

## 2020–21 Castilleja Distance Learning Plan and Guidelines

This fall, just like every other, we are excited to bring our community together to share stories and reflect, deepen connections and friendships, and welcome students into a new season of exploration and growth as learners and leaders. In this guide, you will find information about academics and other programs during Distance Learning as well as expectations for our community members while we all work to support health and wellbeing in our community. You will see that our dynamic, innovative, and collaborative approach to teaching and learning remains at the core of our program whether we are together on campus or working remotely. At Castilleja, we are committed to creating lifelong learners, and as we begin this academic year with distance learning, we are eager to help our students ask brave questions, make new discoveries, and reflect deeply on their individual learning journeys in this historic and important time.

We are steadily reimagining the student experience with particular attention to fostering connections. Our beloved traditions will evolve as we celebrate together in ways that are different but no less creative and meaningful. At one point or another, every student has been asked to imagine What's Possible for her at Castilleja. This fall, we will all be exploring that question together as we create new possibilities as a caring community.

### Distance Teaching and Learning

Schoology is our hub for both distance and in-person learning, and Castilleja students use it every day to enhance and support their work in our classes. During Distance Learning, we follow our published schedule of 70-minute classes with no more than 50 minutes of active teaching, with teachers engaging students during regular class times. Through Schoology, students will access supporting materials, such as outlines for their courses and plans for upcoming meetings, using their different course pages. When there is work to prepare in advance of a particular meeting, that is indicated in the Course Assignment Sheet. Castilleja teachers employ a full range of creative and flexible instruction methods, including having students watch pre-recorded videos, using discussion boards/threads in Schoology, streaming lectures/presentations, using Google collaboration tools, and live streaming with Zoom. Assessments are thoughtful and creative, and Andy Lichtblau, our Learning Specialist, serves as a resource to our teachers as they develop materials.

Patience and flexibility are crucial during a campus closure. In order to accommodate a range of family and wellness situations, we are asking faculty to build in contingencies around homework expectations. These will be clearly stated on each Schoology page. Teachers will be available for audio only one-on-one meetings with students and will clearly communicate a method whereby students can sign up for individual consultation. We have set up teaching teams; should a

faculty member become ill, a teacher will already have been identified to step in as soon as possible.

## **Attendance**

Families and students should understand that school is still in session during Distance Learning. As always, attendance is taken at the beginning of each period. Parents and guardians need to report absences, complete with details of any symptoms of illness to [attendance@castilleja.org](mailto:attendance@castilleja.org).

## **Classes and Materials**

Teachers are on Schoology or engaged through other means during class meeting times, and classroom interactions can take different forms, including:

- Working with students on Google Docs
- Holding a synchronous video call
- Checking one-on-one with students on their work
- Checking in on small group work
- Leading online discussions
- Facilitating online student presentations
- Sharing video content

Teachers post all instructions, assignments, and learning materials to Schoology and will be as explicit and clear as possible with instructions and expectations.

## **Community Life**

Middle School and Upper School meetings, open forums, special assemblies, visiting speakers, and community celebrations will continue within the distance learning setting. Students will learn about these in more detail as the year progresses.

## **Other Programs**

The Espinosa Library, Bourn Idea Lab, Tinkering Nook, Athletics, Performing Arts, Robotics, Student Government, ACE Orgs will all offer ways for students to engage during or after the school day. The varied experiences Castilleja students cherish outside of the classroom will still provide rich offerings in the remote settings, and the different program leaders will reach out with details after classes begin.

## **Email Expectations**

Employees do their best to reply to emails within 24 hours during the week. Teachers will be available to send or reply to email during the hours outlined in our recently established email policy.

- MS: Weekdays 7:30am–5:00pm
- US: Weekdays 7:30am–9:00pm

## **One-on-One Student Meetings**

For one-on-one meetings with students, teachers may conduct face-to-face meetings using Zoom or Google Meet. For one-on-one meetings with students, teachers may conduct face-to-face meetings using Zoom or Google Meet. Teachers will record one-on-one meetings with students, including virtual meetings that take place outside of class. Before recording any one-on-one meetings with a student, a teacher will inform the student that the meeting is being recorded and may be reviewed by an administrator. Recording meetings without informing the student is strictly prohibited. Teachers may also use voice-only Google Meet or Zoom calls; chat on Google Meet or Zoom; or type in a Google Doc.

## **Homework Load**

Teachers will closely examine the value of independent work and build in flexibility around homework and workload expectations.

