



SMS Distance Learning

Contents

I. Introduction.....	3
a. Overview.....	3
b. Clarification of Terms.....	3
c. Security / Zoom Platform.....	4
d. Checklist for SMS Distance Learning.....	4
II. Lower School (Grades K-4).....	5
a. Overview.....	5
b. Lower School Academic and Enrichment Blocks Schedule.....	5
c. General Expectations of Lower School Students with Distance Learning.....	6
d. Lower School Communication.....	6
e. Faculty Professional Development for Distance Learning.....	6
III. Upper School (Grades 5-8).....	7
a. Overview.....	7
b. Upper School Academic, Advisory, and Enrichment Schedule.....	7
c. General Expectations of Upper School Students with Distance Learning.....	7
d. Upper School Communication.....	7
e. Faculty Professional Development for Distance Learning.....	8
IV. Additional Guidelines.....	9
Academic and Personal Integrity Online.....	9
Assessment and Grading.....	9
Attendance.....	9
Screen Time.....	9
School Uniform.....	9

I. Introduction

a. Overview

Distance learning at St. Michael's is complex and inherently different from traditional, on-campus teaching and learning. While nothing can replace being together in person, in community together, distance learning provides an effective alternative to being on campus when health and safety concerns—on campus, locally, regionally, or nationally—warrant an interim closure or delayed opening of the physical campus.

The overarching goal of our distance-learning plan, therefore, is to provide for students and families effective, engaging, and seamless continuity of core academic instruction (i.e., mathematics, reading and writing, history, language, science) and to provide integration of enrichment classes (e.g., art, music, religion, PE) in the same daily and weekly schedule for the ongoing social, emotional, and physical needs of the students in our care.

The instructional plans created by our faculty demonstrate sensitivity to the interruption of normal campus activities and the subsequent need to be at home. Given the complexities of coordinating our work online, in partnership with our students and families at home, we intend to provide a balanced, flexible, and engaging program to allow students every opportunity to work independently and collaboratively, with their peers and with their teachers, in real time and on their own time.

Please see the division-specific daily academic schedules for distance learning in the following section. The start and end times for Lower and Upper School distance learning are as follows:

Lower School, Grades K-4	Monday-Friday	8:00 a.m. – 2:00 p.m.
Upper School, Grades 5-8	Monday-Friday	8:30 a.m. – 2:30 p.m.

b. Clarification of Terms

Below are the three terms and definitions that we have used and will continue to use to describe our instructional approaches during the pandemic:

Traditional / On Campus

This term refers to 'traditional' circumstances, in which students and faculty are engaged in teaching and learning together on campus.

Distance Learning

This term refers to any and all circumstances in which a student, some students, or all students and faculty are physically 'at a distance' from one another, on an interim basis, for teaching and learning. With this approach, we rely in large part on technology (e.g., Zoom) to engage in teaching and learning.

Hybrid Learning

This refers to a combination of the two above modes, both on-campus instruction and distance learning occurring at the same time.

c. Security / Zoom Platform

Most distance-learning communication will take place within Google Classroom (Lower School) and our new education-management system, Blackbaud (Upper School), while video conferencing for all grades will occur via our upgraded Zoom Pro Plan account.

As noted, we have purchased Zoom's Pro Plan (paid licenses for educational institutions), providing more secure access for students, and advanced reporting, management, and archive features for faculty and administration.

Access to Zoom with this upgrade, however, will require a St. Michael's School email address. Anyone without an issued SMS email address will be prevented from entering any SMS distance-learning class.

d. Checklist for SMS Distance Learning

The general recommendations below for readiness with distance learning may be redundant with the guidelines presented by individual grade-level or content-area faculty. We encourage families to consider both guidelines together.

