

Upper School Remote Learning Overview

Spring 2020

General Overview



- We will follow the 6 day A-F day rotation beginning with E Day, Wednesday, April 1, 2020
- Classes will be asynchronous (teachers will post material on days when your class would meet but you will not be required to attend class or do the work during the scheduled class time)
- Each mentor will coordinate a time to connect with each mentee via Google Hangout Meets or Zoom on Monday, March 30th or Tuesday, March 31st in partnership with their parents/guardians
- Counselors, Learning Specialists and Class Deans will offer daily virtual student hang outs to connect on a formal and informal basis. More information to follow

Community e-Gatherings

- All meetings will be hosted live at 9:00-9:10 a.m. via Zoom or Google Hangouts Meet, recorded and posted on the appropriate myHB page
- Monday and Wednesday: Hallie Ritzman will host Morning Meeting
- Tuesday and Thursday: Mentors will host Mentor Meetings
- Friday: Class Deans will host Class Meeting

Faculty expectations:

- Class assignments and expectations will be posted on myHB-Class Page-Bulletin Board by 8:30 a.m. (no earlier than 7:00 a.m.), observing drop days and holidays
- Office hours are 8:30-9:00 a.m. and 2:30-3:30 p.m. and one other hour during the day of the teachers choosing, to be posted on myHB
- During office hours, teachers will be available to answer student questions either through email, Google Hangouts Meet or Zoom

Will plan class assignments that:

- Are clear, flexible, supportive, and engaging for students
- Will not take more than 45 minutes for standard classes and no more than 60 minutes for honors or AP classes
- May or may not involve technology
- Communicate the intended learning and clear directions for activities

Will plan assessments that:

- Are accessible in an at-home format
- Assume an open-book setting
- Can ask students to work alone (not collaborate with others or use internet resources)
- Can have a deadline for completion but cannot be restricted to a very specific time frame
- Allow for extended time testing

If you are not able to fulfill your faculty responsibilities, please email Hallie, Karen and your Department Chair by 7:00 am. At that time, please also post a message to your students on myHB-Class Page-Bulletin Board to let them know that no new material will be posted for the day and that you will not be available for office hours.

Student expectations:



- Join live morning, mentor and class meetings or watch recorded versions daily
- Log into myHB daily for assignments
- Develop a schedule for completing and submitting assignments on time, taking time for breaks, physical activity (with appropriate social distancing!), rest and relaxation
- Have a dedicated work space at home, appropriate for Google Hangout Meets or Zoom
- Reach out to teachers, mentors, deans and counselors for help, support and advice (respecting posted work and office hours)
- Will operate with integrity at all times, as the HB Honor Code applies to all academic work
- Have your parent/guardian email Ms. Oberholtz (koberholtz@hb.edu) if you are unable to complete assignments or assessments on a given day due to illness or other circumstances. All reasonable extensions and support will be granted
- Students are not permitted on campus for any reason
- Contact helpdesk@hb.edu with any technology issues
 - Include a phone number in case we need to contact you

Parent/Guardian expectations:



- Support your student in creating a healthy schedule and quiet workspace, appropriate for Google Hangout Meets or Zoom
- Help your child manage screen time, knowing that with this remote learning model they will be spending more time than before on their devices. Make time for healthy breaks and activity – maintaining social distancing guidelines, of course
- Check myHB for the most up-to-date information directly from teachers
- Contact mentors, deans, administrators, faculty and staff with questions, concerns or feedback. You can expect an email response within our normal 24 hour window. Phone calls can be scheduled via Google Hangouts Meet or Zoom
- Email Karen Oberholtz (koberholtz@hb.edu) if your daughter is unable to complete assignments or assessments on a given day due to illness or other circumstances. All reasonable extensions and support will be granted
- Contact helpdesk@hb.edu with technology issues
 - Include a phone number in case we need to contact you