## **Advisory**

During scheduled Advisory periods, advisors check in with their advisees via Google Hangouts Meet or Zoom (to be determined by each advisor in advance), watching out for heightened feelings around these unusual circumstances. In many ways, these conversations mimic the in-person Advisory meetings with space for students to share about their days, reflect on open-ended questions about social connection, and strategize about self-care and ways to recharge. If students are struggling or expressing a need for emotional support, advisors may remind students that they can set up individual Zoom sessions with any of our counselors: Ms. Borrelli, Ms. McCracken, or Ms. Salazar Cruz. Additionally, some advisory periods will be used for learning experiences connected to personal identity development, affinity group connections, and teaching and learning antiracism. All students will have opportunities to engage actively in these educator-facilitated learning experiences

## **Staff Availability**

Online from 8:00am-4:30pm  
Or as determined by staff supervisors

## **Faculty Availability**

Teaching and video conferencing online from 8:30am-3:45pm

## **Connectivity**

Faculty will have access to and use of email, Google Drive (including the full suite of applications of Google for Education), Schoology (Castilleja's Learning Management System), and Zoom.

## Roles and Responsibilities for Castilleja Students

Castilleja students are passionate learners. We know that you bring your trademark excitement and curiosity to this new model of learning. Your engagement and enthusiasm propel your learning forward in any environment, including your homes. To set yourselves up for success in distance learning, you should establish good habits to maintain focus and organization. If any of these guidelines pose a challenge for you, please contact your class dean.

In addition to the expectations outlined in Castilleja's *Honor Code and Student/Parent Handbook*, you will:

- Set daily routines that support your learning
  - Be ready for the 8:30am start to the school day
  - Wear school-appropriate non-uniform attire, no pajamas
  - Take breaks according to the schedule
  - Eat a good lunch on time
  - Walk around between classes like you would on campus
- Find a space in your home where you can work with good focus (Sit at a table or desk, not on your bed)
- Attend classes at the designated times and remain fully present, visible, and active during the class period (Use devices as work tools, close tabs not related to that course, single-task rather than trying to multitask)
- Keep track of your books and materials
- Check Schoology and email regularly for announcements and feedback
- Utilize your Planner or other tools to keep organized
- Complete assignments with integrity and honesty, adhering to any school or subject-specific guidelines
- Unless otherwise specified by your teacher, do not use any resources, whether hard copy materials or online sources, during any online assessments
- Collaborate with compassion and support your peers in our shared learning experiences
- Comply with Castilleja norms and expectations for online etiquette (e.g., don't record or screenshot your teachers or classmates without their explicit permission)
- Be proactive and self-advocate with adults from Castilleja as different needs arise (i.e. you need support of some kind, cannot meet deadlines, etc.)

## Roles and Responsibilities for Castilleja Parents and Guardians

Distance Learning asks students to approach their school work with flexibility and agility. Parents and guardians can support them and create balance in their lives by reinforcing much-needed structure and routines. The guidelines provided below are intended to help parents consider ways to help this process.

- Establish routines and expectations: Be sure that your student follows the published schedule for classes. Encourage them to take a walking break between classes, as they would at school. Maintain normal bedtime and sleep routines.

- Define and respect the physical space where your child will work: This may be different from where your child does homework during in-person learning. Be open to new solutions that support focus. Please contact Terry Young ([tyoung@castilleja.org](mailto:tyoung@castilleja.org)) if you need help with consistent wireless access.
- Communications with your child's teachers: Teachers are working hard to serve all of their students and will be in touch as needed. Communications with teachers should be essential and succinct.
- Let your child do their own work: Please remain aware that even though you are close by, your students need to complete their own work. If you can, let them work through some issues and questions on their own. Inviting conversation about their learning will enhance their experience.
- Encourage physical activity and exercise: It is crucial that you encourage your daughter to remain active. It will support good health and engaged learning.
- Watch for signs of stress or worry: Because of the extraordinary circumstances, your children at some point or another may need your support. Your calm attention will be invaluable to them.
- Be aware of screen time and social media: Since students need to rely on technology more than usual for school, it could be important to help them find other ways to spend their free time. While you want your children to remain social, you might consider setting new rules around social media during Distance Learning. Always remind them that words can sound very different in written form. All school rules apply to student interactions while our Distance Learning Plan is in place.
- Contact your child's class dean: Reach out if you need help following these guidelines.

## Ongoing Expectations for All Castilleja Community Members

### Reporting Illness

Please self-report to Jessie Surface at [jsurface@castilleja.org](mailto:jsurface@castilleja.org) within a week if you or any member of your household has been diagnosed with COVID-19.

### Following State and County Guidelines

All Castilleja community members are expected to follow state and county guidelines for physical distancing, mask wearing, attending gatherings, and other behaviors that risk exposure to the virus. Students who fail to comply with county guidelines will likely be required to remain home for a longer period of distance learning, even after school resumes in person.

