Upper School Student
Remote Learning Resource Guide

Overview of Remote Online Learning Plan

As we transition to a remote online learning model, Columbus Academy's commitment to its mission and vision remains strong. As an Upper School, the faculty and staff are being thoughtful about ways to maintain our excellent academic tradition, preserve our deep community connections, and, as our mission states, continue to "develop and sustain a community of thoughtful, responsible, capable and confident citizens eager to engage in a pluralistic and ever-changing world".

While an extended remote learning model may not be our preferred way of doing school, the faculty and staff are dedicated to establishing creative ways to continue the learning process. It is essential to keep in mind that the transition to an online system won't be without its hiccups, but we will be troubleshooting along the way to make adjustments where needed. As always, we ask for your partnership, especially in this new educational environment. More than ever, we recognize the value of our connections with one another and want to do our very best to support all students and families in these unusual times.

As you navigate this resource, you will find the following sections:

A) Important Terminology

Synchronous Learning: 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.

Asynchronous Learning: Students are expected to 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.

B) US Student Life Page

The Upper School students and faculty can gain access to the US Student Life Page. This resource will be a hub for communication with the US community. Specifically, office hours, important announcements, and other resources can be found on this Google Classroom page. To subscribe to the US Student Life Page **CLICK HERE** and use the code **baphrw2** to join the page.

C) Assembly Announcements

Assemblies will occur on Mondays and Thursdays from 11:30 - 11:50am. Students and faculty will be able to go onto *FlipGrid* and post any announcements for the community to see. It will be required that announcements are **posted by 10pm on Sunday or Wednesday at 10pm.** Announcements will be approved by Kathan and Miles as well as the Upper School administrative team. Here are the instructions to post an announcement:

To Post Announcements:

- Go to US Student Life Page and go to the "Announcements" heading

- Click on the link that corresponds to the date you want your announcement to be posted
- Click on the *FlipGrid* link on the US Student Life Page, log in to *FlipGrid* with your Google Account (click link) and enter your **@columbusacademy.org** address.
- Record your video, stop your recording and then click "Next"
- You will then be required to take a selfie. After you take a selfie click "Next"
- Then submit your video- the videos will be approved by Kathan, Miles and US Administrative team

To View Announcements:

- Go to US Student Life Page and go to the "Announcements" heading
- Click on the link that corresponds to the date of the announcements you want to view
- Log into *FlipGrid* with your Google Account (click link) and enter your **@columbusacademy.org** address.
- View the video announcements

D) Daily Schedule

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 or Zoom. 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. The 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.

Upper School Online Learning Schedule (Spring, 2020)

Time/Day	A	B	C	D	E	F
8:30 – 9:45 (synchronous)	1 & ART 1AD	7 & ART 7BE	3 & ART 3CF	1 & ART 1BE	7 & ART 7CF	3 & ART 3AD
10:00 – 11:15 (synchronous)	2 & ART 2AD	8 & ART 8BE	6 & CS0/ART 6CF	2 & ART 2BE	8 & ART 8CF	6 & ART 6AD
11:30 – 11:50	Mon: Assembly (asynchronous)	Tues: Advisory (synchronous)	Wed: Service Board (synchronous)		Thurs: Assembly (asynchronous)	Fri: Advisory (synchronous)
12:00 – 12:30 (a/synchronous)	4A	4B	4C	5D	5E	5F
12:30 – 1:00 (a/synchronous)	5A	5B	5C	4D	4E	4F
1:00 – 1:30	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1:30 – 2:20 (asynchronous)	3	1	7	3	1	7
2:30 – 3:20 (asynchronous)	6	2	8	6	2	8

E) Attendance

Students are required to attend all scheduled synchronous class sessions. Excessive absences from classes affect a student's ability to be fully engaged in their learning. Teachers will take attendance at the start of each synchronous class period and submit the information to the Upper School administrative team. All absences must be communicated to Ms. Jennifer Lange (langej@columbusacademy.org) by a parent/guardian.

Parents/guardians must notify the school in advance when an excused absence due to religious holiday observation is required. It will be assumed that a student absent for a religious holiday is unable to study or prepare school assignments during the holiday. As such, the student will not be immediately accountable after the absence for any assignments given or material covered in class during the absence, although the student is not excused from ultimate responsibility for missed work. The student and teacher(s) will arrange the time frame in which work is to be completed without penalty.

F) Student Expectations

- Students are expected to abide by the Columbus Academy's Upper School Student Code of Conduct.
- Students are expected to be engaged in learning throughout their academic day and are responsible for completing all assigned work in the timeframes that are set by their teachers.
- Students are expected to check their email messages regularly and monitor their class' Google Classroom sites and the US Student Life Page for instructions from their teachers as well as general Upper School announcements.
- It is essential for students to do their best to establish private working conditions when attending class. Students should attempt to do the following:
    - Limit background noise that can be distracting to the instructor and/or classmates. Headphones are permitted to establish privacy.
    - Work in an environment with good lighting so that you can be seen clearly by the instructor and your classmates.
    - Avoid working in spaces that have distracting or inappropriate backgrounds and content.
- **Dress code:** Students are asked to wear an appropriate collared shirt, crewneck sweatshirt or sweater. Dress code pants or skirts are <u>not</u> required. It is imperative for students to dress in a way that does not take away from

the learning environment, but one that allows for the full engagement of the instructor and every participant.

