

Dear OCS Families,

Welcome to the 2020-2021 Academic Year! On Tuesday, September 8, OCS will begin its **Hybrid Virtual Learning** for the full first semester. Our Academic Leadership team has been hard at work finalizing school reopening plans and today we want to share students' schedules and other logistics of the virtual school day that will help our families plan for the new academic year and be best prepared. Below are six sections to this document.

1. **OCS Hybrid Virtual Learning**
2. **Synchronous and Asynchronous Instruction**
3. **OCS Hybrid Virtual Learning Expectations**
4. **First Semester Student Academic Schedule**
5. **Hybrid Virtual Learning School Supplies Lists**
6. **Town Hall - August 19, 2020 6:00pm**

1. **OCS Hybrid Virtual Learning**

Many families have reached out with concerns about any mandatory requirements to attend school in person. Rest assured - the Hybrid or in-person portions of our academic offerings are optional for all students and it is up to the parents whether to take part in any on-campus small group offerings. All K-12 academic content will be offered in virtually.

While some families are concerned with in-person attendance, there are other families who are asking for small group activities on campus depending on the unique circumstances of our students. Circumstances permitting, OCS Academic Leadership is considering the following Hybrid or in-person options to include:

- Small group Special Education and ELL supports, as well as RTI support, reading groups, small group assessment, etc.
- Outdoor social events, and/or activities for students, such as outdoor meet and greets or socially distanced group activities.
- Use of outdoor classrooms and the gardens for small group instruction and specific classes such as Food Studies or Greek Culinary Arts.
- Micro-Classes (e.g. cohorts of 6 students reporting for a science lab, in-car driver education instruction and the like).

2. **Synchronous and Asynchronous Instruction**

OCS Virtual Learning will take place in two different methods - **Synchronous** and **Asynchronous**.

Synchronous instruction means classes that will take place in ‘real time’ online. OCS teachers will be teaching their class live and interacting with the class to deliver instruction. This allows for instant feedback and live interaction with teachers. OCS plans to use the Zoom platform to allow classes to communicate and collaborate in instruction with audio and video conferencing. Zoom links to synchronous classes and office hours will be provided for all students.

Asynchronous instruction means classes or assignments that are recorded and can be completed at any time. These assignments are self-paced and allow students more flexibility. Our students’ daily schedules have built in asynchronous learning time for different content and classes to help families follow a learning schedule that will keep students on track. Asynchronous learning times set forth in the schedule are guidelines and recommendations only and can be adjusted to best accommodate your student’s needs. That said, asynchronous work is graded and must be turned in before the next synchronous or asynchronous class, or as otherwise requested by the teacher.

OCS will utilize [Schoology](#) as our learning management platform for all classes both synchronous and asynchronous. Schoology is a virtual learning tool that allows teachers and students to create, manage and share academic material in a safe online setting. Parents will have their own login into Schoology and be able to monitor assignments, grading, status of work completion, and other class and homework information. We will be providing more information on Schoology, as well as optional training for families who are interested. OCS teachers will be connecting with their students directly during the week of September 8 to assist with any platform questions. Please use this [link](#) for more information on the platform.

3. **OCS Hybrid Virtual Learning Expectations:**

- Students are required to attend synchronous classes and attendance will be taken.
- Assignments from both synchronous and asynchronous instruction will be included in students’ grades.
- Students are not required to wear OCS uniforms to synchronous classes; however, they should be dressed appropriately - for example, fully dressed and with clothing that will not be distracting to themselves or others.
- Students, whenever possible, should have a clearly defined work area designated for schoolwork in order to optimize learning. This should be a quiet space, free from distractions, where your student(s) can set up for class. We recognize that this will look different for every student and their family, this [article from EdElements](#) may offer some useful suggestions.

4. **First Semester Student Academic Schedule**

In order to best accommodate virtual learning environment and provide consistency of instruction, OCS Academic Leadership has developed the following format for a daily student schedule.

Below is an example of the format of the **K-4 Schedule**. While the order of the specific synchronous courses will differ by grade and student, the format and time blocks will be consistent throughout the semester.

	K-4 Example Schedule	Monday	Tuesday	Wednesday	Thursday	Flex Friday
9:00 - 9:15	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Complete any remaining coursework from the week. Meet with teacher(s) as needed.
9:15 - 9:45	S1	Science/SS	Science/SS	Science/SS	Science/SS	
10:00 - 10:30	S2	ELA	ELA	ELA	ELA	
10:45 - 11:15	S3	Math	Math	Math	Math	
11:30 - 12:00	S4	Greek Language	Greek Math	Greek Language	Greek Math	
12:00 - 1:00	Lunch/ Social Hour	Lunch/ Social Hour	Lunch/ Social Hour	Lunch/ Social Hour	Lunch/ Social Hour	
1:00 - 1:30	Asynchronous Special	Physical Education	Art	Music	Second Step	
1:30 - EOD	Asynchronous	-Any additional core content classwork assigned by teacher -Small Group (cohort dependent)	-Any additional core content classwork assigned by teacher - Small Group (cohort dependent)	-Any additional core content classwork assigned by teacher - Small Group (cohort dependent)	-Any additional core content classwork assigned by teacher -Small Group (cohort dependent)	

Students will receive synchronous learning from 9:00am-12:00pm.