### Travel Precautions

We are asking everyone in the Castilleja community to postpone non-essential travel plans. If you cannot postpone, please share your travel plans with Jessie Surface ([jsurface@castilleja.org](mailto:jsurface@castilleja.org)). Please be aware that community members who choose to travel or who have household members who travel, may be asked to self-quarantine before returning to campus.

## Table of Staff and Administrator Roles and Responsibilities

| Role                | Responsibilities and Expectations   |
|---------------------|---|
| Academic Technology | <a href="#">Dr. Sullivan</a> will be available from 8:00am–4:30pm daily to support students and employees with the distance learning tools and technologies.  |
| ACE Center          | The ACE Center Team will be available from 8:00am–4:30pm daily. Experiential learning opportunities can be found via the <a href="#">ChangingPace</a> newsletter or by directly reaching out to <a href="mailto:ace@castilleja.org">ace@castilleja.org</a> .  |
| Admission Office    | The Admission Office will be available from 8:00am–4:30pm daily. Fall Admission events will proceed virtually.  |
| Advancement Office  | The Advancement Office will be available from 8:00am–4:30pm daily. Donation acknowledgements may be delayed until normal business operations resume.  |
| Athletics           | <a href="#">Ms. Pruitt</a> has shared the updated Athletics calendar for the 2020–21 year. When the school year starts, the Athletics Department will share further plans to provide remote programming and opportunities for students who wish to participate.   |
| Bourn Lab           | The Bourn Lab will be available virtually from 8:30–3:30 to support students with classroom or individual projects. One on one appointments will be available for students who want direct assistance from a making educator. The Bourn Lab team will also support faculty with integrating hands-on making and physical computing into their curriculum. |
| Business Office     | The Business Office will be available 8:00am–4:30pm, Monday through Friday.   |
| Communications      | The Communications Office will be available from 8:00am–4:30pm daily; maintain our website, portals, and social media; provide support as needed in graphic design and other communications.  |
| College Counseling  | <a href="#">Ms. McColgan</a> and <a href="#">Ms. Tom</a> will be available from 8:00am–4:30pm daily for individual student and family meetings to support students with the college process and course selection. They will also remain in contact with admissions officers, ACT, and College Board as needed to understand any changes.                  |

## Table of Staff and Administrator Roles and Responsibilities (Continued)

| Role                                | Responsibilities and Expectations  |
|-------------------------------------|--|
| Counseling and Wellness             | The Counseling and Wellness Team, <a href="#">Ms. Borrelli</a> , <a href="#">Ms. Pence</a> , <a href="#">Ms. Cruz</a> , and <a href="#">Ms. McCracken</a> will be available from 8:00am–4:00pm daily. Please reach out to them with concerns and ongoing issues. Parents may also reach out to discuss strategies to support students experiencing issues caused by the school’s closure. Individual counseling sessions will be offered over Zoom and all inquiries should be directed to Ms. Borrelli first. |
| Curriculum                          | <a href="#">Ms. Band</a> will be available from 8:00am–4:30pm daily.   |
| Diversity, Equity & Inclusion (DEI) | <a href="#">Ms. Kertsman</a> and <a href="#">Ms. Villa</a> are available from 8:00am to 4:30pm daily to engage with and support students and families in topics and concerns related to Castilleja’s DEI and antiracism initiatives.   |
| Division Heads                      | <a href="#">Mr. Carlson</a> and <a href="#">Mrs. Cameron</a> will be available from 8:00am–4:30pm daily.   |
| Front Desk and Absence Policies     | Please be sure to email <a href="mailto:attendance@castilleja.org">attendance@castilleja.org</a> if your student is absent for the day or will miss specific classes.  |
| Learning Specialist                 | <a href="#">Mr. Lichtblau</a> will be available to provide academic consultation to faculty, students, and families from 8:30am–3:45pm daily.  |
| Library                             | Library staff will be available each day from 8:30am–3:30pm to assist with research and access to library resources. One on one appointments will be available for students who want direct assistance from a librarian. Access to library databases and the library’s robust collection of e- and audiobooks is available from home. The Library Team will also support faculty with curriculum development and high quality online content.  |
| Maintenance                         | Some employees will be required to remain on campus to ensure campus safety and provide campus maintenance.  |
| Registrar                           | <a href="#">Ms. Gallegos</a> will be available from 8:00am–4:30pm daily. She will be available via email to fulfill Transcript Requests and support students with the course selection process. She will remain in contact with ACT and College Board as needed to understand any changes in timelines and protocols.  |
| Technology                          | The Technology Department will be available 7:00am–5:00pm each day to provide support. After hour appointments are available. They will be available to conduct synchronous and asynchronous training for employees and students to provide the necessary support and recommendations for effective technology usage. You can email them at <a href="mailto:support@castilleja.org">support@castilleja.org</a>   |