

## **Distance Learning: Layout of a Lower & Upper School Student's School Day**

To allow families to plan ahead for the week, each class's lesson plans for the school week will be posted to their Google Classroom page by noon on Sunday.

### ***Layout of a Lower School Day***

<p>8:30 - Synchronous session with the student's homeroom teacher</p> <ul style="list-style-type: none"><li>● Class Morning Meeting</li><li>● Subjects will vary daily based on the teacher's discretion</li><li>● The length of this class will depend on what is developmentally appropriate for the students at each grade level</li><li>● All live classes will be recorded so that students who cannot attend will be able to watch the lesson later in the day</li></ul>
<p>Asynchronous Lessons and Work Time</p> <ul style="list-style-type: none"><li>● A blend of homeroom and co-curricular classes much as would take place during a typical school day</li><li>● Each class will begin with a recorded mini-lesson video</li><li>● Independent work may follow each mini-lesson</li><li>● Lessons can be completed in any order</li><li>● We understand that students may need to do some of these asynchronous lessons at varying times of the day based on family schedules</li></ul>
<p>12:30 - 1:00 Live "Extra Help" - Quick Question and Answer Time</p> <ul style="list-style-type: none"><li>● Teachers are on Zoom ready to answers quick questions for students</li><li>● A link to this Extra Help Zoom session will be provided in the student's Google Classroom. Students can click on the Zoom link at any time during this live slot.</li></ul>
<p>1:00 - 3:00 "Office" Hours - Scheduled Meeting Times with Teachers</p> <ul style="list-style-type: none"><li>● Teachers are available to meet with students and/or parents</li><li>● This will provide additional time for targeted one-on-one and small group support and enrichment.</li></ul>
<p>3:00 Faculty Meetings and continued classroom curriculum development/creation</p>
<p>Additional Notes:</p> <ul style="list-style-type: none"><li>● Counseling hours with Mrs. Mastrianno are scheduled by request</li><li>● Language Skills classes will take place at their regular times. Your child's language skills teacher will reach out to you to confirm your time or arrange a different time if necessary.</li></ul>

## ***Layout of an Upper School Day***

### **8:30 a.m. Morning Greeting**

- Monday, Wednesday, and Friday begin with a Synchronous Zoom Advisory meeting. Click the link posted on the Advisory Google Classroom to join the meeting. All synchronous meetings will be recorded so that students unable to attend live may watch later and email the advisor with comments. Advisors will require students to keep a journal about their experiences during this most unusual time and share at least two journal entries per week with the advisor who will write a weekly response to the student.
- Tuesday and Thursday begin with a video message posted by the Headmaster. Checkout his message on FlipGrid and consider adding your own post to the Grid. We want to know what you've been up to. Send your video to Associate Director of Communications, Mr. Mortensen.

### **Asynchronous Lessons and Work Time**

- Students will spend approximately 40- 60 minutes per day 5x per week on each of their core subjects (English, Math, History, Science, Foreign Language/ Language Skills). This includes both learning and independent practice (homework)
- Students will spend 40 minutes 2x per week on their co-curricular courses "Specials"
- Students will spend at least 30 minutes per day engaging in physical activity. Suggested workouts and exercises will be posted by the Athletic Department.
- Students may complete the daily lessons in any order

### **Mon, Wed, Fri 9:15-10:15 a.m./ Tue, Thurs 7:00-8:00 p.m. Live "Extra Help" - Quick Question and Answer Time**

- Teachers are on Zoom ready to answers quick questions for students
- A link to this Extra Help Zoom session will be provided in the student's Google Classroom. Students can click on the Zoom link at any time during this live slot. Classroom.

### **1:30 - 3:00 "Office" Hours - Scheduled Meeting Times with Teachers**

- Teachers are available to meet with students and/or parents
- This will provide additional time for targeted one-on-one and small group support and enrichment.

### **3:00 Faculty Meetings and continued classroom curriculum development/creation**

### **Additional Notes:**

- Counseling Hours with Mrs. Mastrianno are scheduled by request
- Language Skills classes will take place at their regular times. Your child's language skills teacher will reach out to you to confirm your time or arrange a different time if necessary.

## ETIQUETTE FOR DISTANCE LEARNING AND LIVE MEETINGS

As we move to online learning, there are many anticipated questions and challenges. Fortunately, we are all in this together, and our faculty will help you navigate the world of remote learning. You are likely to teach our faculty many things as well. Our skills will improve as we work through our sessions together.

Students need a reliable internet connection. Students on Wi-Fi should find a location with a good signal. Video conferencing can be power-hungry, so students should have a power outlet near their workspace so they can plug in.

Students will use Zoom for live class sessions, office hours, Extra Help, and advisor meetings. Students who do not have Zoom installed on their computer should manually download and install from <https://zoom.us/>

Students should launch and sign in to Zoom with their school email address and password.

- Students should try to be in a quiet place for class periods, as best they can.
- Students should sit at a desk or a table.
- Students should be dressed appropriately during live meetings. A plain t-shirt, shorts, or jeans are fine, but please avoid sleepwear or beach apparel.
- Students should work in a distraction-free area, if possible.
- Students should remove distractions like social media and texting during live meetings.
- Students should be respectful and courteous at all times and follow the School's values of Honesty, Kindness and Respect.
- Students should be aware that live class sessions will be recorded and archived for other students to view.

We look forward to working together this spring!