



WESTRIDGE SCHOOL

Remote Learning Plan

**As of March 16, 2020*

Our top priorities during remote learning will be delivering curricular content and maintaining a sense of community. It's important to all of us that any disruption does not present a disadvantage to students' future academic progress.

Remote learning is not about replicating what happens in on-campus settings. Remote learning is about creating a strong, healthy online community including a balance of asynchronous and synchronous learning, connections and collaboration. We need to be prepared to use remote learning for a sustained period of time. School is still in session, just in a different space.

Week 1 of Remote Learning (March 30 - April 3), all instruction will be asynchronous, meaning that students will not have to be online at the same time as their classmates. We want to give families an opportunity to establish the routines necessary to support learning at home.

There will be a modified daily schedule for each division. Students will be expected to check Finals site every weekday by 10 am to read the assignments and materials posted by their teachers.

Teachers are expected to post all instructions, assignments and learning materials to Finals site each week along with an overview of the learning objectives and expectations. In remote learning the pace is slower and expectations reduced. Teachers will have office hours when they will be online to answer students' questions.

Week 2 of Remote Learning (April 6 - 9), teachers may include synchronous, meaning online at the same time as students, activities such as hosting an online video meeting. There should be a balance between asynchronous and synchronous activities. Please note that synchronous activities may not be ideal due to individual technology limitations. If students cannot participate in the synchronous activity, they will have an opportunity to learn the material in another way. It should be noted, however, that some synchronous activities, like class discussion, cannot be recreated.

Teachers may use a number of different tools to communicate and provide instruction to students including Finals site, email, screencasts, discussion boards, Flipgrid and Microsoft Teams for video connections.

We recognize that students may be in situations that make it difficult to learn. Some students may have trouble with the format and pace of remote learning. Some students may need to take care of younger siblings. Know that we will work with students- during and after the closure- to make sure that students feel confident in their learning. Students and parents/ guardians should contact the appropriate division director for support, guidance, and advice.



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If students need help with technology, please reach out to the tech department at helpdesk@westridge.org. This includes help with software challenges like “I can’t connect to Finals site,” to more significant challenges like “I don’t have access to the internet,” or “I need a device to use at home for schoolwork.” We are ready to provide full support to all students and families so that students can continue to learn.

Student and family support during remote learning

During remote learning, Westridge’s student and family support program will continue. It’s critical that students and families have access to our support services. Students’ advisors will proactively reach out to them for the duration of the closure. Learning support and counseling will be available at regularly scheduled times.

Key terminology for online learning

Terms that will help you navigate the shift to remote learning:

- **Remote Learning/Teaching.** Remote Learning occurs when the learner and instructor, or source of information, are separated by time or distance and therefore cannot meet in a traditional classroom setting. Note that this is not synonymous with “virtual classroom.”
- **Asynchronous.** Class interactions happen via Learning Management System (Finalsite) without real-time interaction. Students engage in class materials and complete work at their own pace, typically within a given timeframe, often using discussion boards and other online tools to drive peer-to-peer engagement.
- **Synchronous.** Class interactions happen in real time, at the same time. Students may virtually attend class together via video conference, livestream, or chat. We will use Microsoft Teams for synchronous meetings. Most online courses are a blend of synchronous contact and asynchronous study/work.
- **Screencast.** A digital video recording of a computer screen or session, usually including audio narration. Screencasts are a form of instructional video. Screencastify, Loom, and PowerPoint are common tools for screencasting.
- **Video Conference.** A virtual meeting in which participants in different locations can communicate with each other with audio and video. Westridge will use Microsoft Teams for this function.