

# Prairie School Distance Learning Plan updates 4/1/2020

Key reminders:

1. For success in Distance Learning, students need to have a secure, quiet place where they can do their work.
2. Communication is key to our success with Distance Learning. We need your feedback. Please do not hesitate to reach out during our office hours.
3. All daily interactions are still governed by the TPS policies outlined in the [Family Handbook](#).
4. [Zoom.us](#) may be used at the discretion of Upper School Faculty for their class meetings.
5. There will be no classes on Friday, April 10th. It is a faculty training and meeting day.
6. This plan will continue to be refined and will likely evolve over time.

## Primary School Information

### PS Parent Requests

Check email and class web pages every day.

Provide a space for students to complete schoolwork at home.

Provide access to the class material presented on a daily basis.

Have control over the home computer and how and when it is used.

Support the work of the school and reinforce school learning at home to maintain a routine.

Communicate clear expectations from the classroom teacher about the activities for the day (hang up a visual schedule, use timers or music playlists to assist with time management).

Encourage physical activity and/or exercise each day.

Help your student to manage the social-emotional aspects of a school closure. If they are struggling please contact their primary teacher, [Dr. Boticki](#), or [Mrs. Holum](#).

Keep children social, but set rules and monitor online interactions.

If a student will miss multiple assignment deadlines, communicate to their classroom teacher and help your child make up the work as soon as possible

### **PS Teacher Communications**

Primary School Classroom Teachers will email assignments to parents as well as posting them on the class webpage. Videos of the teacher explaining the day's assignments will be posted on the class webpage as well.

Primary School Classroom Teachers will check in with students at least once per week, focusing on social-emotional well-being as well as academics.

Teachers will hold office hours each day to offer time for parents and/or students to talk with the teacher to get clarification or just make contact via phone, Facetime, or Google Meet. Teachers will have a sign up for these meeting times.

Mrs. Holum will also hold office hours each day to offer time for parents and/or students to make contact via phone, Facetime, or Google Meet. She will have a sign up for these meeting times.

### **Middle and Upper School Information**

#### **MS/US General Reminders**

Courses will continue to meet every other day.

Office hours will be held by teachers via Google Meet or Zoom, allowing students to ask questions and get clarifications as desired. Connecting is encouraged and welcome! Please reach out via email to schedule.

At least once every other week during office hours each subject area teacher will individually check-in briefly with each student. Each teacher will schedule and track check-ins. These check-ins are required.

Mrs. Boero and Mrs. Michaud will also have office hours as noted on the schedule. This is a great time for questions and social emotional support.

Middle School Students will have a lunch time once per week meeting with Mrs. Boero. Please watch for invitations from her:

- a. 5th grade at noon on Mondays
- b. 6th grade at noon on Tuesdays

- c. 7th grade at noon on Wednesdays
- d. 8th grade at noon on Thursdays

Advisors will check in with students every F day, focusing on social-emotional well-being as well as academics.

Email communication to parents and students will be returned within a 36-hour period during the week and on Monday for emails received during the weekend.

If a student is unable to complete the assigned work for a course due to illness or another obstacle, the student should email the teacher explaining the reason for missed work.

Unexplained missed work must be completed. Parents will be contacted in the case of unexplained, missed work.

All daily interactions are still governed by TPS policy and the [Family Handbook](#).

Upper School Students will receive additional information from Mrs. Michaud on Monday April 6th and throughout the first week. Students will play an important role in maintaining and strengthening our community.

Mrs. Boero, Mrs. Michaud and faculty will also be reaching out to student groups to set up meetings for camaraderie and other community building activities.

### **MS/US Student Distance Learning Expectations - Logistical**

Each day, all students are expected to:

Check Google Classroom EVERY SCHOOL DAY.

Complete assignments each day and turn them in by the due date and time.

Attend “Office Hours” for each of your classes at least once every other week, as outlined by your teacher.

Read all instructions carefully to know what work to submit to your teachers and how to submit it.

Ask questions to your teachers via email - use appropriate email etiquette and be detailed. Remember, your teachers are trying to help you and the more information you can give them, the better.

Check-in with your advisor each F day according to their instructions.

#### Upper School Reminders:

Continue to track your exercise. Students who are healthy enough to exercise must do so 3 times per week for at least 30 minutes. Students must keep a log that they will email their advisors every Friday. If you played a fall and winter sport, your requirement is complete.

The service and co-curricular requirements are on hold. Students are not required to complete any service hours until further notice.

#### **MS/US Student Distance Learning Expectations - Behavioral**

First and foremost: act with integrity.

Respect yourself and others.

Respect your peers and their opportunities to learn on Google Classroom, Google Meet and Zoom. Do not interfere with someone else's learning.

Respect your teachers' work and efforts to re-think, re-work, and prepare lessons for you.

Your teachers trust you to adhere to our Honor Code. If you do not know if you are allowed to have help or use notes on an assignment, you must take initiative to ask your teacher.

When attending a Google or Zoom class, expectations are that:

Classes are for educational purposes only, not for socializing or being silly.

Video will be turned on. You should be dressed appropriately for school (MS does not need to wear the uniform).

Your mic is for contributing to the discussions or question at hand and should be muted until called on by the teacher.

Chat features are likewise only to be used for contributing to the discussion or question at hand. They are not for sending messages to one another.

Sign off of the Google Meet or Zoom when asked by your teacher. Do not rejoin the meeting.

These chats and conferences are recorded and will be reviewed if there is an issue.

Should you choose to be disruptive, disrespectful, or violate our behavioral norms, your behavior will be reported to the administration. Appropriate steps will be taken to ensure that your learning and that of your classmates can continue in a safe and consistent manner. This is school.

We have every confidence that you know what to do and how to behave.

### **MS/US Absences**

In the event that a student is ill or cannot complete an assignment by the due date, the student must email the teacher with the reason.

### **MS/US Parent Requests**

Check email every day and ask about your child's Google Classroom assignments while resisting the urge to micro-manage.

Encourage your student to communicate with faculty members with questions. Resist the urge to email teachers without having the student email first (we are hoping to foster self-advocacy).

Help your student to manage the social-emotional aspects of remote learning. If your child is struggling please contact their advisor, [Dr. Boticki](#), [Kathy Boero](#), or [Sophie Michaud](#), the Division Head.

Help your student to have a consistent routine in the mornings, including wake up, breakfast, and log-in on time before 8:30 A.M.