



# RUMSEY HALL SCHOOL

## **Distance Learning: Academic Expectations, Support, and Communication**

At Rumsey, effort is the key to a successful academic experience; achievement follows as students internalize the Rumsey work ethic. Academic effort is a shared responsibility between the student and each faculty member. Just as the faculty expects maximum effort from each student, they promise in return to give each student their very best effort. The result is a program where everyone shares in the joy of success.

### **Key Terminology for Distance Learning**

**Asynchronous:** Class interactions happen via Google Classroom without real-time interaction. Students engage in class materials and complete work at their own pace, typically within a given timeframe.

**Synchronous:** Class interactions happen in real time. Students will virtually attend class via Zoom video conference.

Our Distance Learning Plan is a blend of synchronous and asynchronous study/work. A blend of *asynchronous* and *synchronous* instruction creates a program that balances academic growth with a child's need for maintaining relationships and community connection.

### **Academic FAQs**

#### **What communication and feedback will the School provide about my child's learning?**

Upper School Advisors and Lower School Homeroom Teachers will continue to serve as the family's primary liaison to the School. During the Distance Learning Program, they will continue to meet regularly via Zoom with students individually and in small groups. Parents should reach out to the child's Lower School Homeroom Teacher or Upper School Advisor with any questions or concerns.

#### **Will my child be graded?**

Students will not be graded while campus is closed. Students are encouraged to participate in the Distance Learning Program as best they are able. Teachers will carefully monitor student engagement. An administrator will reach out to families to provide support for students that are not engaging.

Appropriate engagement includes:

- Arriving on time to all synchronous meetings (unless living outside the EST time zone or having an excused absence) and participating appropriately. All synchronous meetings will be recorded for later use if students cannot attend.

- Submitting all assigned work in a timely fashion
- Participating in Extra Help or Office Hours when asked by a teacher

### **What resources are available if my child needs academic support?**

Teachers will hold Office Hours each day for an hour and a half in the afternoon. During this time, teachers will provide targeted one-on-one or small group support and enrichment. Office Hour appointments are scheduled in advance by either the teacher, student or parent.

Student schedules will include an established Extra Help period each day when teachers are on Zoom ready to work with students. Students may drop in to ask a question or get a spontaneous bit of extra help with their work.

If your child is enrolled in the Language Skills program, the Language Skills class will continue to take place each day during the regularly scheduled time to provide individualized instruction in order to help your child achieve the established academic goals. Students who are not able to attend at the regularly scheduled time may schedule another mutually agreed upon meeting time with their teacher.

### **I'm concerned about the amount of time my child will spend in front of a computer screen.**

Screen time is required with this Distance Learning Plan; however, your child does not need to manage extended periods of screen time each day. Students will be assigned work that can be completed without screens including reading, writing, math problems, and hands-on projects. Teachers are aware of the need to provide students with a balanced approach to learning that does not over-emphasize or rely exclusively on technology. Please reach out to your child's homeroom teacher (Lower School), Advisor (Upper School) or Language Skills teacher (Upper and Lower School) if you notice that your child is struggling to maintain appropriate focus.

### **My child is not well and is not able to participate in distance learning. How do I report an absence?**

Your child's health is of primary importance, Please report an excused absence to the academic office with an email to [attendance@rumseyhall.org](mailto:attendance@rumseyhall.org). Teachers will track weekly engagement, and the appropriate administrator will reach out to families whose students are not engaging to provide support.

### **My child will not be in the Eastern Standard Time Zone and/or may not be able to participate in synchronous classes because of other reasons.**

All Zoom classes will be recorded. Your child may watch the recording and email their teacher with any questions or comments from the discussion. Students who are in the Eastern Standard Time Zone are expected to participate in real time whenever possible; however, we understand if schedules do not permit this.

Students and parents should review the [Technology Contract](#) that all students signed at the start of the School year.

**My child’s textbooks are on campus; how can we obtain the necessary texts?**

With your child, please check the Google Classroom for each of your child’s classes. If e-texts are available, the teacher will post the link, username, and password so that you can access the text online. If e-texts are not available, the teacher will scan and upload all required readings. English teachers will post the title, author, and ISBN 13 for required literature texts so that you can purchase the book. Please check the Google Classroom to view the required texts and materials. Lower School families will have the opportunity to pick up totes containing necessary books and/or supplies. More information on this curb-side pickup option will follow in future communications.

