



THE SUMMIT
COUNTRY DAY SCHOOL

Remote Learning Plan



The Summit Country Day School Remote Learning Plan

The Summit Country Day School has a reputation for academic excellence, and we have a plan to deliver our rigorous, mission-centered curriculum remotely should circumstances prevent us from doing so on campus. Our planning and policies offer the ability to be flexible and responsive to developing situations and changing federal and local guidance. Depending on the pandemic situation, we will be ready to adjust to a variety of scenarios.

The following remote learning plan outlines our approach to continue teaching and learning as seamlessly as possible in the event that the Head of School determines we are not able to do so safely on campus. The Summit will give two school days' notice before moving to remote learning to allow families to make preparations for supervision and faculty to make plans for collecting work and wrapping up lessons in progress.

This document summarizes: how we will prepare teachers and students to transition to remote learning, best practices for remote learning, and division-specific information, including the schedules we will follow.

In developing this plan, The Summit's Remote Learning Team consulted the survey data from our teachers, parents, and students this past spring. We've watched webinars, read articles, and learned from other schools. The Team concurs with the parent and faculty survey results that point to a need for fewer technology tools and platforms, greater technology proficiency for faculty and students, and a more structured remote learning environment with greater accountability and clear expectations for all.

We recognize remote learning makes it difficult to benefit from the full Summit experience, but we believe our plan is a thoughtful one incorporating effective approaches that will deliver a program of academic excellence that defines a Summit education.

Important Terms

For clarity, **in-person instruction** refers to our typical school environment with students on campus rotating through their schedules and routines.

Livestream learning refers to a mode of instruction for students who have requested to access their Summit coursework off-campus while in-person instruction occurs. At home, students rotate through their schedules and routines via our live, synchronous video conference technology.

Remote learning, the focus of this document, refers to the teaching and learning that occurs off-campus in the event of a school, division or class/cohort closure due to quarantine conditions.

Synchronous learning refers to a learning experience in which a group of students are engaging in learning at the same time with a teacher guiding instruction.

Asynchronous learning is when students learn from instruction that is pre-recorded and complete work on their own.

Training

Should a move to off-campus instruction be necessary for student and faculty safety, we are confident our community will be ready to make a seamless transition. During our in-service week, we will train faculty on particular platforms and tech tools their division will use, including the livestream technology.

We will capitalize on in-person instruction when students return to campus on August 17 by introducing them to the platforms and tech tools teachers will utilize in the event we move to remote learning. Students will practice submitting assignments and using the technology that will be asked of them in remote learning with the benefit of their teachers providing feedback in-person and troubleshooting where necessary. Through these lessons, we will ensure a uniform approach so that students and teachers alike have consistent expectations regarding the function and purpose of each tool. With this training and practice, we should be able to easily move to remote learning.

Remote Learning Best Practices

- Establish a daily routine.
- Get up and eat breakfast and dress for the day before joining your first scheduled meeting.
- Find a comfortable, distraction-free place in your home where you can attend classes and work.
- Remember to keep your camera on at all times and mute your microphone except when you are talking.
- Students in grades 4 - 12 should check email and Portal Assignments each day and communicate with teachers when they need help.
- When something is not clear, ask the teacher for help during class or by email during the school day.
- Remember that the school handbook applies even when we are remote. Students are expected to do their own work.
- Communicate with your teacher, school counselor, or Division Director if you feel you need help with something beyond the classroom.
- Remember to reach out to the technology department if you need more tech support than your teacher can provide.

Montessori

We are proud that we will still be able to deliver on our mission and the child-centered Montessori philosophy should we move into a remote learning scenario. While remote learning is not ideal and does not replicate the experience of onsite, in-person learning for our Montessori students, we feel confident that our teachers can deliver robust & authentic instruction both synchronously & asynchronously that enables students to meet age appropriate educational benchmarks and standards.

In addition to the best practices for remote learning, providing the following for your Montessori child will help him/her thrive in a home-based educational setting:

- Access to an environment conducive to learning (safe, quiet space during the day)
- Access to appropriate technology for the learning task (laptop, iPad, tablet, etc.)
- Parental supervision throughout the day:
 - Monitoring time spent engaging in online & offline learning
 - Emotional support and balance by providing ample time for movement, outdoor play, conversation, and physical activity.
- Parental engagement and response to teacher requests, assignments, circle times, and lesson sign-ups.

To provide access to digital resources, every Summit student will have a Microsoft account. In Montessori, parents will use the credentials for access to resources, in addition to using other Summit issued accounts.

