These services will be recorded and posted for viewing at the scheduled time. You can tune in to the service when the time comes by going to <https://crossofglory.online.church>. We encourage students and parents to take the opportunity to gather together to hear this weekly message. This will be a nice way to keep a sense of community, as well as keep our focus on our Savior.

Sanitization and Good Hygiene Practice:

The school is in the process of being sanitized this week. We still encourage basic health safety precautions. Packets will be sanitized before you pick them up and again when you bring them back. When picking up packets please wash and/or sanitize hands before and after handling. If you meet people while picking up packets, please use good social distancing. Thank you in advance for being calmly cautious.

School Events:

At this time, please consider all extracurriculars and school events postponed until further notice. We are considering holding some events virtually to preserve a sense of community. Please stay tuned for that.

Finally, thank you for your patience, understanding, and support as we strive to continue providing a solid, Christ-centered education for your children. The days ahead will no doubt be hard on all of us, but with our God on our side, we know the ultimate victory is ours. It is he who enables us to weather the storms (and viruses) of life. Keep your eyes focused on him, and don't hesitate to reach out to us if you're in need of anything. We at Cross of Glory remain dedicated to our mission to serve you.

God give you peace and comfort during this uncertain time.

Ben Foxen
Pastor and Principal
Cross of Glory Lutheran School