**Roles and Responsibilities**

<p>Headmaster, Assistant Head of School/Director of Studies, Director of Lower School, Upper School Department Chairs, Lower School Curriculum Coordinator</p>	<ul style="list-style-type: none"> <li>• Communicate clearly with and provide regular updates to all students, families, faculty, and staff.</li> <li>• Support teachers and students as we shift to a distance learning program.</li> <li>• Model flexibility, creativity, and tools for the creation of strong distance learning lesson plans/assessments.</li> <li>• Create a sense of community.</li> </ul>
<p>Academic Teachers</p>	<ul style="list-style-type: none"> <li>• Collaborate with colleagues over the creation of meaningful distance learning activities and assessments.</li> <li>• Employ a variety of tools to ensure that students have a balanced academic experience that does not overly rely on screen time.</li> <li>• Create a sense of classroom community.</li> <li>• Utilize a variety of assessment tools to ensure that student learning is taking place.</li> <li>• Provide students with timely information and feedback.</li> </ul>
<p>Upper School Advisors and Lower School Homeroom Teachers</p>	<ul style="list-style-type: none"> <li>• Maintain regular contact with students to reflect upon the distance learning experience and provide guidance.</li> <li>• Serve as the family’s primary liaison to the School.</li> </ul>

Co-Curricular Teachers	<ul style="list-style-type: none"> <li>• Develop engaging activities to inspire students.</li> <li>• In the Upper School, co-curricular teachers will create a Google Classroom with asynchronous lessons.</li> <li>• In the Lower School, co-curricular teachers will create asynchronous lessons that will be added to each homeroom teacher's Google Classroom.</li> </ul>
Athletic Department/ Health Teacher	<ul style="list-style-type: none"> <li>• Develop an array of physical activities, sports specific exercises, and competitions to engage students in daily physical exercise.</li> </ul>
Language Skills Teachers  Lower School Skills Specialist	<ul style="list-style-type: none"> <li>• Communicate regularly with classroom teachers to provide individualized academic support.</li> <li>• Provide a balanced program of academic support and individualized instruction to bolster student achievement.</li> </ul>
Director of Nursing/ Director of Health and Wellness	<ul style="list-style-type: none"> <li>• Provide faculty and parents with appropriate talking points.</li> <li>• Work in partnership with parents to provide students with emotional support</li> <li>• Send faculty and parents guidance and advice for maintaining good health.</li> </ul>
Technology Staff	<ul style="list-style-type: none"> <li>• Provide professional development for teachers on the use of the electronic platforms.</li> <li>• Distribute online tutorials to parents and students, teaching them how to install Zoom and navigate Google Classroom.</li> <li>• Develop troubleshooting guides for parents and students who encounter difficulty using the electronic platforms.</li> <li>• Be available to assist faculty, staff, parents, and students who need help.</li> </ul>
Librarian	<ul style="list-style-type: none"> <li>• Be available via email for students, faculty, administrators, parents, and staff to assist with information/technology needs.</li> <li>• Collaborate with faculty and assist with the creation of online lessons.</li> <li>• Create How To videos for information literacy (research) instruction to add to <a href="http://rumseyhall.libguides.com/library">http://rumseyhall.libguides.com/library</a>.</li> <li>• Provide school programs that nurture and encourage reading and learning.</li> </ul>

Students and Families	<ul style="list-style-type: none"><li>• Establish a daily routine with regular bedtime and wake up time.</li><li>• Make sure your child is appropriately dressed in neat play clothes for all class video conferences.</li><li>• Create a distraction-free place for your child to work that can be monitored.</li><li>• Reach out to teachers/advisor as necessary.</li><li>• Check in with your child to make sure all work is turned in on time.</li><li>• Monitor online social interactions and review the School's Technology Contract.</li><li>• Encourage daily physical activity.</li><li>• Provide additional opportunities for your child to engage in the arts.</li></ul>
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Rumsey Hall is committed to providing an academic program that provides the best balance of challenge and support for the individual. The teacher/student relationship and the classroom community will continue to be essential in making every student feel known and valued as members of the Rumsey Hall Family. The Rumsey faculty will continue to work as a team to ensure students' continued learning, growth, and commitment to community. More information about our program's learning timeframe and daily schedule will be sent to you later this week.

We look forward to reconnecting virtually with you and your child in the near future!

Wishing you the best,

Brooke Giese and Rob Brenner