



# Stratford Academy

## Distance Learning Plan

(Revised March 12, 2020)

### Introduction

We are proud at Stratford Academy to deliver our high-quality education and fulfill our mission on a daily basis. We are also proud that we will be able to do so under exceptional circumstances that may require partial or full campus closure. In such circumstances, our commitment is to provide an alternative means of education in the form of Distance Learning. Distance Learning defines the experience students will have when school remains in session but when students are unable to physically attend school because of campus closure. ***While Distance Learning does not replicate onsite learning, our teachers can deliver powerful instruction that allows students to meet expected standards in an online environment.***

The success of our Distance Learning endeavor will be dependent on careful planning by our dedicated faculty, appropriate student motivation and engagement, and strong parent support for this alternative mode of instruction. The result will allow our students to continue their academic progress and will attend to their social and emotional well-being. While this is a time of uncertainty and challenge, we are working hard to prepare our faculty, our students, and our parents to be ready for it.

The purpose of this document is to outline how Stratford Academy will offer a Blended Learning model, which includes both an **Asynchronous Learning Environment** as well as **Synchronous**, real-time engagements.

An **Asynchronous Learning Environment** is a learning environment that does not require participants, teachers, and students to be online at the same time. **Synchronous**, real-time engagements are opportunities for students to participate in engagements with their teachers and classmates at an established time to allow for interactions in real time. Our Distance Learning Plan is designed to address the following:

- Asynchronous learning to ensure the opportunity to learn for all students;
- Synchronous engagements to support learning and socio-emotional well-being of students through real-time engagements;
- Limited and/or variable online access to technology and internet for some students;
- Flexible timeline for the delivery of distance learning depending on the duration of a closure;
- A commitment to monitoring and improvement of this plan and the student experience during the time of its implementation.



Stratford Academy is committed to monitoring the Distance Learning Plan and student experience. The tools used for monitoring may include, but are not limited to:

- Data on student engagement from digital learning platforms - Seesaw, Office 365, The Portal, Google Classroom - provide tremendous information on student engagement.
- Feedback from students, parents, and teachers to help us understand how the plan is impacting student, family and teacher experiences, and to provide data on what improvements we might make going forward.
- Review of Seesaw, Portal, and Google Classroom postings as a form of data collection to support teachers and students in aligning learning to the Distance Learning Plan.

This Distance Learning Plan will define the following:

- Implementation Procedure to conduct school remotely until resumption of normal operations;
- Expectations required of both teachers and families for the successful continuation of student learning and family communication; and,
- Divisional Plans that address developmentally appropriate and meaningful student learning experiences.

### **Distance Learning Platforms at Stratford**

*The following Online Platforms support both Distance Learning and faculty/student/family collaboration to ensure a quality student learning experience when planning and delivering remotely:*

1. Stratford email is the communication tool used to contact and communicate with Stratford families, Beginners through 12th Grade.
2. Google Apps accounts for students ([firstname.lastname@apps.stratford.org](mailto:firstname.lastname@apps.stratford.org)) is the communication tool used to contact and communicate with Stratford students, 6th-12th grade.
3. **Stratford's PORTAL is the primary "jumping off place" for all assignments to be posted.** Teachers may use their own discretion with secondary applications and software, but all assignments and information will be found and can be accessed through the PORTAL.
4. Email communication between faculty and parents should still be utilized when questions arise. Faculty and staff will be available for communication from 8:00-3:30, Monday - Friday.
5. For grades Beginners through 5, **parents** will be the primary point of contact when relaying information regarding assignments. All teachers will post assignments and activities through the Portal. Direct communication between teachers and parents will be through email.



6. For grades 6-12, **students** will be the primary point of contact when relaying information regarding assignments. Students in these grades are expected to check their Google Apps email addresses frequently and have their parents assist in checking the portal regularly for posted assignments.

7. For students in grades 6-12, teachers can make themselves available via a Google Hangout/Meet during established office hours.

8. Faculty and staff will utilize a variety of means, including Google Hangout/Meet, email, and text messaging to relay important information.

