

March 23, 2020

Dear Upper School Families,

As we head into our second week of spring break, we hope you and your teenager(s) are adjusting to the different ways your days may now be organized and the emotions they may be feeling. If you're learning to figure it out as many are, a recent article, [Quaranteenagers: Strategies For Parenting In Close Quarters](#) from *The New York Times*, may offer some welcomed guidance.

Looking ahead to March 30 and "returning" to school, it's understandable that your children may wonder what their days will entail, how it will be structured and what will be expected of them. It may feel strange without our traditional morning check-in to begin the day, but our primary goal is still to connect with our students.

US Online Schedule (Sample)

Below is a sample US Online Schedule:

SAMPLE Upper School Student Online Learning Schedule

Time/Day	A	B	C	D	E	F
8:30 – 9:45 <i>(Synchronous)</i>	1 i.e. Math	7 i.e. English	3 i.e. Free	1 i.e. Math	7 i.e. English	3 i.e. Free
10:00 – 11:15 <i>(Synchronous)</i>	2 i.e. Language	8 i.e. History	6 i.e. Science	2 i.e. Language	8 i.e. History	6 i.e. Science
11:30 – 11:50	Mon: Assembly <i>(asynchronous)</i>	Tues: Advisory <i>(synchronous)</i>	Wed: Service Board <i>(synchronous)</i>	Thurs: Assembly <i>(asynchronous)</i>	Fri: Advisory <i>(synchronous)</i>	
12:00 – 12:30 <i>(A/synchronous)</i>	4A i.e. Arts	4B i.e. Health/Ethics	4C i.e. Arts	Band Asynchronous	Band Synchronous	Band Asynchronous
12:30 – 1:00 <i>(A/synchronous)</i>	Band Asynchronous	Band Synchronous	Band Asynchronous	4E i.e. Free	4E i.e. Arts	4E i.e. Free
1:00 – 1:30	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1:30 – 2:20 <i>(Asynchronous/office hours)</i>	3 i.e. Free	1 i.e. Math	7 i.e. English	3 i.e. Free	1 i.e. Math	7 i.e. English
2:30 – 3:20 <i>(Asynchronous/office hours)</i>	6 i.e. Science	2 i.e. Language	8 i.e. History	6 i.e. Science	2 i.e. Language	8 i.e. History
Evening Office Hours	Exact Time TBD by Teachers	Exact Time TBD by Teachers	Exact Time TBD by Teachers	Exact Time TBD by Teachers	Exact Time TBD by Teachers	Exact Time TBD by Teachers

Upper School Students will follow the 6-day letter rotation, along with the courses that naturally occur those days, only in a slightly adjusted time frame. The two morning blocks will be taught synchronously, which means students will meet their class in real time along with their classmates via Google Meet. Attendance will be taken, and lessons will be done live. Advisory will happen synchronously and twice weekly. US Assembly will not necessarily happen synchronously, but will take on a new format and have two installments per week. Service Board and Student Council will also have time allotted to connect.

Classes that meet in blocks 4 and 5 will have a regular, synchronous class session every cycle that is decided upon by the teacher.

The two afternoon blocks will happen asynchronously, which means students should check Google Classroom for posted assignments, video messages from their teacher, feedback on writing/projects, etc. This is time for students to attend to work for those classes and possibly email questions to peers or teachers.

Teacher Office Hours will occur in a window of time, starting in the early evening. Teachers will have posted hours two nights a week which will vary slightly from other teachers so as not to happen all at once. Teacher's hours will be posted on Google Classroom and our US Student Life Page (more on this coming soon). This is a time where students can more easily communicate with teachers through email or, if coordinated in advance, can arrange time to connect via Google Meet.

Reading Specialists will convene synchronous meetings via Google Meet according to students' assigned schedules from earlier this year and be available at other times for students who wish to seek out assistance. They will continue to assist through Google Docs as before.

Upper School Psychologist Dr. Suzanne Ritter will be reaching out to students that she has been regularly seeing this year and to set appointment times with them for routine meetings. She will also have "open office" hours so that she can respond as soon as possible to any student who needs support. Email will be monitored for any emergencies and she will be available for parent questions and concerns. Dr. Ritter will also have the capability to facilitate support groups as needed. She has set up a HIPPA-compliant, confidential website for telepsychology so that she can have face-to-face individual or group contact with students. This requires no special software or app for students.

College Counselors will be in touch with grade-level communications to students and parents. We will work with students one-on-one via email and Google Meet. Grade 10 families, stay tuned for information regarding Grade 10 academic conferences!

AP Exam Information: The College Board announced changes to 2020 AP exams to students and AP teachers on Friday, March 20. All AP exams will be administered online, and the exam times (there will be two options) will be announced on April 3. All exams will be free-response. Students can cancel exams they signed up for, and there will be "no charge." Our school is closely following these changes and will stay in touch with students and families. For detailed information visit: <https://apcentral.collegeboard.org/about-ap/news-changes/coronavirus-update>.

Librarians will be available online to support students doing research, seeking reading material through platforms such as Overdrive and Sora, and to assist where student technology and connectivity issues might arise.

While this may not be our preferred way of doing school, teachers are gearing up with creative ways to continue the learning process with your children. It won't be without its hiccups now and then, but we will be troubleshooting along the way to make adjustments where needed. As always, we ask for your partnership in this. More than ever, we recognize the value of our connections with one another and want to do our very best to support our students and CA families in these unusual times.

Take care and know that more detailed information will come your way as the week progresses.

Sincerely,
Cory