Montessori students and parents can expect to see the following offerings during remote learning:

Offering	Details
Assignments	Assignments will be posted through the Seesaw app. You can check daily for new assignments, and share photos with your teacher of your child's completed work.
Lesson Plans	Weekly Montessori lesson plans will be sent and/or posted to the Portal with advanced notice to allow parents/caregiver time to prepare.
Classroom Kits	Weekly classroom kits will be available for pick-up in the Bishop's Parlor. Kits will include materials related to the weekly lesson plans.
Daily Online Circle Times	Teachers will conduct daily online circle times for Toddlers, Preschool, and Kindergarten. It is important for students to maintain social connections with their schoolmates and teachers. This will be a time where children can share and chat with one another and learn new Montessori content.
Live Academic Lessons	Teachers will be offering time-slots where you can sign your child up for individual and small group Math, Language, Sensorial, and Practical Life lessons.

Live Specials	Music, Gym, World Language, and Bible Stories instructors will provide live times each week for children to attend virtual classes on Zoom/Teams. Classes will be categorized by age: Toddler, Preschool, and Kindergarten.
Montessori Materials	Montessori materials are expensive! Parents may sign up to borrow materials from their child's classroom for a given period of time.

Montessori Remote Learning Schedule (Sample)

Each child's schedule will vary depending on age. Here is a sample of a Kindergarten student's remote schedule:

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30	Circle	Circle	Circle	Circle	Circle
9:05 - 9:40	*	Music	*	Music	*
10:00 - 10:20	*	*	Bible Stories	*	*
11:15 - 11:45	World Language	*	World Language	*	*
2:05 - 2:40	Gym	*	Gym	*	*

*Time slots available for individual and small group synchronous/live lessons

Lower School

The Lower School will follow a weekly schedule that allows for Morning Meeting time, core course work, as well as our specials courses. The bells will be 40 minutes in length with teachers being online with the students the entire period.

At the start of each bell, teachers will take attendance via Portal and parents will be notified if their son/daughter is missing from class and we were not previously notified of his/her absence. Teachers will be delivering direct instruction to the students during the class. They will also be available to field questions and to facilitate group discussions and interactions, just as they would during in-person instruction. To assist in the relational dynamic of this process, students will be asked to keep their cameras on and join the classroom from a location that mitigates distractions in the background. Students who are ill or have an excused absence will have access to a recording of the classes they missed.

All course work will be completed within the assigned 40-minute session. Students will be asked to read for 20 minutes per night and practice their math facts.

In between each scheduled bell, students will have 40 minutes of time during which we hope they are off-line and engaged in various activities, including unstructured play at home.

As a five-pillar school, our mission calls us to challenge one another academically, physically, socially, artistically, and spiritually. To this end, our remote schedule will have synchronistic art and music classes as well as physical education and the time to gather for prayer. The schedule provides time for morning meetings to further nurture our social pillar while also ensuring the time and space for our teachers to touch base with each student at the beginning of the day.

To ensure a developmentally appropriate student learning system, the LS students will not be working within Portal should we go remote. For students in grades 1-3, all relevant course communication and engagement will happen via Seesaw. Grade 4 will utilize Seesaw for functionality not provided by Portal. To provide access to digital resources, every Summit student will have a Microsoft account. In Grades 1-3, parents will use the credentials for access to resources, in addition to using other Summit issued accounts.

Lower School Remote Learning Schedule: Grades 1-3

- 8:00 - 9:00 – LS faculty meetings
- 9:00 - 9:20 – Morning Meeting
- 10:00 - 10:40 – Class #1
- 11:20 - 12:00 – Class #2
- 12:00 - 1:00 - Lunch
- 1:00 - 1:40 – Class #3
- 2:20 - 3:00 – Class #4
- Each day, two of the four class bells will be dedicated to Math and ELA.
- Each day, two of the four class bells will be dedicated to Science, Religion, Social Studies, World Language/Orange Dots, Technology, PE, Art or Music.
- There is an available chapel time each week to be used for LS or All School prayer services.

Grade 4

- 8:00 - 9:00 - LS faculty meetings
- 9:00 - 9:20 – Advisement
- 10:00 - 10:40 – Class #1
- 11:20 - 12:00 – Class #2
- 12:00 - 1:00 – Lunch
- 1:00 - 1:40 – Class # 3
- 2:20 - 3:00 – Class #4
- Each week:
 - Math and ELA meet for four class bells.
 - Social Studies and Science meet for two class bells.
 - Religion meets for one class bell. There is an available chapel time each week to be used for LS or All School prayer services.
 - Dots meets for four class bells.
 - PE, Art and Music meet for one class bell.

