

# STEVENSON

March 13, 2020

Dear Stevenson Grades 5-8 Community:

As a result of the recent letter you received from Dr. Kevin Hicks regarding the school's move toward remote instruction beginning Monday, March 16, we invite you to review, in detail, how we will move forward in a manner that is focused on what is best for the health of our students, staff, and community, and for the continuation of learning. We are addressing the circumstances proactively and intentionally, and we seek your patience as we work to best support and educate each student. Our faculty is committed to providing quality instruction to our students on a remote platform.

Students will utilize Canvas, Google G Suite, and Webex (an online meeting platform they will access through Canvas) to continue their learning during the school closure. Grade 7 and 8 students will use their individual computers and Grade 5 and 6 students will bring home their assigned Chromebooks along with an appropriate charger. All middle division students will receive training on these platforms on Friday, March 13.

We understand that remote instruction may result in hardship for students who do not have internet access at home. If you are in this situation, please contact Adil Ech-Chahi at [aechchahi@stevensonschool.org](mailto:aechchahi@stevensonschool.org) immediately.

## **Communication:**

Advisors will serve as the main point of contact for families. Advisors will check in daily with their advisory groups following the outlined schedule below. Our previously scheduled parent conferences will serve as a touch-point for parents and advisors to connect about questions and concerns surrounding the move to remote instruction. Parents and students are invited to reach out to individual teachers as needed via email or phone. Parents will be able to contact faculty throughout the normal workday/workweek, and the campus will remain open for families to pick up resources as needed and directed by the faculty and/or administration.

## **Academics:**

Below is the academic framework for Middle Division daily instruction. We intend to maintain a sense of normalcy through regular remote class meetings and maintain an expectation of content mastery.

Students will follow their **regular 8-day schedule** with the adjusted times below. Please reference the Pirate Planner for numbered days and your student’s schedule (available on your [Pirate Page](#)).

- Students are expected to attend *all* virtually scheduled class periods.
- Teachers will meet with students via Webex (online meeting software accessed through Canvas) following the daily schedule below. Virtual meetings will last for 30 minutes and additional independent practice will be assigned on Canvas, as appropriate.
- Students and teachers can schedule virtual small group help sessions outside of their scheduled class times in order to ensure that goals are met and mastery is attained.

**Daily Schedule for Remote Instruction:**

Period 1.....	9:00–9:30 a.m.
Period 2.....	9:40–10:10 a.m.
Period 3.....	10:20–10:50 a.m.
Period 4.....	11:00–11:30 a.m.
Period 5 (Lunch Break).....	11:30 a.m.–12:30 p.m.
Period 6.....	12:40–1:10 p.m.
Period 7.....	1:20–1:50 p.m.
Advisory.....	2:00–2:15 p.m.
Flexible small group help sessions	

**Attendance:**

- Teachers will take attendance for every virtual class session. If a student is not present in a virtual class, Stacey Cimoli will phone home in order to ascertain the reason for the absence. All students are expected to attend class.
- Parents of students who are ill should submit absence requests through Haval0 (accessed through your [Pirate Page](#)) before the academic day begins.

**Accountability:**

- Teachers will collect all assignments via digital portfolios and online submissions.
- Assessments and feedback will be given through digital communication or small group student-teacher virtual meetings.
- The assessment of mastery—and letter grades for students in Grades 7 and 8—will be determined through regular, full participation in these courses.

**Parent Responsibilities:**

- Families should plan appropriate work environments for students at home. Workspaces should be quiet, devoid of unnecessary technology (iPhones, iPads, TV, etc.) and in a public space such as a kitchen table, countertop, or desk. Students should NOT use technology in isolation.
- Ensure that students are appropriately dressed, fed, and prepared for learning before distance learning begins for the day.
- Engage in conversations on posted materials, assignments.
- Monitor time spent engaging in online and offline learning.
- Support emotional balance by providing ample room and time for reflection, physical activity, conversation, and play.
- Communicate questions/concerns with advisors/teachers.

**Student Responsibilities:**

- Be appropriately dressed, fed, and prepared for learning before remote learning begins for the day. Please follow free dress guidelines for all online learning activities.
- Dedicate appropriate time to learning, as guided by the teachers.
- Check appropriate online platforms for information on courses, assignments, and resources each day.
- Be on time for all virtual learning engagements/meetings.
- Communicate questions and concerns with teachers in a prompt and timely manner.
- Identify a comfortable and quiet space to study and learn.
- Engage in all learning with academic honesty.
- Submit all assignments in accordance with the provided timeline and/or due dates.
- Ensure social and emotional balance by keeping healthy habits such as exercising, connecting with friends, and sharing feelings with family.
- Confirm that all supplies necessary for classes are readily available. Students will bring home everything that they will need to be successful. If students are missing items, they should contact their teachers or advisors as soon as possible.

**Community:**

While it is expected that we all adhere to the social distancing boundaries that have been shared in our greater community, it is equally important to remain conscious of the fact that adolescents need one another, even if only virtually, to feel tethered to their community. Group online classes, advisory periods, and activities are intentional opportunities for our learners to connect with one another. Please assure your child's attendance to these critical elements of their academic days.

We invite your patience during this time and encourage you to remain in close communication with us and your child's advisor and teachers as we step forward into our remote learning platform.

Sincerely,

Haddie Lueddeke

Dean of Mathematics: Middle Division

Anthony Schipper

Dean of Humanities: Middle Division