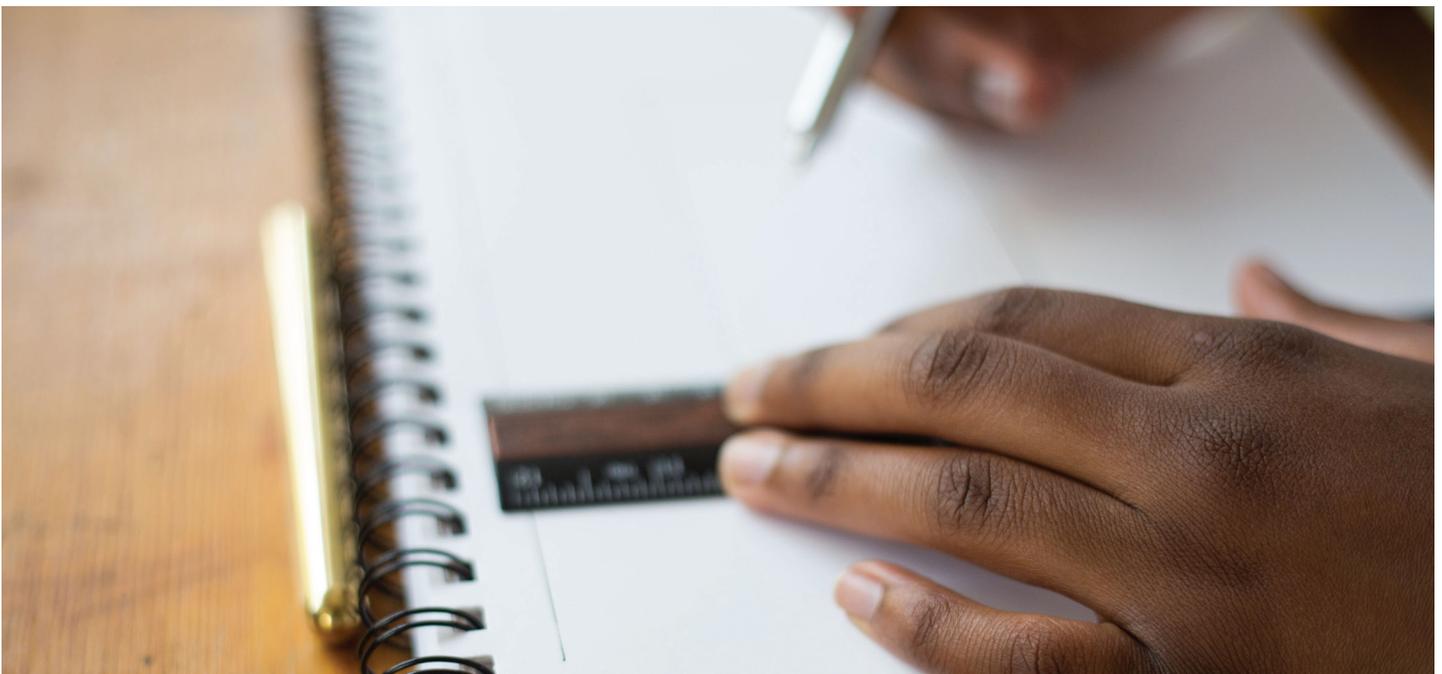


Upper School eLearning Overview



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Definition of Terms

- **ASYNCHRONOUS LEARNING:** students participate in the same activities at different times and locations. Asynchronous learning requires students to be academically independent and structure their days to complete the learning tasks their teachers assign. Students will spend the majority of their time engaging in asynchronous activities.
- **SYNCHRONOUS LEARNING:** students are engaging in learning at the same time. Teachers have a scheduled time to host Zoom meetings for their classes. Students should make every effort to attend classes unless an extenuating circumstance warrants missing the session.
- **ZOOM:** An online video conferencing platform that you can sign into through your Park Tudor email account. Unique Zoom links for every session will be shared through the Canvas platform. At no point should students, parents, or teachers share this link outside of the Canvas platform.



Approved Technology

CANVAS

Our Learning Management System is Canvas and offers many tech tools to enhance the learning experience. Tools like Quizlet, Flipgrid, Loom, Padlet, etc. are all approved but must be integrated through Canvas.

ZOOM

Teachers will ensure students understand Zoom etiquette.

SCHOOL EMAIL (MICROSOFT OUTLOOK)

Teachers may use the school email system to communicate with parents and students.



Zoom Etiquette for Students:

- This is a virtual classroom, therefore, appropriate classroom behavior is expected.
- Log into your class or meeting from a distraction-free, quiet environment.
- Please keep your audio on mute until you want to speak. This will help to limit background noise.
- Consider using a headset with an external mic for best hearing and speaking capabilities.
- Close unneeded applications on your computer to optimize the video quality.
- If you would like to speak or answer a question, use the “Raise Hand” feature. Then unmute yourself after you are called on by your teacher.
- When you are speaking, let others know that you are finished by saying something like, “That’s all,” or “I’m done,” or “Thank you,” so that everyone knows you have finished your comments.
- Keep paper and a pen or pencil handy to take notes.
- Make sure your video is on (if you have camera capabilities) so your teacher and peers can see you.
- Be mindful of your background lighting. If you are sitting with your back to a window, you may be silhouetted by the light coming through. Your overhead light might also need to be adjusted for the best image quality.
- Remember to sign out or “leave the meeting” when the session is finished.

