

# Castilleja Distance Learning Plan and Guidelines

## Implementing Our Distance Learning Plan

This document is designed to help the Castilleja community prepare for and adapt to a distance learning model and remote operation of the school in the event of an extended campus closure. Different closure circumstances may impact when our plan is implemented, but the actions and approaches outlined here will remain consistent. In the case of a natural disaster, for example, a number of days may pass before conditions have stabilized to the point that implementation becomes feasible and appropriate. In emergencies such as a viral pandemic, the Head of School, the Leadership Team, and the Board of Trustees may proactively and protectively call for closure and initiate our plan without an extended interruption to learning.

## Communication Channels and Expectations

If Castilleja campus is closed for any reason, the Head of School will email families, students, and employees to make this announcement and delineate a clear timeline for next steps. We anticipate a short grace period between when a campus closure is announced and the initiation of distance learning. That schedule will be clearly communicated, and any school days will be work days for Castilleja employees, who will be expected to be on duty, on campus or remotely, depending on safety conditions.

Castilleja will use the same channels it employs for day-to-day communications with families, students, and employees. All of these systems are remotely accessible and have served us well during test drills and actual closure. They contain tools that will allow Castilleja to ensure that important information can be shared quickly and comprehensively. The Head of School will periodically send emails to keep our community updated about any changes to our Distance Learning Guidelines or when Castilleja might reopen for in-person classes. Division Heads and Class Deans will be available during the school day to faculty, students, and families. Any decision to reopen campus will be made with great care in close consultation with the school's Leadership Team and Board of Trustees, and will follow the guidelines of County and Bay Area public health agencies.

## Castilleja's Connectivity and General Operations

Castilleja's Learning and Information Management Systems are cloud-based. As the school's data is not physically hosted on the school's network, we can continue to use our systems through a crisis, even if campus is inaccessible. Our primary systems have multiple administrators, so they can be managed remotely and in the event that a particular system administrator is out of contact or unavailable, other people can step in.

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**Staff Availability:**

Online from 8:00am–4:30pm

Or as determined by staff supervisors

**Faculty Availability:**

Teaching and conferencing online from 8:00am–3:45pm

**Connectivity:**

Faculty and Staff will have access to and use of email, Google Drive (including the full suite of applications of Google for Education), Schoology (Castilleja’s Learning Management System) TAM (Castilleja’s Attendance System), and Zoom.

**Distance Teaching and Learning**

Schoology will be our hub for distance learning throughout this closure, and as Castilleja students already use it every day to enhance and support their work in our classrooms, we anticipate a smooth transition. For the duration of the closure, we will follow our published schedule and make every effort to maintain routines. On school days, teachers will engage students through distance learning during their regularly scheduled class periods. Students will be able to access all materials using their different course pages and will be able to view the plans for each class in the Course Assignment Sheet, just as they do now. Teachers will provide the class outline in the Assignment Sheet and will also post updates in Schoology prior to the class so students know how to prepare for each class meeting. Teachers will employ a full range of creative and flexible instruction methods, including having students watch pre-recorded videos, using discussion boards/threads in Schoology, streaming lectures/presentations, using Google collaboration tools, and live streaming with Zoom. Faculty will also employ a creative approach to assessment when possible or necessary. Andy Lichtblau, our Learning Specialist, will serve as a resource to our teachers as they refine materials.

While we have done everything we can to prepare ourselves and our students, there is no way to prepare for every contingency, so we will all need to remain patient and flexible as we adjust to learning in different conditions. In order to accommodate a range of family and wellness situations, we are asking faculty to build in flexibility around homework expectations. These will be clearly stated on each Schoology page. Teachers will be available for audio only office hours from 3:00 to 3:45pm every day and will clearly communicate a method whereby students can sign up for individual consultation. We have set up teaching teams; should faculty become too ill to teach, a teacher will already have been identified to step in as soon as possible.

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### **Attendance**

Families and students should understand that school is still in session once the Distance Learning Plan is initiated. As always, attendance will be taken at the beginning of each period. Parents and guardians will need to report absences, complete with details of any symptoms of illness, to [attendance@castilleja.org](mailto:attendance@castilleja.org).

### **Class Day and Materials**

Teachers will be on Schoology or engaged through other means during class meeting times, and classroom interactions can take different forms, including:

- Working with students on Google Docs
- Holding a synchronous video call
- Checking one-on-one with students on their work
- Checking in on small group work
- Leading online discussions
- Facilitating online student presentations
- Sharing video content

Teachers will post all instructions, assignments, and learning materials to Schoology and be as explicit and clear as possible with instructions and expectations, as we establish a new pattern for remote learning.

### **Weekly Updates**

At the start of each week, teachers will post a preview of the learning objectives and expectations to come.

### **Email Expectations**

Employees will do their best to reply to emails within 24 hours during the week. There will be dedicated conferencing hours with students from 3:00 to 3:45pm on school days.