- Students have been allotted a time for lunch and **so eating during synchronous class sessions is not permitted** since it takes away from the learning environment.
- Students are expected to adhere to the following Google Meet (or Zoom) Etiquette:
    - **Be on time**. Students are expected to join the video call at least **2 minutes** before classes start. This will ensure that your classes will start on time and enable you to identify issues with your technology.
    - **Mute your microphone**. If you aren't speaking, please mute your mic. This will help limit background noise and feedback.
    - **Do not use the chat feature unless given permission by the teacher.** 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 class.** 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.
- Recording students, faculty members, or others without their permission is considered a serious violation. Students that choose to engage in this type of activity will be referred directly to the Dean of Students. Faculty members have the option of recording class meetings, especially to aid students that are unable to attend classes.
- Students should understand that they accountable for their postings and other electronic communications that are school related, particularly online activities conducted with a school email address, or while using school property, networks, or resources, or while discussing class-related activities[1].

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[1] Global Online Academy Student and Family Handbook. 2020.

G) Technology Requirements

Students are expected to have an internet-enabled computer or iPad that has webcam and microphone capabilities. Students must also have access to Internet connection in order to fully participate in class activities and submit their work in a timely manner.

H) Accessing Online Classes

Before Class:
- Ensure your device (computer or iPad) is charged or plugged in.
- Ensure your webcam, internal speakers and microphone are in working order.
- Make sure you know how to turn your VIDEO on and off.
- Make sure you know how to turn your AUDIO on and off.
- Teachers will post the Google Meet or Zoom link for the class session on their Google Classroom or Moodle site. Please make sure you are clear as to what platform your teacher is using.
- If a password is required for you to join the meeting, that will be provided as well.

I) Faculty Office Hours

Faculty will hold office hours for one hour, twice a week in the evening. During these specified times, a student might be able to have a faster turn-around on a communication, or perhaps book a short meeting with a teacher. Please note, faculty will not necessarily be live on Google Meet or Zoom waiting for students to appear. They will, however, be paying closer attention to their emails during that hour. It is important for you to plan ahead so that faculty members can prepare to meet with you or comprehensively answer your questions. Please note, this approach may be adjusted later and we'll pay close attention closely and see if the

format needs to be adjusted. Hours will also be adjusted for teachers with young children. **The link to faculty Office Hours can be found on the US Student Life Page.**

J) Important Contact Information

If you have questions about...	Please contact...
Remote Online Learning	Cory Izokaitis, Head of Upper School izokaitisc@columbusacademy.org Craig Dow, Upper School Academic Dean dowc@columbusacademy.org
Academic Concerns	Advisor and Teacher(s)
Social-Emotional Concerns	Suzanne Ritter, Upper School Psychologist ritters@columbusacademy.org
Attendance, Absences, or Illnesses	Jennifer Lange, Upper School Registrar and Assistant to the Upper School Head langej@columbusacademy.org
Behavioral Concerns	Advisor and Pascal Losambe, Upper School Dean of Students losambep@columbusacademy.org
Technology Issues	Advisor and Flowchart Below

K) Flowchart to Solve Your Technical Issues

Remote Learning Technology Support Guide
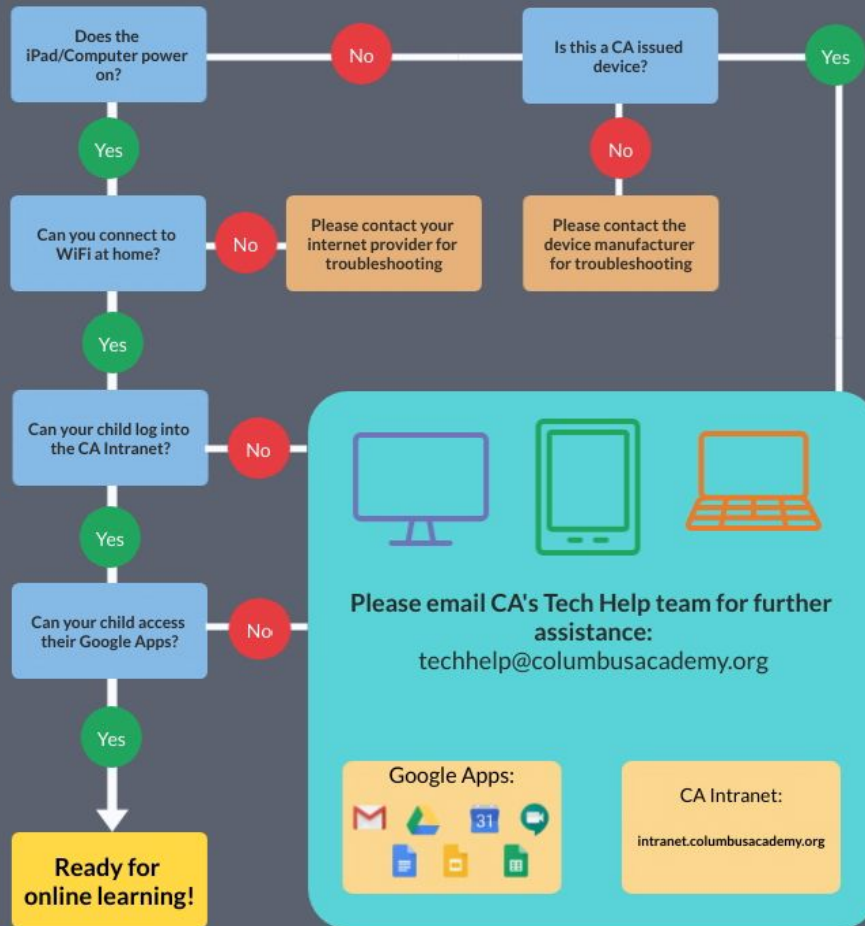
References

This resource was modified from:

1) Collegiate School JK - 12 Continuity of Learning Plan. 2020.

2) Global Online Academy Student and Family Handbook. 2020.

Permission was obtained to use these resources.