### Roles & Responsibilities of the SCHOOL

Leadership Team	<ul style="list-style-type: none"> <li>• Develop divisional plans for distance learning.</li> <li>• Communicate with faculty/staff and parents.</li> <li>• Support faculty/staff and parents during Distance Learning.</li> <li>• Ensure effective implementation of Distance Learning plan and accountability to student learning.</li> </ul>
Faculty	<ul style="list-style-type: none"> <li>• Create digital-friendly lesson plans that are uploaded to the PORTAL on a daily/weekly basis.</li> <li>• Make themselves available during established “office hours” in which they can arrange a face-to-face conversation via Google Hangout/Meet. (Grades 6-12)</li> <li>• Develop high-quality student learning experiences.</li> <li>• Communicate with parents, as necessary.</li> </ul>
LSC Teachers	<ul style="list-style-type: none"> <li>• Partner with classroom teachers to accommodate the online learning curriculum they are providing to the Learning Support Center students on their caseload.</li> <li>• Arrange online group meetings with their students.</li> <li>• Communicate with all parents of students on their caseload during the first week regarding the online learning plan and how they will co-plan with the teachers for the students to access the content of the distance learning lessons.</li> <li>• Recommend to parents and teachers other online learning platforms that LSC students might be able to access at this time (audio books, YouTube videos, etc...)</li> </ul>
School Counselors	<ul style="list-style-type: none"> <li>• Create counseling lessons that students could complete “at home” based on the current curriculum.</li> <li>• Provide developmentally appropriate “blog-type” statement/s that include resources regarding anxiety, isolation, health and wellbeing particular to grade level(s).</li> <li>• Respond to counseling needs of students, as needed.</li> </ul>



College Counselors	<ul style="list-style-type: none"> <li>• Ensure continuity of the processing of student files for college applications.</li> <li>• Support school advocacy with colleges, College Board, and other external bodies to ensure campus closure and its effects are understood.</li> </ul>
IT Department	<p>The Tech Office will be available for limited, remote support. Connection to your personal, home network and internet is a prerequisite for any support.</p> <p><u>The Tech Office can assist remotely with the following:</u></p> <ul style="list-style-type: none"> <li>• Google Apps password reset</li> <li>• Minor software issues affecting access via browser to the Portal or Google Apps</li> <li>• Office 365 / Stratford.org email password reset</li> <li>• Minor software issues affecting access via browser to Office 365 / Stratford.org email</li> <li>• Basic questions of use pertaining to Google Classroom, Hangouts, or Meet</li> </ul> <p>If an issue with a personal device, at the discretion of the technician, is deemed to be outside the scope of what we can provide, the technician may suggest seeking 3rd party support, service, or repair for the device.</p>

### **Roles & Responsibilities of the STUDENT**

Student	<ul style="list-style-type: none"> <li>• Dedicate appropriate time to learning, comparable to a school day and/or as guided by your teacher/s.</li> <li>• Check the PORTAL and/or another teacher-created learning environment for information on courses, assignments, resources daily.</li> <li>• Attend, as much as possible, the regular synchronous engagements offered by each of their teachers/s.</li> <li>• Identify a comfortable and quiet space to study/learn.</li> <li>• Engage in all learning posted with academic honesty.</li> <li>• Submit all assignments in accordance with provided timeline and/or due dates.</li> <li>• Ensure your own social and emotional balance by keeping healthy habits.</li> </ul>
---------	--



### Roles & Responsibilities of the PARENT

Parent	<p>Support their child/ren in their learning by:</p> <ul style="list-style-type: none"> <li>● Providing an environment conducive to learning (access to technology, safe and quiet space during daytime).</li> <li>● Engaging in conversations on posted materials, assignments.</li> <li>● Monitoring time spent engaging in online and offline learning, including variables like that of preferred learning times (morning, afternoon, evening).</li> <li>● Support emotional balance by providing ample room and time for reflection, physical activity, conversation, and play.</li> </ul>
--------	---

