

March 27, 2020

Dear Upper School Families,

My hunch is that you are feeling inundated with electronic communications and, while you appreciate all that your cell phone can do for you, you'd be okay if it beeped and lit up a little less often. With this in mind, and knowing you are awaiting more details for Monday's start of online learning, I am going to do my best to hit the highlights.

Know that our overarching goal is to keep your children feeling connected and part of their community of friends, teachers and coaches, all the while interacting with them in a different way of learning and engaging with content. Lessons will look a bit different, assessments will be fewer, but there's still good work to be done. Let's do this together; every one of us is learning something new right now.

**Monday, March 30, 10:00 a.m. -- Day 1 (F Day)**

Students in Upper School will be invited to a synchronous (live) Advisory meeting. This is a time to check in, socialize and hear about some of the resources that will be available to them. Mostly, we want to reconnect and hear what's on the minds of our students.

After this meeting, students will be directed to use the afternoon to check the Google Classroom pages of all of their classes. This is asynchronous (at their own pace and on their own schedule). This is where students should get some opening notes or videos from their teachers explaining what this first week might look like in their classes. For the classes they have on Tuesday, they might be asked to watch or read a little something.

**Tuesday, March 31, 8:30 a.m. -- Day 2 (A Day)**

Students will follow the Online A Day schedule, using *their* class schedule. They will get a Google Meet invitation to join their first classes synchronously (live) at 8:30 a.m. Please note: the synchronous classes are listed as 75-minute classes so that we can account for connectivity issues, glitches, students figuring out video and microphone usage, etc. We expect there to be some hiccups. Consider Tuesday a practice day for teachers and students to discuss how online learning will look in each particular class. It's very likely classes will not use the full time allotted. Down the line they may use more of it, but probably not all of it.

10:00 a.m. -- Block 2 will begin, synchronously (live). Wash, rinse, repeat. Everyone (faculty included) is figuring this out as we do it in real time.

11:30 a.m. -- Advisory will meet up for a short check-in, synchronously (live).

The afternoon will be for students to check the Google Classroom page of their blocks 5, 3 and 6 classes. These are asynchronous and can be done at their own pace.

### **Wednesday-Friday, April 1-3**

Students apply the same routine as Tuesday to the rest of the days that week. The goal is to feel like we've found a little groove by Friday, April 3.

### **Attendance**

Attendance will be taken each day in the two synchronous morning classes. If your child is not able to connect at those times, we ask parents/guardians to email Jennifer Lange in the morning at [langej@columbusacademy.org](mailto:langej@columbusacademy.org) to let us know.

### **Dress Code**

Students are asked to wear either a collared shirt, crewneck sweatshirt or sweater. Dress code pants or skirts are not required.

### **Online (live) Etiquette**

Here are some tips for students when engaged in synchronous classes:

- **Be on time.** Students are expected to join the video call at the expected time.
- **Mute your microphone.** If you aren't speaking, please mute your microphones. This will help limit background noise and feedback.
- **Do not use the chat feature unless given permission by teachers.** The chat feature on Google Meet or Zoom should not be used unless a teacher gives you permission to do so.
- **Step back. Step Forward.** Take time to listen as well as contribute to class discussions.
- **Phones should be turned off and put away during these classes.** This will ensure that you are not distracted or distracting other students during class.
- **Wait for your teacher to call your name before providing a response.** This will prevent too many voices from talking at once.

### **Thoughts for Parents and Guardians**

- Help your children establish new routines at home.
- Assist them in creating a distraction-free place to work if one doesn't already exist. Consider having them "park" their cell phone in a room other than their workspace. They shouldn't need it during synchronous class time.
- Check in regularly with them regarding posted assignments and work flow.
- Make sure they check school email and Google Classroom daily.
- Please remind your children that the school's Core Values apply to all of their work at home. As C.S. Lewis wrote: "Integrity is doing the right thing even when no one is watching."
- Encourage physical activity and down time that does not involve screens.

### **Tech Help**

Given that everyone's home internet providers may work differently depending on location or the number of people on the internet at one time at your house, we've included [this list](#) of external support organizations. I've also attached a helpful flow chart for quick troubleshooting from home.

By no means does this cover everything that is part of our spring quarter, but hopefully this gives you the framework to get your upper school students started. We will check in again next week after we've started this new adventure to see what's working and what can be improved.

In the meantime, please reach out to advisors, appropriate deans, counselors or to me should you have questions or concerns. More than ever, we are aware that this situation is asking us all to stretch, be adaptive and exercise patience. I am also aware of how grateful I am to be a part of CA's community.

Take good care of one another. We're excited to see your students on Monday.

-Cory