

Bishop Seabury Academy Distance Learning Program

During the mandatory closure of all Kansas K-12 schools, BSA will be implementing a Distance Learning Program beginning Monday, March 30th and running through the end of the 2019-20 academic year. This Program will serve not only to continue a quality Seabury education to all of its students but also to provide students with the sense of community, fellowship, and personal confidence that are fundamental to our school's mission.

Thanks to the School's 1:1 iPad program and the use of Schoology as its learning management service, students and teachers already have a centralized structure and experience with electronic communication. The DL Program will capitalize and expand on existing methods.

Technology:

Teachers will utilize a combination of basic **online tools** for this endeavor:

- *Schoology*: Teachers will continue to maintain courses on this platform and will incorporate weekly folders that overview the specific meetings and assignments for that time period.
- *Middle School Google Slides*: 6th-8th grade teachers will collaborate on weekly Google Slides (sent by email each week and also housed in Schoology courses) that will provide an additional level of weekly organization for younger students and their parents.
- *Zoom Conferencing*: the primary means of online, "real-time" meetings for classes, advising, and other needs.
- Other tools such as *Schoology discussion threads* and *video recordings* will be used.
- Technical requirements:
 - School iPads
 - A laptop or desktop (especially for older students)
 - Home internet service

Of course, in addition to online methods and tools, we all know that students need to stay grounded in the real world. In addition to off-line assignments and physical education requirements for many students, we encourage students to get outside and enjoy nature as often as possible (without their phones!)

Scheduling:

By each Monday morning, teachers will submit an overview of the week's work in Schoology and the Middle School Google Slides. Monday will involve a morning of **mandatory** and short "check-in" sessions for each class. (Students should follow their existing class schedule).

MONDAY "CHECK-IN" SCHEDULE:

- 1st Period: 9:00-9:15 (ending a little earlier to allow for transition time)

- 2nd Period: 9:15-9:30
- 3rd Period: 9:30-9:45
- 4th Period: 9:45-10:00
- Break: 10:00-10:30 (get coffee and a doughnut, go to the bathroom!, etc.)
- 5th Period: 10:30-10:45
- 6th Period: 10:45-11:00
- 7th Period: 11:00-11:15
- 8th Period: 11:15-11:30

Daily online “real-time” classes have the benefit of providing social interaction and discussion, but four days of wall-to-wall classes can be overwhelming. Therefore, teachers will determine how often they wish to meet (a maximum of TWICE per week with subjects alternating t/th & w/f), and when they do choose to have Zoom classes, they will utilize the existing **daily schedule on Tuesday-Friday**:

- 1st Period: 8:40-9:22
- 2nd Period: 9:27-10:09
- 3rd Period: 10:21-11:03
- 4th Period: 11:08-11:50
- 5th Period: 11:55-12:37
- 6th Period: 1:12-1:54
- 7th Period: 1:59-2:41
- 8th Period: 2:46-3:28

Tu/Th: options for English, Math, Foreign Languages

W/F: options for Social Studies, Science, Arts, and other courses

- Afternoon *All-School Meetings* (Zoom conference) will occur on Mondays and Wednesdays at 3:30-3:45 pm.
- *Advising* groups will meet by Zoom or Google Meet on Tuesday 3:30-3:45 pm and additionally, as specified by the advisor.

Contacts:

Students and parents will inevitably need to contact staff members:

- Specific questions about a course: email your teacher.
- Problems or questions with technology: stevekellogg@seaburyacademy.org
- Support for Middle School students/parents: kristabarbour@seaburyacademy.org
- Support for Upper School students/parents: karaschrader@seaburyacademy.org
- Academic support, behavior, mental health, and student/teacher or student/student communication, : sonjaczarnecki@seaburyacademy.org

Please use email and not school phone numbers to contact staff members.

Teachers will not hold traditional office hours but will collect and respond to student and parent emails throughout the day. Emails received after 4 pm may not receive a response until the next day. Teachers may conduct a conference call with individual students. Teachers will notify parents if a phone call with a student is helpful.