Questions Related To:	Contact:
A course, assignment, or resource	Teacher
A technology issue	John Hamner at <a href="mailto:john.hamner@stratford.org">john.hamner@stratford.org</a>  Greg Atkinson at <a href="mailto:greg.atkinson@stratford.org">greg.atkinson@stratford.org</a>
An issue with accessing the Portal	Elizabeth Avant <a href="mailto:elizabeth.avant@stratford.org">elizabeth.avant@stratford.org</a>
Any other issue related to distance learning	Divisional Administration  PS/LS - <a href="mailto:kelly.causey@stratford.org">kelly.causey@stratford.org</a> MS - <a href="mailto:jennifer.sweat@stratford.org">jennifer.sweat@stratford.org</a> US - <a href="mailto:theresa.ferrari@stratford.org">theresa.ferrari@stratford.org</a>

### General Guidelines for Distance Learning (Faculty)

<i>When designing your online lessons and learning experiences, please consider the following:</i>
<p><b>Feedback:</b></p> <ul style="list-style-type: none"> <li>● Timely feedback is essential to student learning; this is especially so in online learning environments when/where students are unable to ask questions as they normally would in a classroom setting.</li> <li>● Clear communication regarding where/how students should ask questions and seek clarification specific to assignments and/or deadlines (email, PORTAL, Google Classroom, etc...)</li> <li>● Active monitoring of your email for questions and communications from students/families.</li> </ul>

**Offline work:**

- Avoid requiring printing. All tasks must be completed on a device or uploaded as a picture.
- Consider including offline activities in your lessons such as reading, engaging in discussions with a family member or friend remotely, writing in a journal, taking pictures, and/or making a video.

**Work time:**

- Strictly follow the guidelines for time and schedule as directed by your Division Head.
- Consider varying the activities you normally plan in a graduated way, from very different to slightly modified.
- Offer alternative opportunities for reading, research, online discussions/peer-feedback, and producing written work.
- Seek the support of colleagues and others.
- Work actively with the staff of the LSC to ensure that their students' needs are met.

**Deadlines:**

- Provide students ample time to complete assignments. More time than you would usually provide in class may be necessary for students.
- Keep tasks simple and directions clear to make sure students understand what they are required to do.

**Files:**

- Try to post only PDF or Office 365 documents as they are universal and are often easier to convert.
- If you allow email submissions for assignments, ensure your students know how to attach files to emails.

---

## **Distance Learning Plan Preschool & Lower School**

---

Schooling is always a partnership. In an online Distance Learning environment, especially so at the elementary level, this partnership becomes the champion of learning. Over the course of this Distance Learning time period, our faculty will partner with parents to engage students in experiences that stretch their understanding and expand how they approach new learning.

Teachers will continue to carry forward their instrumental role in guiding, supporting, and challenging students to take on new responsibilities and to become excited about new learning. Our families will have options and sources for flexibility that will give them choice and ownership as the Distance Learning experience progresses. Teachers will communicate with parents through email, the portal, and Seesaw, along with other online subscriptions, to engage students in rich learning tasks.



**Role of Preschool & Lower School Parents**

As Preschool and Lower School students are still developing their independence, a teacher-parent partnership is necessary for students to engage in Distance Learning tasks and to access online resources. The designed learning tasks and activities will provide direction and support to families with the understanding that task completion depends on each individual families' circumstances. We recognize that parents may have more than one child to guide, therefore we have framed the support for the learning experience within one day not to exceed 1 hour of computer time; time that will both inform and help prepare the student to engage in the learning tasks that the teacher has designed on that given day.

We ask parents for the following support:

- Check email regularly for updates from your child's teachers.
- Increase your familiarity with the Portal as our primary instructional tool.
- Read home learning tasks and activities posted on the Portal with your child.
- Designate a place in your home or where you are temporarily located so your child can work independently on his/her assigned tasks and complete independent reading each day.
- Email your child's classroom teacher if you or your child has questions and/or if your child needs extra help and support.

