



## Setting the Stage for Successful Distance Learning

### *Update #4, March 16, 2020*

Good afternoon,

We are sending you this email in preparation for the launch of Distance Learning on Friday, March 20, 2020. As we shared on Saturday, we're committed to helping students continue to learn as much as possible while our campus is closed.

Our teachers reported to work at 8:00 a.m. sharp this morning and began re-working their curriculum for the days ahead. We are so proud of their passion and commitment to our students – and their willingness to forge ahead into uncharted territory.

We also want to thank you, the parents and caregivers, for doing what you can to help your child learn during this time. We understand that you are juggling a lot right now. Some of you have inflexible work hours and others are working from home while caregiving. There's a lot to worry about and we don't want Distance Learning to be one of them.

We provide Distance Learning to you as a resource and a service – not a requirement. Our teachers will work with each of you to make Distance Learning comfortable and feasible. We will not penalize students for any challenges they experience with connectivity or scheduling. The key is that we communicate with one another. Please let teachers know if you have trouble along the way. We will continue to adapt and adjust until it's an enriching, positive experience for all involved.

We'd also like to clarify that we were strategic in calling this "Distance Learning" instead of "Online Learning." Recess, socializing, and creativity are important parts of the school day – whether we're on campus or participating in Distance Learning. Aspects of the day will not be online. Teachers will utilize a variety of tools – on and offline.

### **Logistics**

- **Campus:** Our campus is closed to non-employees until March 27, 2020, unless otherwise noted.
- **Satellite Office Hours:** The school will maintain normal office hours of 8:00 A.M. to 4:00 P.M. If you need anything, please feel free to call the office number at 785-228-0490 or email staff, as needed. The administrative team will be available each day to answer your questions and concerns.
- **Attendance:** As we work to maintain a sense of normalcy, we will continue to take attendance. If your child is sick or unable to participate in Distance Learning, please call 785-228-0490 as

you would on any other school day. We respect your discretion as a parent and, as noted above, students will not be penalized for attendance issues during this time.

- **Online Tools:** Our faculty and staff primarily use Google Suite products, including [Google Classroom](#) and [Google Meet](#). However, we've encouraged teachers to explore new tools during this time, as well as use whatever is most useful for teaching. If you have concerns with accessing any of these options, please let your teacher know.

## Upcoming Dates

- **Wednesday, March 18, 2020:** If your child is in Lower School, classroom teachers will provide you with instructions to allow time for questions and discussion of any concerns. If your child is in Middle School, you'll receive a comprehensive schedule update from school administration.
- **Thursday, March 19, 2020:** The school will be open from 7:30-9:30 A.M. for parents to pick-up Chromebooks, worksheets, or any specific materials teachers prepare for Distance Learning. Please limit the amount of time you are on campus. This time is for Distance Learning pick-up only.

## Resources

Please visit [www.topeka.collegiate.org/campus-life/coronavirusupdates](http://www.topeka.collegiate.org/campus-life/coronavirusupdates) for the most up-to-date information. In addition to cataloging email updates on this page, we will upload an FAQ document no later than March 19, 2020 to address your questions and concerns. If you have questions you'd like addressed on the FAQ, please email them to Brittany Crabtree at [bcrabtree@topeka.collegiate.org](mailto:bcrabtree@topeka.collegiate.org). You'll also find a link to "Helpful Resources" on this page. We'll be sharing tips for self-care during this time, as well as easy, educational activities you can do at home.

We hope this email has been helpful and informative. Setting the stage for successful Distance Learning begins with our own confidence and flexibility as adults. If you have any questions leading up to our first day of Distance Learning on Friday, March 20, please let us know. Thank you again for being a part of the Topeka Collegiate community.

Sincerely,

Dr. Lyn Rantz  
Head of School