

FSS Upper School iSelectLearning Handbook

Introduction

This handbook is to provide you with a better idea of how iSelectLearning will work in the Upper School. You will find information about whom to go to for different questions or concerns, resources, distance learning tips, technology use policy, video conferencing etiquette and expectations, and the schedule. Your teachers have worked very hard to pull this together, and we all look forward to the new corners of life we will find in this online world.

Questions or Concerns?

- **Attendance at Advisory or Classes:** Teachers will take attendance during classes and advisory. If a student is sick or unable to participate in distance learning for a specific class or advisory session, please email your teacher/advisor and have a parent or guardian send a message to fssusattendance@friends-select.org.
- **Schedule, organization, and other daily student matters:** Email your advisor, teacher, or upper school administration (Chris Singler, chriss@friends-select.org, Erin Pratt, erinp@friends-select.org, and Norman Bayard, normanb@friends-select.org)
- **Questions about work assigned or a specific class:** Reach out to that teacher by email, and CC your advisor.
- **Technology questions (Canvas, Google, Zoom, etc.):** If you run into technology issues, you can email your teacher, your advisor, Erin Pratt, or Steve Greenbaum in the IT department at helpdesk@friends-select.org
- **Organization / work / studying / time challenges:** Molly Patterson, the MS/US learning specialist, and Gabrielle Witkin, MS/US learning support and counselor, will still be available to academically support students remotely. Their emails are mollyp@friends-select.org and gabriellew@friends-select.org.
- **Concerns about how you or a friend are feeling** (perhaps feeling down and distant for a time, or just acting or feeling differently): The school's psychologist and counselor, Natan Gottesman and Gabrielle Witkin, natang@friends-select.org and gabriellew@friends-select.org, are available via email for general consultation and have set up one-to-one counseling capabilities (HIPAA approved and encrypted).

Resources

- [R.H. Gray Library](#)
- [Canvas via the FSS Student Portal](#)
- [Zoom Help Center](#)
- [Learning Ally](#) - An audiobook online tool. Molly Patterson can set up interested students.
- Distance Learning Planners to print out OR to make a copy for yourself to edit.
 - [US Distance Learning Organizational Tool 1](#) for weeks March 31 - April 3 and April 6 - 9
 - [US Distance Learning Organizational Tool 2](#) for weeks March 31 - April 3 and April 6 - 9

Distance Learning Tips for Students

- Get plenty of sleep and exercise. Take time to take care of yourself.
- Have a designated space to do your work (NOT YOUR BED) that is organized, well lit, comfortable, and helps you focus.

- Keep a routine for how you will move through your work within the school day. Make sure taking breaks is part of your routine!
- Check your FSS email daily between 8:00-9:00am and again between 3:00-4:00pm.
- Check *Announcements* in Canvas courses daily.
- Please arrive at your scheduled classes (weekly schedules are below) 3-5 minutes early. Glitches will occur and this gives you time to work them out.
- When you have difficulties or questions, email your teacher and/or advisor immediately.
- Be engaged in your online classes. Contribute to your online classes appropriately. This is a new way of engaging and participating and might require a conscious effort to get involved.
- It is easy to get distracted by other things on your computer, on other devices, in your room, or around your house. Try to stay focused and on-task! We know you can do it! If you are having trouble doing this, talk about it openly with your parents, advisor, or friends.

Technology Use Policy

- As per page 19 of the *Handbook for Upper School Students and Parents*: Students identifying themselves as members of the Friends Select School community or any of the community's members when accessing the internet outside of the school's network must not tarnish the reputation of Friends Select School, jeopardize the safety, order and discipline, or social cohesion of the community, and must not serve as a negative influence on the school or on other students. Cyber-bullying will not be tolerated, either in or outside of school. Despite the current distance-learning situation, expectations for online behavior and decorum as laid out in the "Responsible Use Policy" in the *Handbook for Upper School Students and Parents* remain in place.

Video Conferencing Etiquette and Expectations

- The current mode of distance learning/teaching and classes by video is DIFFERENT, but in most ways, EXPECTS THE SAME from you when it comes to your participation, attendance, and showing respect to classmates, teachers, and the lessons that have been planned. Please follow these rules for video conferencing in your advisory, classes, clubs, Worship Sharing, and other community times:
 - Please **arrive to your advisory, class, club, or Meeting (by clicking on the link to your class) a few minutes early** with the materials you will need (pencil, paper, etc.) so that you are ready to make the most of your class time.
 - Please **make sure your camera and audio are ON** so that we can all see and hear each other.
 - Please **make sure that you are dressed in a way that is appropriate for school** and that your surroundings are also school appropriate.
 - Please **make sure your microphone is on MUTE unless you have something to add** to the conversation.
 - If you have a question, you can indicate that in the chat feature of the video conferencing platform. Raising your hand is still a nice way to indicate if you have something to add.
 - Only use the chat feature for class related discussion and questions.
 - Give your full attention to the class. Just like in a regular class, put all other devices and items that may be distractions away.
 - Taking screenshots, altering the screen, or otherwise messing with the integrity of the class is not allowed.
 - In this mode of learning, integrity, trust, and communication are crucial.
 - **Integrity** - Keep yourself on task. Do not go to other tabs when you are to be in a class; be with the class. Also, how we present ourselves in this online world is no

different from the actual world: **think twice about what you say and how you say it. Think three times about what you write and how you write it.** In this time of uncertainty, showing kindness is more important and valuable than ever. We must actively work to build up and support each other and our community.

- **Trust** - All of us—teachers, students, and families—are doing our best to make this a meaningful experience. Let's be patient with each other.
- **Communication** - Please let your advisor or teacher know immediately if you have any problems getting the work done on time.

The Schedule

- The Upper School schedule includes the following scheduled meetings for students:
 - 9:30-9:50 am Community Block - Advisory, Worship Sharing, Clubs, Devotions
 - 10:00-11:00 am Period 2 Class
 - 12:00-1:00 pm X/Y Class (days 1 and 4)
 - 2:00-2:30 pm Teacher office hours (days when your class would be scheduled for the 1:45-3:05 block or as noted by the teacher)
 - Time to work independently to complete assigned work for all courses that generally meet on that day of the cycle
- On average students should expect to spend approximately 3-4 hours each day engaged with school work and classes. Some days more time may be needed to complete larger assessments, projects, and assignments.