Student Expectations:

Learning from home is going to be different, but not radically so, because your teachers are going to be using tools that you already know, like Schoology and email. We can do this!

What you need to get set up:

- Check your Seabury email account frequently!
- Find a quiet place where you can work undisturbed. If you don't already have a desk or table in your bedroom, see if your parent can help you set that up. You will need a stable surface for when you are "meeting" with your class or teacher virtually.
- You will need your iPad and a keyboard at minimum. Make sure you have a charging station to keep it powered up and ready to go. If you have access to a laptop or desktop computer, that would be helpful. Contact Mr. Kellogg if you need help with equipment.
- Make sure any drinks on your desk are in containers with LIDS.
- If you have a question about something, ask a) a classmate b) your teacher. Your teachers will provide options about how you can contact them. Avoid asking your parent or caregiver a question they probably can't answer! Don't be shy about asking for help. Your teachers WANT to hear from you!
- Get up and stretch your legs at least every 20 minutes or so. It will help you keep your brain alert and your eyes from over-tiring from the screen.
- Don't stream Netflix etc., watch TV, text, snap, or make calls when you are trying to focus on schoolwork. This is disrespectful to the teacher, and no one is good at multitasking. Put your phone in the kitchen if you need to in order to avoid the temptation to self-distract. You will have plenty of time to do all that after your schoolwork is done.
- *All expectations regarding the Seabury Code of Conduct and Honor Code apply with distance learning just like they do when we are having normal school (see the Community Handbook). If you have any questions or concerns about academic integrity when doing distance learning, ask your teacher.*
- People tend to be less thoughtful and kind online. Without facial expressions, body language, and verbal tone, one's words can seem cold and even hostile. For this reason, ***you need to be more careful than ever that you demonstrate active respect to your teachers and explicit kindness to your classmates.***

Remember that your teachers are all learning too -- this is not going to be 100% smooth at first. Expect confusion and bumps. Tell your teachers right away if you are having tech problems, or if you don't understand something--they really want to hear from you! Be helpful to each other

as well, and help your classmates troubleshoot their tech issues. Some of you will also be able to help your teachers!

Parent, Guardian, and Caregiver Expectations:

Distance learning is new for all of us and it will take time to get used to this new mode. You are going to be more involved in your student's education than usual. On the other hand, this is NOT homeschooling. Here are some tips and suggestions for supporting your student's distance learning at home:

- Establish and maintain routines and expectations for your child.
- Help your child set up a quiet, distraction-free space for doing schoolwork, preferably with a stable surface (table or desk).
- Please make sure your child is checking email frequently each day.
- Review the distance learning schedule and know what times during the day your child will need to be connecting with teachers.
- Create a daily schedule in collaboration with your child(ren) that allows time for outside activity, exercise, chores or childcare as needed, and relaxation time. Children should NOT be in front of their screens all day.
- Monitor your child's progress by checking Schoology weekly at the minimum and corresponding with teachers via email as needed.
- For questions or suggestions/comments about distance learning, contact Krista Barbour for Middle School and Kara Schrader for Upper School. If you have questions regarding connectivity issues, devices, or back-end technology contact Steve Kellogg. If you have questions or concerns about discipline, behavior, mental health, Learning Support, or communication between your student and teacher or peer-to-peer, contact Sonja Czarnecki

Zoom Conferencing Tips:

We will all be using this tool quite often! These guidelines will help us avoid distractions and maintain effective meetings:

- Make sure there are no noises (tv, family members, music) in your room
- Headphones with microphone are recommended
- Wired headphones (not bluetooth/airpods) are preferred
- Video and Microphone must be active
- Mute yourself unless you are planning to talk
- Be on video full time for attendance
 - Use a hand signal (point left) if you need to use the bathroom
- Have Zoom Chat open during class
 - Use it responsibly and do not distract your class with unnecessary comments

- Have "manage participants" feature open
 - Use "raise hand" feature on "manage participants" to raise hand
- Try to speak one at a time. → call on each other