Zoom Information for Parents and Students:

1. There is no video capturing of the Zoom meeting except by the adult leading the video conference. This includes any type of capturing, including screenshots, audio recording or by other medium.
2. Teachers may record the Zoom meeting when appropriate, and those recordings will be uploaded to Canvas.
3. Do not share any links or access codes for others to attend class remotely.
4. All scheduled class meetings on Zoom will be posted on Canvas and can be found on the student's calendar and "to-do" list.
5. These policies ensure that all Zoom meetings are consistent with the school's technology policies.



Daily Schedule:

Teachers are required to schedule two Zoom meetings with their classes based on the schedule below. Sticking to this schedule is important for establishing a routine.

Monday, Tuesday, and Thursday

9:30 - 9:50 (Mondays only)	Advisory
10 - 10:20	Period 1
10:30 - 10:50	Period 2
11:00 - 11:20	Period 3
11:30 - 11:50	Period 4
12:00 - 1:00	Lunch break
1:00 - 1:20	Period 5
1:30 - 1:50	Period 6
2:00 - 2:20	Period 7
2:30 - 2:50	Period 8

Grading:

Though the details vary by division, each approach to grading and assessment is grounded in these principles:

- Student engagement is our priority.
- When assessing student work, teachers will be mindful of the context and will be student-centered, equitable, and realistic in their approach.

The following provides a brief overview of the adjustments we plan to make in the Upper School:

There will be no final exams. This will allow students and faculty to focus on what is essential. Faculty can shift focus away from cumulative tests and prioritize the key skills that students will carry with them.

Students will continue to receive numeric grades. Teachers will focus on low-stakes, no-stakes formative assessments, and summative assessments, both traditional and performative, will focus on the essential understandings that are key for students' ongoing learning and growth.

***AP Exams are still required.** The College Board has developed online, open book/open note exams for each course. AP designation will remain on the students' transcripts, and all AP teachers will continue to prepare students for exams.

Student Expectations:

1. **Attend synchronous classes** whenever possible.
2. **Set up a clean workspace** for yourself that has **minimal distractions**. Remember, multitasking is a myth. Every time we switch tasks, say from writing a discussion post to checking our Instagram, there's a 10-15-minute "transaction" fee in our brains, which means it takes us 10-15 minutes for our brains back on task. Be careful, multitasking actually feels more productive, but countless studies have proven otherwise.
3. **This is school**. Come to class **dressed appropriately** and ready to participate. Make sure you adhere to the online decorum and expectations your teachers communicate.
4. **Check email and Canvas** multiple times every day. Your teachers are working hard to communicate important information to you.
5. **Advocate for yourself** and let your teachers know if you need help.
6. **Remember our school values**. INTEGRITY, INTELLECTUAL ENGAGEMENT, RESPECT, RESPONSIBILITY, RESOURCEFULNESS. Your behavior online should be consistent with the rules followed at school. Please make sure to adhere to these values during this eLearning period.



Support Resources:

**Support services from the school year continue to be in place.*

■ **Director of Curriculum and Instruction: Brent Kaneft (bkaneft@parktutor.org)**

■ **Upper School Director: Sarah Webster (swebster@parktutor.org)**

Contact us if you have any questions about our approach to eLearning and/or concerns about your child's eLearning experience. All questions and concerns about eLearning need to be filtered through both of us, so we can establish trends in the experience.

■ **Classroom Teacher:**

Contact your child's classroom teacher for any issues regarding assignments, grading, or the Canvas platform.

■ **Assistant Upper School Director: J.R. Shelt (rshelt@parktutor.org)**

Contact J.R. if you have any issues with keeping up with the eLearning schedule or if you have questions about your child's schedule for the 2020-21 academic year.

■ **School Counselor: Cassie Nelson Craig (ccraig@parktutor.org)**

Contact Cassie for any counseling needs you may have.

■ **Learning Support Services: Lisa Mercurio (lmercurio@parktutor.org)**

Contact Lisa if you have questions about academic support for your child.

■ **Technology Support: Sandi Johnson (sjohnson@parktutor.org)**

Contact Sandi if you have trouble with school-approved technology (e.g. logging in).

■ **School Nurse: Cynthia Pauszek (cpauszek@parktutor.org)**

Contact Cynthia if you have any questions about how to keep your children healthy during this time.

■ **US Library: Sara Rogers (srogers@parktutor.org)**

Contact Sara if your child needs assistance with library resources like JSTOR.