- Read and review the **SMS Distance Learning plan**, this document.
- Confirm **start/end dates for distance learning** (8/17-9/11), especially for childcare needs.
- Know the appropriate time to **pick-up Chromebook or iPad and other academic materials on campus and to present completed work.**
- Schedule an **intake conference** (in person or virtual) with your son or daughter's teacher/advisor.
- Establish a **working space for your son or daughter at home**, to include a comfortable (and consistently available), well-lit, and quiet place to work, and academic materials, where applicable (notebooks, binders, textbooks, iPad/Chromebook).
- Read and reply to **ongoing communication** from the school, especially grade-level faculty.

II. Lower School (Grades K-4)

a. Overview

The Lower School will be operating in a mostly live, synchronous format. The two online platforms that will be used are Google Classroom and Zoom. Students may also receive assignments through the mail periodically, with opportunities to pick up or drop off class work, to provide flexibility while meeting the needs of our students. Families can expect daily instruction to include core subjects (mathematics, social studies, reading, and writing), at least one enrichment activity (art, music, technology, Spanish, P.E., or science), and time for reflection and gratitude through prayer and songs.

Google Classroom will act as the central hub for communication where teachers can post videos, assignments, quizzes, and daily/weekly routines. Students will submit assignments, provide comments, ask questions, and engage in email discussions with teachers and peers. Zoom will be used to hold virtual class meetings, conferences with individual students, and synchronous learning. It will allow teachers and peers to check in with one another, remain connected to their class, and keep students motivated throughout the distance-learning process.

b. Lower School Academic and Enrichment Blocks Schedule

SMS Lower School Academic Blocks (K-4) for Distance Learning				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Morning Meetings 8:00-8:15	Morning Meetings 8:00-8:15	Morning Meetings 8:00-8:15	Morning Meetings 8:00-8:15	Morning Meetings 8:00-8:15
Math 60 minutes	Math 60 minutes	Math 60 minutes	Math 60 minutes	Math 60 minutes
Snack/Break 30 minutes	Snack/Break 30 minutes	Snack/Break 30 minutes	Snack/Break 30 minutes	Snack/Break 30 minutes