Teachers will be available to answer questions during the hours outlined in our recently established email policy.

- MS: Weekdays 7:30am–5:00pm
- US: Weekdays 7:30am–9:00pm

### **One-on-One Student Meetings**

For one-on-one meetings with students, teachers will use voice-only Google Hangouts Meet calls, chat on Google Hangouts Meet, or type in a Google Doc.

### **Homework Load**

Teachers will assign up to 30 minutes per class for Middle School students, and up to 45 minutes for Upper School students, building flexibility around homework and workload expectations.

### **Advisory**

During scheduled Advisory periods, advisors will check in with their advisees via Google Hangouts Meet or Zoom (to be determined by each advisor in advance), watching out for heightened feelings around these unusual circumstances. In many ways, these conversations will mimic the in-person advisory meetings with space for students to share about their days, reflect on open-ended questions about social connection, and strategize about self-care and ways to recharge. Advisors will support students through this school closure, and if students are struggling or expressing a need for emotional support, advisors will remind them that they can set up individual zoom sessions with any of our counselors: Ms. Borrelli, Ms. Mancini, or Ms. Salazar Cruz.

### **Roles and Responsibilities for Castilleja Students**

Castilleja students are passionate learners. We know that you will bring your trademark excitement and curiosity to this new model of learning. Your engagement and enthusiasm will propel your learning forward in any environment, including your homes. To set yourselves up for success in this new setting, you should think about establishing good habits that will help maintain focus and organization.

In addition to expectations in Castilleja's Honor Code and Student/Parent Handbook, students will do their best to:

- Set daily routines that will support my learning
  - Be ready for the 8:00am start to the school day (get dressed, be ready to learn)
  - Take breaks according to the schedule
  - Eat a good lunch on time
  - Walk around between classes like I would on campus
- Find a space in my home where I can work with good focus (Sit at a table or desk, not on your bed)
- Attend classes at the designated times and remain fully present and active during the class period (Use devices as work tools, close tabs not related to that course, single-task rather than trying to multi-task)
- Keep track of my books and materials
- Check Schoology and email regularly for announcements and feedback

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- Complete assignments with integrity and honesty, adhering to any school or subject-specific guidelines
- Unless otherwise specified by my teacher, not use any resources, whether hard copy materials or online sources, during any online assessments
- Collaborate with compassion and support my peers in our shared learning experiences
- Comply with Castilleja norms and expectations for online etiquette (e.g., don't record or screenshot your teachers or classmates without their explicit permission)
- Be proactive and self-advocate with adults from Castilleja as different needs arise (i.e. you need support of some kind, cannot meet deadlines, etc.)

## Roles and Responsibilities for Castilleja Parents and Guardians

The transition to distance learning will require flexibility. There may be a period of trial and error as you all find the best strategies to encourage effective learning from home. Adults may need to support students in new ways, helping to create structures and routines. Some students will transition quickly, while others may take more time. The guidelines provided below are intended to help parents consider ways to help this process.

- Establish routines and expectations: Be sure that your student follows the published schedule for classes right away. Encourage her to take a walking break between classes, as she would at school. Maintain normal bedtime and sleep routines.
- Define and respect the physical space where your child will work: This may be different from where your child does homework. Be open to new solutions that support focus. Please contact Terry Young ([tyoung@castilleja.org](mailto:tyoung@castilleja.org)) if you need help with consistent wireless access.
- Monitor communications from your child's teachers: Teachers will be in touch as needed. Especially during the initial transition, be aware that teachers will be working hard to serve all of their students. Communications with teachers should be essential and succinct.
- Daily goal-setting and reflection: Try to carve out time at the beginning of the day to review their goals and at the end of the day to reflect on their experience. This will help you both celebrate accomplishments and identify challenges together.
- Take an active role in helping your children process and own their learning: Students often solidify their learning by talking through concepts and questions. You can become a valuable resource as an active listener.
- Let your child do their own work: Please remain aware that even though you are close by, your students need to complete their own work. If you can, let them work through some issues and questions on their own.
- Encourage physical activity and exercise: It is crucial that you encourage your daughter to remain active. It will support good health and engaged learning.

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- Watch for signs of stress or worry: If we need to close school, it will be a result of unusual and stressful external circumstances. Your children at some point or another will need your support. Your calm attention will be invaluable to them.
- Be aware of screen time and social media: Since students will need to rely on technology more than usual for school, it could be important to help them find other ways to spend their free time. While you will want your children to remain social, you might consider setting new rules around social media during this time. Always remind them that words can sound very different in written form. All school rules apply to student interactions while our Distance Learning Plan is implemented.