**PreSchool Distance Learning Plan**

Beginners	Preschool teachers will create a bank of learning resources for parents to access through the Portal. They will create weekly bulletins to share the theme and instructions for the week, and will communicate with parents through their @stratford.org email accounts. They will share reading, math, writing, literacy, and fine motor activities for each week. Teachers will be generally available to answer questions via email during regular school hours (Beginners and PreK, 8:30-12:00; Kindergarten 8:30-3:00).
PreKindergarten	
Kindergarten	



## Lower School Distance Learning Plan

1st	Lower School <u>primary</u> teachers (1st-3rd grades) will create a bank of learning resources for parents to access through the Portal. They will create weekly bulletins to share the theme and instructions for the week, and will communicate with parents through their @stratford.org email accounts. They will share reading, math, writing, grammar, social studies, science, and other activities for each week. Teachers will be generally available to answer questions via email during regular school hours (8:30-3:00).
2nd	
3rd	
4th	Lower School <u>intermediate</u> teachers (4th & 5th grades) will provide assignments and resources to their students through the Portal. They will create weekly bulletins to share information and instructions for the week, and will communicate with parents through their @stratford.org email accounts. They will share reading, math, grammar, writing, social studies, science, and other activities for each week. Teachers will be generally available to answer questions via email during regular school hours (8:30-3:00).
5th	

## Distance Learning Plan Middle & Upper School

We know that learning takes on many different forms and can take place in many different settings. Our Distance Learning Experience is the very type of experience that our middle and upper school students are prepared to take on and to grow from, independently, with their peers, and even with their families.

Over the course of this campus closure, students will be invited to engage in learning experiences that will stretch their thinking and will encourage new ways of doing in each of their classes, even though they will not be physically present on campus. Students will learn through a blended learning model, which includes asynchronous learning as well as synchronous, real time interactive sessions with their teachers and classmates. Each of these learning experiences may be followed up with appropriate homework or a formative/summative assessment to confirm that the students have engaged appropriately with the content and that their understanding of the content supports their progress towards the identified target standards.

The clear goal for these days is to be analogous to the students' experiences on typical days at school: to interact, to engage, to grow, and, ultimately, to learn.



**Role of Middle & Upper School Parents**

As Middle & Upper School students are still developing their independence, a teacher-parent partnership is necessary for students to engage in Distance Learning tasks and, in some cases, to access on-line resources. The learning tasks and activities provide direction and support to families. We recognize that parents may have more than one child to guide, therefore we have framed the learning experience to require minimal parent involvement.

As a parent of Middle & Upper School students, we ask you for the following support:

- Monitor updates and be sure to check in with your child daily about the distance learning tasks, activities and assessments they are working on.
- Designate a place where your child will work independently on his/her assigned tasks.
- Ask your child to provide a brief summary of the learning he/she is engaging in for each class to ensure his/her understanding of the content and of the process they are being asked to engage in to demonstrate their learning.
- Monitor your child’s deadline calendar and support them in submitting assignments according to the established deadlines.
- Remind your child to email his/her teachers if your child or you have questions or if you need extra help and support.

**Middle School Distance Learning Plan**

6th	Middle school teachers will add to their class portals daily lessons and/or links to instructional videos and instructions on that particular day’s class agenda. Teachers will be available during the normal school hours - 8:30-3:30 - via email at their @apps.stratford.org accounts, or @stratford.org accounts, or a google classroom hangout to answer questions from students. All communication from teachers to students will be conducted through the @apps.stratford.org accounts.
7th	
8th	



## Upper School Distance Learning Plan

9th	On a daily basis, upper school teachers will use email and the portal to provide all of their students with clear instructions about what assignments they need to work on that day, how and when to submit the assignments, and any resources needed to complete them.
10th	
11th	
12th	<p>These resources will include but are not limited to documents, instructional videos, and links to websites. All emails will be sent to the students' apps.stratford.org accounts. In the event that a teacher will deliver a live class online or hold live online office hours, students will be notified at least a day in advance. Such meetings will be scheduled during the normal class period within our 7-day rotating schedule.</p> <p>Teachers will be available daily from 8:30 to 3:30 to answer individual questions and provide feedback and guidance. Students who need help from a teacher should email questions during these hours or make a request via email for a phone or online conference.</p>

*We thank you for your understanding and support during this difficult time. If we all work together, the high academic rigor and excellence that defines a Stratford education will not suffer. Do not hesitate to reach out to our administration and faculty if in need. Courage and confidence!*

-Your Stratford Family

Mr. Logan Bowlds  
Head of School

Mrs. Jennifer Sweat  
Head of Middle School

Mrs. Theresa Ferrari  
Head of Upper School

Dr. Kelly Causey  
Head of Preschool & Lower School