Lang Arts 75 minutes	Lang Arts 75 minutes	Lang Arts 75 minutes	Lang Arts 75 minutes	Lang Arts 75 minutes
Lunch 45 minutes	Lunch 45 minutes	Lunch 45 minutes	Lunch 45 minutes	Lunch 45 minutes
S.S. / Other 45 minutes	S.S. / Other 45 minutes	S.S. / Other 45 minutes	S.S. / Other 45 minutes	S.S. / Other 45 minutes
Closing Meeting 1:45-2:00	Closing Meeting 1:45-2:00	Closing Meeting 1:45-2:00	Closing Meeting 1:45-2:00	Closing Meeting 1:45-2:00
Dismissal 2:00	Dismissal 2:00	Dismissal 2:00	Dismissal 2:00	Dismissal 2:00
DL Support 2:00-3:30	DL Support 2:00-3:30	DL Support 2:00-3:30	DL Support 2:00-3:30	DL Support 2:00-3:30
SMS Lower School Enrichment Blocks (K-4) for Distance Learning				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
4A SCI 8:20-9:00 4B SCI 9:10-9:50 3A SCI 10:00-10:40 3B SCI 10:50-11:30	2A SCI 8:20-9:00 2B SCI 9:10-9:50 1A SCI 10:00-10:40 1B SCI 11:50-12:30 KA SCI 12:50-1:30	4A SCI 8:20-9:00 4B SCI 9:10-9:50 3A SCI 10:00-10:40 3B SCI 10:50-11:30 KB SCI 12:50-1:30	2A SCI 8:20-9:00 2B SCI 9:10-9:50 1A SCI 10:00-10:40 1B SCI 11:50-12:30 KA SCI 12:50-1:30	4A SCI 8:20-9:00 4B SCI 9:10-9:50 3A SCI 10:00-10:40 3B SCI 10:50-11:30 KB SCI 12:50-1:30
1A PE 8:20-8:50 1B PE 9:00-9:30 KA PE 10:25-10:55 KB PE 11:50-12:20 2A PE 12:30-1:00 2B PE 1:15-1:45	4A PE 8:40-9:10 4B PE 9:20-9:50 3A PE 12:20-12:50 3B PE 1:00-1:30	1A PE 8:20-8:50 KA PE 10:25-10:55 2A PE 12:30-1:00 2B PE 1:15-1:45	4A PE 8:40-9:10 4B PE 9:20-9:50 KB PE 10:25-10:55 3A PE 12:20-12:50 3B PE 1:00-1:30	1B PE 9:00-9:30
3A MUS 8:20-8:50 3B MUS 9:00-9:30 2A MUS 9:40-10:10 2B MUS 10:20-10:50 4A MUS 11:00-11:30 4B MUS 12:40-1:10 1A MUS 1:20-1:50	3A ART 8:10-8:55 3B ART 9:10-9:55 2A ART 10:10-10:55 4A ART 12:20-1:05 4B ART 1:15-2:00	KA MUS 8:20-8:50 KB MUS 9:00-9:30 1B MUS 9:40-10:10 4A MUS 10:20-10:50 4B MUS 11:00-11:30 3A MUS 12:45-1:15 3B MUS 1:25-1:55	1A MUS 8:20-8:50 KB MUS 9:00-9:30 KA MUS 9:40-10:10 1B MUS 10:20-10:50 2A MUS 12:10-12:40 2B MUS 12:50-1:20	KA ART 8:10-9:00 KB ART 9:10-10:00 1A ART 10:10-11:00 1B ART 12:10-1:00 2B ART 1:10-2:00
1B SPA 11:50-12:30 KA SPA 12:40-1:10 KB SPA 1:20-1:50	KA SPA 8:30-9:10 KB SPA 9:20-10:00 2B SPA 12:40-1:20 1A SPA 1:30-2:00	2A SPA 8:30-9:10 2B SPA 9:20-10:00 1A SPA 11:50-12:30 1B SPA 12:40-1:20	3A SPA 10:00-10:40 3B SPA 10:50-11:30 4A SPA 12:20-1:00 4B SPA 1:10-1:50	3A SPA 8:15-8:55 3B SPA 9:00-9:40 2A SPA 10:15-10:55 4A SPA 12:20-1:00 4B SPA 1:10-1:50