Middle School

The Middle School will follow an A/B day schedule if we go to remote learning. To ensure consistency, the bells students will be scheduled into remotely will be the same bells they were scheduled into for in-person instruction. The remote schedule takes the in-person schedule and splits the bells so that four bells meet on the A day and four different bells meet on the B day. As with the in-person schedule, our A/B schedule will be loaded into Portal so that students know which classes they have on each day and at what times. The bells will be 40 minutes in length with teachers being online with the students the entire period.

At the start of each bell, teachers will take attendance via Portal and parents will be notified if their son/daughter is missing from class and we were not previously notified of his/her absence. Teachers will be delivering direct instruction to the students during the class. They will also be available to field questions and to facilitate group discussions and interactions, just as they would during in-person instruction. To assist in the relational dynamic of this process, students will be asked to keep their cameras on and join the classroom from a location that mitigates distractions in the background. Students who are ill or have an excused absence will have access to a recording of the classes they missed.

Students who are enrolled in an Honors class or in an Upper School class should expect to have work that needs to be completed outside of the 40-minute bell. All other courses will complete their work for the day during the 40-minute session. Exceptions to this rule include the time required to read the novels assigned at each grade level outside of class, and those students in band who will continue to complete their practice cards outside of class times.

In between each scheduled bell, students will have 40 minutes of time during which we hope they are off-line and engaged in various activities around the house, reading, practicing their instrument, or engaging in unstructured play at home.

As a five-pillar school, our mission calls us to challenge one another academically, physically, socially, artistically, and spiritually. To this end, our remote schedule will have synchronistic art and music classes as well as physical education and the time to gather for prayer. The schedule provides advisement time to further nurture our social pillar while also ensuring the time and space for our advisors to touch base with his/her advisees. Another way we will support the social pillar of our mission is by providing time for students to virtually engage in our leadership program (Knights of the Round Table) and various clubs and organizations.

To further assist in a seamless transition to remote learning, students are welcome to bring their own device to school so that they can engage our remote learning tools on their device, making it easier for them to transition should we need to go to remote learning. An added benefit to this practice is that students will discover their device's capacity in relationship to those tools we are utilizing here at The Summit. Finally, integrating personal devices into our in-person instruction will help us identify those students who do not have a device at home and may need to check one out from school should we go remote.

The Portal assignment center will remain the place where all teachers will list assignments. Assignments appear on the date for which they are due. Students are expected to look at either

the week or month view to be able to plan to get work done. Students will be required to check their Summit emails daily. The Portal message system may contain copies of emails sent out, but the primary means of communicating with students in the case of remote learning will be the assigned student email.

Work must be submitted on time as with in-person learning. Missing major assignments will be marked as missing with a zero until submitted and may incur grade reductions based on the department policy for that course. Major assignments must be submitted or the student will receive an incomplete for the grading period. Missing minor assignments will be marked as missing with a zero if not completed before the unit assessment, at which time the missing notation will be removed, and the grade will remain a zero. In the case of illness or technology issues, the student or parent should contact the teacher as soon as possible.

Middle School Remote Learning Schedule

- 8:00 - 9:00 is reserved for MS faculty meetings.
- The blocks alternate days across a two-week period, so we will call the week where A bell is first Blue week, and where E bell is first Silver week. This allows us to also build in a rotation through our specials classes.
- In the case of a school holiday where there are only four days of school, we will follow the Four Day Week grid.
- Remote learning schedules will appear in students' Portal schedule calendars as they are listed here so that they can easily follow their own schedule.

Blue Week

Monday	Tuesday	Wednesday	Thursday	Friday
MS Adv. 9am	MS Adv. 9am	MS Adv. 9am	MS Adv. 9am	MS Adv. 9am
A Middle School 9:20 - 10	E Middle School 9:20 - 10	A Middle School 9:20 - 10	E Middle School 9:20 - 10	A Middle School 9:20 - 10
D Middle School 10:40 - 11:20	H Middle School 10:40 - 11:20	D Middle School 10:40 - 11:20	H Middle School 10:40 - 11:20	D Middle School 10:40 - 11:20
C Middle School Noon - 12:40	S Middle School Noon - 12:40	C Middle School Noon - 12:40	S Middle School Noon - 12:40	C Middle School Noon - 12:40
F Middle School 1:20 - 2	B Middle School 1:20 - 2	F Middle School 1:20 - 2	B Middle School 1:20 - 2	F Middle School 1:20 - 2
MS Clubs/ Community Events 2:45 - 3:15		MS Clubs/ Community Events 2:45 - 3:15		MS/US Chapel 2:45 - 3:15