- Lunch/Social Hour is *optional*.
- All students must complete their asynchronous specials.
- Any additional work assigned by your child(ren)'s teacher(s) will be completed asynchronously.
- Teachers will have office hours Wednesday and Friday from 8:00am - 9:00am by appointment.
- Friday will remain a Flex Friday that will allow students to meet with their teacher as needed and complete any remaining coursework from the week.

The format for the **5th grade Schedule** is below.

Fifth Grade Student Schedule						
		Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:40	Period 1	Period 1 Synchronous	Period 1 Synchronous	Period 4 Synchronous	Period 5 Synchronous	
8:50 - 9:30	Period 2	Period 2 Synchronous	Period 2 Synchronous	Period 5 Synchronous	Period 6 Synchronous	T1 Office Hour
9:40 - 10:20	Period 3	Period 3 Synchronous	Period 3 Synchronous	Period 6 Synchronous	Period 7 Synchronous	T2 Office Hour
10:30 - 11:10	Period 4	Period 4 Asynchronous	Period 4 Synchronous	Period 7 Synchronous	Period 1 Asynchronous	T3 Office Hour
11:20 - 12:00	Period 5	Period 5 Asynchronous	Period 5 Asynchronous	Period 1 Asynchronous	Period 2 Asynchronous	T4 Office Hour
12:10 - 12:50	Period 6	Period 6 Asynchronous	Period 6 Asynchronous	Period 2 Asynchronous	Period 3 Asynchronous	Greek Office Hour
1:00 - 1:40	Period 7	Period 7 Asynchronous	Period 7 Asynchronous	Period 3 Asynchronous	Period 4 Asynchronous	
1:50 - 2:30	Asynchronous Specials	PE	Music	Art	Second Step	

The format for the **Middle School Schedule (6th-8th Grades)** is below.

Middle School Student Schedule					
	Mon. A day	Tues. B Day	Wed. A	Thurs. B	Flex Fri.
8:00 - 9:00	Per. 1 (Synchronous)	Per. 1 (Synchronous)	Per. 3 (Synchronous)	Per. 4 (Synchronous)	Science Office Hours
9:15-10:15	Per. 2 (Synchronous)	Per. 2 (Synchronous)	Per. 4 (Synchronous)	Per. 5 (Synchronous)	SS Office Hours
10:30 - 11:30	Per. 3 (Asynchronous)	Per. 3 (Synchronous)	Per. 5 (Synchronous)	Per. 1 (Asynchronous)	ELA Office Hours
11:45 -	Per. 4	Per. 4	Per. 1	Per. 2	Greek Office

12:45	(Asynchronous)	(Asynchronous)	(Asynchronous)	(Asynchronous)	Hours
1:00 - 2:00	Per. 5 (Asynchronous)	Per. 5 (Asynchronous)	Per. 2 (Asynchronous)	Per. 3 (Asynchronous)	Elective Office Hours
2:15 - 3:15	ELA Office Hours	Sci/SS Office Hours	Math Office Hours/ Greek Office Hours	Elec Office Hours	Math Office Hours

The Format for the **High School Schedule** is below:

High School Student Schedule						
	Monday A	Tuesday B	Wednesday A	Thursday B	Flex Friday	Flex Friday Times
9:00 - 10:15	Block 1 (Synchronous)	Block 1 (Synchronous)	Block 1 (Asynchronous)	Block 1 (Asynchronous) Planning 4 Office Hour	Planning 1 Office Hour	9:30 - 10:30
10:30 - 11:45	Block 2 (Synchronous)	Block 2 (Synchronous)	Block 2 (Asynchronous)	Block 2 (Asynchronous) Planning 3 Office Hour	Planning 2 Office Hour	10:30 - 11:30
12:00 - 1:15	Block 3 (Asynchronous)	Block 3 (Asynchronous) Planning 1 Office Hour	Block 3 (Synchronous)	Block 3 (Synchronous)	Planning 3 Office Hour	11:30 - 12:30
1:30 - 2:45	Block 4 (Asynchronous)	Block 4 (Asynchronous) Planning 2 Office Hour	Block 4 (Synchronous)	Block 4 (Synchronous)	Planning 4 Office Hour	1:00 - 2:00

5. **Hybrid Virtual Learning School Supplies Lists**

Families can access the virtual supply list [here](#). If families are interested in participating in the PTO Supply Ordering, the virtual packages will be available on their [ordering site](#) by Wednesday. The **updated lists** include specific materials that will make students successful in a virtual learning environment.

6. **Town Hall Meeting**

Our Reopening Working Group committee chairs will attend tomorrow's Town Hall meeting, and will be glad to address questions resulting from this communication. The login information for this Town Hall is:
Time: Aug 19, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83871008478?pwd=UTJYNXk3OWp5U004VGQxcHArRE9tZz09>

Meeting ID: 838 7100 8478

Passcode: 27S6RP

One tap mobile

+13017158592,,83871008478#,,,,,0#,,292464# US (Germantown)

+13126266799,,83871008478#,,,,,0#,,292464# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 646 558 8656 US (New York)

Finally, we are preparing responses to the questions and comments received at the last board meeting. These will be posted on the school's website in an FAQ section that will be updated regularly. A link will be placed on the school's landing page.

Thank you for your continued support as we work toward reopening school - first virtually, and then safely over time, reestablishing in-person learning for our students. Thank you for your grace and partnership.

OCS Leadership Team