c. General Expectations of Lower School Students with Distance Learning

Lower School students will be expected to fully engage with teachers and peers from 8:00 a.m. - 2:00 p.m., with embedded independent worktime scheduled as well to allow for age-appropriate rest and pacing. During intake conferences with parents and throughout the interim period of distance learning, each classroom teacher will provide a daily schedule along with guidelines for maintaining important routines and procedures at home. Zoom links will be provided for core subjects and enrichment classes via Google Classroom.

d. Lower School Communication

The Lower School Director, Ms. Mandy Hart, will continue to send her weekly email to all Lower School families. Lower School faculty and the Lower School division director will be available Monday through Friday, from 8:00 a.m. until 3:00 p.m. via phone, email, and Zoom, and will continue to respond to email inquiries after 3:00 p.m. In addition, daily and weekly communication will be provided through individual teacher Google Classroom pages.

e. Faculty Professional Development for Distance Learning

Our St. Michael's faculty engage annually in professional learning and development—school wide, by division, and individually. This year, in addition to those same opportunities for faculty, we have partnered with LINC Learning to advance our teachers' use of best practices with distance learning. The LINC Spring coursework for teachers covers a broad range of practices for improving the online experience for teachers and students.

III. Upper School (Grades 5-8)

a. Overview

In the Upper School, our distance-learning approach will now offer a more traditional schedule and variety of core and enrichment courses, delivered synchronously throughout each academic and advisory period. We will continue to use Zoom for video conferencing throughout most classes, and, as noted, we have upgraded to Zoom Pro Plan for enhanced security and functionality.

b. Upper School Academic, Advisory, and Enrichment Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30-8:45 a.m.	Homeroom / Chapel	Homeroom / Chapel	Homeroom / Chapel	Homeroom / Chapel	Homeroom / Chapel
8:47-9:30 a.m.	Class 1	Class 1	Class 1	Class 1	Class 1
9:32-10:15 a.m.	Class 2	Class 2	Class 2	Class 2	Class 2
10:15-10:30 a.m.	BREAK	BREAK	BREAK	BREAK	BREAK
10:32-11:15 a.m.	Class 3	Class 3	Class 3	Class 3	Class 3
11:17 a.m.-12:00 p.m.	Class 4	Class 4	Class 4	Class 4	Class 4
12:00-12:30 p.m.	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:32-1:15 p.m.	Class 5	Class 5	Class 5	Class 5	Class 5
1:17-2:00 p.m.	Class 6	Class 6	Class 6	Class 6	Class 6
2:00-2:30 p.m.	ADVISORS / STUDY HALL	ADVISORS / STUDY HALL	ADVISORS / STUDY HALL	ADVISORS / STUDY HALL	ADVISORS / ELECTIVES
2:30-3:30 p.m.	DL Student Support	DL Student Support	DL Student Support	DL Student Support	DL Student Support

c. General Expectations of Upper School Students with Distance Learning

Upper School students will be expected to participate actively in their schedule of classes each day from 8:30 a.m. - 2:30 p.m. Links to their separate Zoom sessions will be posted clearly on the “bulletin board” page of each class within Blackbaud. Students who are having technical difficulties must relay that fact immediately to their advisor and/or the teacher whose class they are scheduled to attend. They will be taught a consistent method of communicating electronically with school staff as well as the etiquette for doing so respectfully and clearly. Upper School teachers will have time allocated from 2:30 - 3:30 p.m. each day to follow up with any students.

d. Upper School Communication

The Upper School Director, Mr. Alex Hawes, will continue to send his weekly email (“*Up Up and Away*”) to all Upper School families. Upper School faculty and the Upper School division director will be available Monday through Friday, from 8:30 a.m. until 3:30 p.m. via phone, email, and Zoom, and will continue to respond to email inquiries after 3:30 p.m. In addition, daily communication and updates will be provided through Blackbaud.

e. Faculty Professional Development for Distance Learning

Our St. Michael's faculty engage annually in professional learning and development—school wide, by division, and individually. This year, in addition to those same opportunities for faculty, we have partnered with LINC Learning to advance our teachers' use of best practices with distance learning. The LINC Spring coursework for teachers covers a broad range of practices for improving the online experience for teachers and students.

IV. Additional Guidelines

Academic and Personal Integrity Online

Academic and personal integrity are fundamental values at St. Michael's. Each student is responsible for clearly identifying any work which is not his or her own. This expectation applies to both the receiver and giver of information. We recognize that the reliance on student Chromebooks and Internet access during our time of distance learning increases the ease and opportunities for plagiarism and sharing homework or test answers. Nonetheless, our Parent-Student Handbook policies regarding academic integrity and student use of technology remain firm.

Assessment and Grading

Students are expected to engage in their academic work and to participate fully in their distance-learning classes as they would if present for traditional / on-campus classes. We will follow the same process for assessment and grading. Please refer to the Parent-Student Handbook and the specific expectations from grade-level and content-area teachers for more specific guidelines for grading and assessment.

Attendance

Students studying and working at home, or elsewhere remotely, are expected to participate fully for each day of scheduled classes and activities unless a parent or guardian has sent a written communication to the teacher, division director, or main office requesting an excuse from scheduled activities.

Screen Time

We are aware of consensus recommendations for and concerns about daily screen time for K-8 students, especially in distance-learning mode. Our expectations for distance-learning engagement exceed what is traditionally perceived as an acceptable amount of time on media—tv, iPhones, etc. Students and teachers, however, will be interacting online each day, requiring a high degree of response and engagement in real time, with 'off-screen' time scheduled for independent academic work during the school day, and allowing for ample age-appropriate break times and social engagement throughout.

School Uniform

All students will be required to wear their St. Michael's uniform each day while engaged in distance learning.