Silver Week

Monday	Tuesday	Wednesday	Thursday	Friday
MS Adv. 9am	MS Adv. 9am	MS Adv. 9am	MS Adv. 9am	MS Adv. 9am
E Middle School 9:20 - 10	A Middle School 9:20 - 10	E Middle School 9:20 - 10	A Middle School 9:20 - 10	E Middle School 9:20 - 10
H Middle School 10:40 - 11:20	D Middle School 10:40 - 11:20	H Middle School 10:40 - 11:20	D Middle School 10:40 - 11:20	H Middle School 10:40 - 11:20
S Middle School Noon - 12:40	C Middle School Noon - 12:40	S Middle School Noon - 12:40	C Middle School Noon - 12:40	S Middle School Noon - 12:40
B Middle School 1:20 - 2	F Middle School 1:20 - 2	B Middle School 1:20 - 2	F Middle School 1:20 - 2	B Middle School 1:20 - 2
	MS Clubs/ Community Events 2:45 - 3:15		MS Clubs/ Community Events 2:45 - 3:15	MS/US Chapel 2:45 - 3:15

Four Day Week

Day 1	Day 2	Day 3	Day 4
MS Adv. 9am	MS Adv. 9am	MS Adv. 9am	MS Adv. 9am
A Middle School 9:20 - 10	E Middle School 9:20 - 10	A Middle School 9:20 - 10	E Middle School 9:20 - 10
D Middle School 10:40 - 11:20	H Middle School 10:40 - 11:20	D Middle School 10:40 - 11:20	H Middle School 10:40 - 11:20
C Middle School Noon - 12:40	S Middle School Noon - 12:40	C Middle School Noon - 12:40	S Middle School Noon - 12:40
F Middle School 1:20 - 2	B Middle School 1:20 - 2	F Middle School 1:20 - 2	B Middle School 1:20 - 2
MS Clubs/ Community Events 2:45 - 3:15		MS Clubs/ Community Events 2:45 - 3:15	

Upper School

The Upper School will follow a mix of synchronous and asynchronous learning during any remote period this school year. Students will follow a synchronous required class schedule that follows an A/B day plan with four bells on one day and four on the other. These periods will be 40 minutes long, teachers will be delivering instruction, and attendance will be taken. These grids are contained at the end of this document and will also appear in the student's Portal as his/her schedule in the event we must go remote. Students will be expected to complete work outside of this time just as they would homework in a typical school environment.

With the exception of the Schiff Family Science Research Institute meetings, the 40-minute blocks will not occur back-to-back so that students have time to begin that work during the day and to take screen breaks. This also gives students time to email questions to teachers during the school day that may come up after the class has logged off. Teachers are not required to be online after 3:45. Students should make every effort to utilize the synchronous class time or time during the school day to contact teachers.

As a five-pillar school, our mission calls us to challenge one another academically, physically, socially, artistically, and spiritually, and the schedule was built with this mission in mind. The schedule includes time to maintain student connections outside of academics; advisements will meet on a regular basis, as will Leadership Teams and Clubs that want to continue to meet virtually. We also have a scheduled block for virtual religious services.

Attendance will be taken during each bell just as it is for in-person instruction. Students who are ill and cannot attend the class must be called in by a parent. Classes will only be recorded in the case of illness reported by a parent, and international students whose time zone difference makes attending live difficult. It is important that students feel connected. Therefore, we are requiring that all students keep their cameras on. Students should be aware of their backgrounds and not be attending class from their beds or places that are otherwise distracting.

To further assist in a seamless transition to remote learning, students are welcome to bring their own device to in-person school so that they can engage our remote learning tools on their device, making it easier for them to transition should we need to go to remote learning. An added benefit to this practice is that students will discover their device's capacity in relationship to those tools we are utilizing here at The Summit. Finally, integrating personal devices into our in-person instruction will help us identify those students who do not have a device at home and may need to check one out from school should we go remote.

The Portal assignment center will remain the place where all teachers will list assignments. Assignments are placed on the dates that assignment is due. Students are expected to look at either the week or month view to be able to plan to get work done. Students will be required to check their Summit emails daily. The Portal message system may contain copies of emails sent out, but the primary means of communicating with students in the case of remote learning will be the assigned student email.

