



CLOVER GARDEN SCHOOL

Home of the Grizzlies



4/7/2020

Dear CGS Families,

We hope that all of you are continuing to stay safe and well during this COVID-19 pandemic. Over the past few weeks, our CGS teachers have been hard at work preparing our Clover Garden School Distance Learning Plan. A copy of this was sent to you last week, but it can be found [here](#). A lot of thought, hard work, and dedication has been put into place to be able to offer all of our students the best education possible during our current global crisis. Our Distance Learning Plan will begin on April 14, 2020. Included in the Distance Learning Plan, your child's teacher has designated which virtual platform they will be utilizing each week. Each teacher will be sending out a weekly email to all of our students on Sundays by 5:00 P.M. Each teacher will also have at least one weekly "virtual check in" with all of their students and will be available to answer any questions or concerns. Teachers will also have office hours from 9:00 A.M. until 12:00 P.M. daily and will continue to answer questions via email.

On April 13, 2020 and April 14, 2020, we will have a packet distribution for the following teachers below. If your student is in one of the classes below, they will have a packet of information available for pick up. Please click on the link [here](#) to review the layout for how and where packets will be distributed. Pick Up times will be from 9:00 A.M. until 12:00 P.M. for students with last names beginning with the letters A-M. Pick Up times will be from 12:00 P.M. until 3:00 P.M. for students with last names beginning with the letters N-Z. Please look at the link above for "where" your student's work will be available. This pick up will be for the teachers and classes designated below only or for those that have reported not having internet service. If your student's teacher is not listed below, they are providing instruction virtually and only have packets prepared for those that do not have internet service at home. Feel free to reach out to your student's teacher at any time if you need any clarification.

Parents, please remember that when or if you come to campus to pick up your student's work, that you please do not exit your vehicle. If you are experiencing any symptoms of COVID-19, such as fever, cough or shortness of breath, please do NOT come on campus. If you have recently been exposed to someone that has tested positive for COVID-19, please do not come on campus. There will be teachers outside to get your student's information when you arrive and will bring his or her materials out to your vehicle.

Any and all other business on campus must take place through scheduling an appointment with our front office staff. You can email the front office at arlenelassiter@cgsnc.org. Thank you for your diligence in helping us prevent the spread of COVID-19 and for helping keep our faculty and staff safe!

Packet Distribution for 4/13 & 4/14

<u>Teacher</u>	<u>Grade/Subject Area</u>
Mrs. Otey/Mrs. Davis	Kindergarten
Mrs. Wright/Mrs. McCollister	1 st Grade
Mrs. Hepner/ Mrs. Paschal	2 nd Grade
Mrs. Savage/Mrs. Long	3 rd Grade
Mrs. Quimby/ Mrs. Glasco	4 th Grade
Mrs. C. Johnson	5 th Grade Science/SS
Mrs. Rickard	Small Groups Grades 3 rd -6 th
Mrs. Lackey/Mrs. Newton	Middle School
Mrs. Clifton	OCS
Ms. Norton	MS/HS Art & Photography

As we embark on our new adventure with Distance Learning, we want to remind all of our students that our school rules still apply while working online. Any type of inappropriate use or violation of our technology agreement while learning distantly will be handled by administration. Please continue to make good choices. You represent Clover Garden School at all times, including virtually. We expect that all of our students will do their best and work hard during these next few weeks. We are here to answer any questions that we can. Please take advantage of this time working from home and use it wisely. Be patient and kind when participating in online forums or “check in’s”. Technology glitches will happen! Do not get frustrated or give up! Our tech team is here to help. If you have ANY technology issues during our first week of roll out, or throughout the next few weeks, please email Mrs. Koehler at jeankoehler@cgsnc.org or Mr. Weis at jonweis@cgsnc.org. We will also be posting some “trouble-shooting” issues and concerns on our [FAQ link](#) that we sent to you last week. Check there for updates to commonly asked questions. Here is another [link](#) that can provide additional resources for those that may want “extra practice” at home. This has been sent previously but it’s here again in case you’d like to access it.

Many of our teachers will be using online platforms such as Zoom, Google Classroom, Canvas, Class Dojo, etc. Provided below are some helpful hints to keep in mind as you navigate these new virtual platforms.

Helpful Hints For Navigating Online Platforms:

1. Keep your device muted by clicking on the microphone button.
2. Use the restroom and eat prior to logging onto the platform.
3. Find a comfortable spot to learn in. It is best to keep your device on a steady surface. A table would be great. Be mindful of your surroundings when participating with the camera and microphone turned on.
4. Make sure that your device is plugged in and charged.
5. Gather your supplies and printed work so that you are ready to go.
6. Even though we are not in the classroom, all of the classroom rules still apply.
7. Listen carefully to your teacher and if you have a question, raise your hand.
8. If the teacher calls on you, unmute your microphone so everyone can hear you.
9. Get ready to learn and be patient with your teacher because this is a learning experience for everyone!
10. Try your best!

If you have a question or concern about next year's scheduling of classes, please email Mrs. Nina at ninamiller@cgsnc.org. Mrs. Nina will be setting up virtual meetings via "Zoom" for those that wish to speak with her in regards to schedules for next year. Please be on the lookout for that email coming soon!

All lunch accounts have been credited for lunches missed due to COVID-19. When able, please log onto your student's lunch account at www.myschoolaccount.com to check your student's account status. All accounts with a positive balance will be held in your child's account for the rest of the year and will roll into the 2020-2021 academic year. If you have any questions, please contact Mrs. Thompson at caseythompson@cgsnc.org. We appreciate your patience during this time!

We are currently updating our information in PowerSchool to reflect the most current and up-to-date information. If you had any changes after you turned in your student's emergency forms at the beginning of the year, please use this [link](#) to update your information. Our front office staff and administration wants to ensure that we have your most current and accurate contact information.

At Clover Garden School, we are family!! We truly miss each and every one of our students and our parents! Please see the attached video made for our CGS Families from our faculty and staff. We love CGS! See you soon! [Grizzlies Together](#)

As always, thanks for all that you do,

Mrs. Vereyken & Mrs. Moore

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