## Ongoing Expectations for All Castilleja Community Members

### Reporting Illness

Please self-report to Kathy Layendecker at (971) 678-1715 immediately if:

- You or a member of your family are exhibiting COVID-19 symptoms in combination (fever, cough, shortness of breath)
- You or a member of your household has been instructed by a physician to be tested for COVID-19

### Reporting Possible Exposure

Anyone who has been in contact or has a member of their household who has been in contact with a person who has a confirmed case of COVID-19 must immediately report to Kathy Layendecker at (971) 678-1715.

### Travel Precautions

In order to remain abreast of possible exposure, all community members are being asked to voluntarily share their own and their family members' travel and spring break plans with Kathy Layendecker at [klayendecker@castilleja.org](mailto:klayendecker@castilleja.org). Please be aware that community members who choose to travel to an area with widespread or ongoing spread of COVID-19, or who have household members who travel to such areas, may be asked to self-quarantine before returning to school.

### Access to Campus

All students should have at home the necessary materials to participate in school. Please be in touch with Kathy Layendecker at [klayendecker@castilleja.org](mailto:klayendecker@castilleja.org) if your child has left something on campus that is needed to complete her work.

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## Table of Staff and Administrator Roles and Responsibilities

Role	Responsibilities and Expectations
Academic Administration	Jim Pickett and Anne Cameron will be available from 8:00am to 4:30pm daily
Academic Technology	Jamie Sullivan will be available from 8:00am to 4:30pm daily to support students and employees with the distance learning tools and technologies.
ACE Center	The ACE Center Team, Ms. Kertsman, Ms. Clark, Ms. Grossman, and Ms. Nelson, will be available from 8:00am to 4:30pm daily
Admission Office	The Admission Office, Ms. Lee, Ms. Ledwith, Ms. Martinez, and Ms. Negron, will be available from 8:00am to 4:30pm daily. Decisions will be posted as scheduled on Ravenna and responses will be processed according to schedule
Advancement Office	The Advancement Office, Ms. Kim, Ms. Cho, Ms. Moore, Ms. Odelowo, Ms. Shen, and Ms. Yeou, will be available from 8:00am to 4:30pm daily. Donation acknowledgements may be delayed until normal business operations resume.
Athletics	All athletic events are cancelled. The Athletics Administrators, Ms. Pruitt, Mr. Burrows, and Ms. Peters are available each day from 8:30am to 4:30pm. Director of Sports Performance, Ms. Surface, is available each day from 10am-6pm for injury-related inquiries. Assistant Athletic Trainer, Mr. Meister, is available each day from 2pm-6pm. Coaches will contact their respective programs with team expectations.

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Communications	The Communications Office, Ms. Brown, Ms. Campbell, Ms. McElhinney, and Ms. Teichmann, will be available from 8:00am to 4:30pm daily; maintain our website, portals, and social media; provide support as needed in graphic design and other communications.
College Counseling	Ms. McColgan will be available from 8:00am-4:30pm daily (with extended hours for Junior Family Meetings). She will use Google Hangouts Meet for individual student and family meetings. She will use Zoom to teach Junior College Seminars and Junior College Counseling Class Meetings. She will continue supporting students with the college process and course selection, and she will remain in contact with admissions officers, ACT, and College Board as needed to understand any changes.
Counseling and Wellness	The Counseling and Wellness Team, Ms. Borrelli, Ms. Mancini, Ms. Pence and Ms. Cruz, will be available from 8:00am to 4:00pm daily. Please reach out to them with concerns and ongoing issues. Parents may also reach out to discuss strategies to support students experiencing issues caused by the school's closure. Individual counseling sessions will be offered over Zoom and all inquiries should be directed to Ms. Borrelli first.
Food Service	No Food Services will be offered.



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Front Desk and Absence Policies	Please be sure to email <a href="mailto:attendance@castilleja.org">attendance@castilleja.org</a> if your student is absent for the day or will miss specific classes.
Learning Specialist	Mr. Lichtblau will be available to provide academic consultation to faculty, students, and families from 8:00am to 3:30pm daily
Library	Ms. Seroff, Ms. Bergson-Michelson, and Ms. Appleberry, will be available each day from 8:30am to 3:30pm to assist with research and access to library resources. One on one appointments will be available for students who want direct assistance from a librarian. Access to library databases and the library's robust collection of e- and audiobooks is available from home. The Library Team will also support faculty with curriculum development and high quality online content.
Maintenance	Some employees will be required to remain on campus to ensure campus safety and provide campus maintenance.
Registrar	Ms. Gallegos will be available from 8:00am to 4:30pm daily. She will be available via email to fulfill Transcript Requests and support students with the course selection process. She will remain in contact with ACT and College Board as needed to understand any changes in timelines and protocols.
Technology	The Technology Department, Mr. Young, Mr. Turnbull, Mr. Nguyen, and Mr. Lei will be available 7:00am to 5:00pm each day to provide support. After hour appointments are available. They will be available to conduct synchronous and asynchronous training for employees and students to provide the necessary support and recommendations for effective technology usage. You can email them at <a href="mailto:support@castilleja.org">support@castilleja.org</a>