Work must be submitted on time as with in-person learning. Missing major assignments will be marked as missing with a zero until submitted and will incur grade reductions based on the

department policy for that course. Major assignments must be submitted or the student will receive an incomplete for the grading period. Missing minor assignments will be marked as missing with a zero if not completed before the unit assessment, at which time the missing notation will be removed and the grade will remain a zero. In the case of illness or technology issues, the student or parent should contact the teacher as soon as possible.

Upper School Remote Learning Schedule

- 8:15 - 9:30 is reserved for US faculty meetings, with the exception of Science Research Institute meetings
- The blocks alternate days across a two-week period, so we will call the week where A bell is first Blue week, and where E bell is first Silver week.
- In the case of a school holiday where there are only four days of school, we will follow the Four Day Week grid.
- Remote learning schedules will appear in students' Portal schedule calendars as they are listed here so that they can easily follow their own schedule.

Blue Week

Monday	Tuesday	Wednesday	Thursday	Friday
A Upper School 10:00 - 10:40	H Science Institute - Juniors 9:00 - 9:45am	A Upper School 10:00 - 10:40	H Science Institute - Seniors 9:00 - 9:45am	A Upper School 10:00 - 10:40
D Upper School 11:20 - Noon	E Upper School 10:00 - 10:40	D Upper School 11:20 - Noon	E Upper School 10:00 - 10:40	D Upper School 11:20 - Noon
C Upper School 12:40 - 1:20	H Upper School US Speech, Leadership, Fin. Lit 11:20 - Noon	C Upper School 12:40 - 1:20	H US Leadership Teams 11:20 - Noon	C Upper School 12:40 - 1:20
F Bell Upper School 2:00 - 2:40	S Upper School 12:40 - 1:20	F Bell Upper School 2:00 - 2:40	S Upper School 12:40 - 1:20	F Bell Upper School 2:00 - 2:40
US Clubs/Community Events 3:15 - 3:45	B Bell Upper School 2:00 - 2:40	US Clubs/Community Events 3:15 - 3:45	B Bell Upper School 2:00 - 2:40	MS/US Chapel 2:45 - 3:15
	US Advisement 2:45		US Advisement 2:45	

Silver Week - Remote

Monday	Tuesday	Wednesday	Thursday	Friday
H Science Institute - Juniors 9:00 - 9:45am	A Upper School 10:00 - 10:40	H Science Institute - Seniors 9:00 - 9:45am	A Upper School 10:00 - 10:40	E Upper School 10:00 - 10:40
E Upper School 10:00 - 10:40	D Upper School 11:20 - Noon	E Upper School 10:00 - 10:40	D Upper School 11:20 - Noon	H Bell US Speech, Leadership, Fin. Lit 11:20 - Noon
H Bell US Speech, Leadership, Fin. Lit 11:20 - Noon	C Upper School 12:40 - 1:20	US Leadership Teams 11:20 - Noon	C Upper School 12:40 - 1:20	S Upper School 12:40 - 1:20
S Upper School 12:40 - 1:20	F Bell Upper School 2:00 - 2:40	S Upper School 12:40 - 1:20	F Bell Upper School 2:00 - 2:40	B Bell 2:00 - 2:40
B Bell 2:00 - 2:40	US Clubs/ Community Events 3:15 - 3:45	B Bell 2:00 - 2:40	US Clubs/ Community Events 3:15 - 3:45	MS/US Chapel 2:45 - 3:15
US Advisement 2:45		US Advisement 2:45		

Four Day Week – Remote when there is a school holiday

Day 1	Day 2	Day 3	Day 4
A Upper School 10:00 - 10:40	H Science Institute - Juniors 9:00 - 9:45	A Upper School 10:00 - 10:40	H Science Institute - Seniors 9:00 - 9:45am
D Upper School 11:20 - Noon	E Upper School 10:00 - 10:40	D Upper School 11:20 - Noon	E Upper School 10:00 - 10:40
C Upper School 12:40 - 1:20	H Bell US Speech, Leadership, Fin. Lit 11:20 - Noon	C Upper School 12:40 - 1:20	US Leadership Teams 11:20 - Noon
F Bell Upper School 2:00 - 2:40	S Upper School 12:40 - 1:20	F Bell Upper School 2:00 - 2:40	S Upper School 12:40 - 1:20
US Clubs/ Community Events 3:15 - 3:45	B Upper School 2:00 - 2:40	US Clubs/ Community Events 3:15 - 3:45	B Upper School 2:00 - 2:40
	US Advisement 2:45		US Advisement 2:45