



The Highlands School – e-Learning Guide for Families

Guidelines for helping THS students continue through the Covid-19 crisis

I. School Initiative for Online Student e-Learning

Beginning Tuesday, March 24th and continuing until we re-open for on-site instruction, the faculty of The Highlands School (THS) will continue grade level instruction remotely, using online tools that make possible video conferencing, distributing and collecting student assignments, assigning grades, and so on. At most grade levels, **we count on your assistance** as parents to be sure the children know what is expected and what they must do at home daily to be successful.

During this unprecedented time, THS faculty, staff, and administration are committed to continuing the education and formation of our students in an at-home learning environment, and a key component of successful remote learning is the teamwork between families and school. *Please be patient with us* as we re-work our organization from bricks-and-mortar school to on-line school.

Assumptions: We do not expect to recreate the school day at home (8:00 am to 3:20 pm). Our students are not accustomed to at-home learning, and even most web-based schools don't expect all-day class time. We will begin the best we can with limited video conferencing interaction and a learning focus on essentials while not ignoring learning in our "Specials" like music or foreign language.

The Platforms: To reach students, our teachers will be using two new web-based tools outlined for you below. All grades (*except Pre-K*) will use their first video conference with students to tell them how it works. Some teachers (lower school mostly) are setting up a parent-training video conference with you – if so, they'll let you know. Now the tech:

- a) All video conferencing interaction will take place using "**Zoom**" – a web-based video conferencing platform. This can work using a PC, laptop, iPad or cell phone. How it works: Students (6-12) or parents (K-5) will respond to an invitation sent to your email from their teacher or teachers for a scheduled class that they attend. Click the conference link, and your browser will open to the meeting. You will be

instructed to download an add-on. Students enter a “Zoom waiting room” until class begins for a live presentation.

- b) All **Lower School** interactions and tools for learning (assignments, instructions, videos stored for viewing, and more) will be available using **Google Classrooms**. This is not for 6-12th grades. Our K-5 students will access their Google Classroom with a code that the teacher will provide for you. The teacher will send login instructions by email. Once you enter the code and enter your teacher’s Google Classroom, **the use of this tool will be explained by each teacher** starting with the first class Tuesday. [*One delay: we await approval for The Highlands to be a Google Classroom user. Approval expected Tuesday March 24th, so it might not be ready day one. We’ll keep you posted!*].
- c) All 6th to 12th interactions and tools for learning (assignments, instructions, videos stored for viewing) will be available using current **Moodle** accounts. Students should already be familiar with this already existing platform. PK to 5th will not use Moodle.
- d) Renweb continues for attendance, recording grades, and posting assignments.

The Live Learning Schedule: The learning day will be divided into two parts. Student live lessons take place by schedule. Students then complete assignments or accomplish reading or study tasks during a time that is self-structured (with your help).

Lower School: Kindergarten to 5th grade students will meet their teachers **daily** using Zoom for about 30 minutes per day. We expect that lower school family members might own only one PC or laptop, so grade levels will meet at different times to accommodate sibling use of parent tools. Perhaps set your cell phone to remind your child when to log in to a lesson! **Live lessons will be recorded** and posted on Google Classrooms. Lower school live lessons will follow this daily schedule:

Kindergarten to 5 th Grade Live Lesson Schedule	
Grade Level	Daily Meeting Time with Teacher
Kindergarten	9:00 am to 9:30 am
1 st Grade	9:45 am to 10:15 am
2 nd Grade	10:30 am to 11:00 am
3 rd Grade	11:15 am to 11:45 am
4 th Grade	12:00 pm to 12:30 pm
5 th Grade	12:45 pm to 1:15 pm

MS & HS: 6th to 12th students will meet using Zoom 9:30 am to 12:15 pm daily. Note: MS & HS, classes meet every other day, not daily. Here you'll see what a middle school and high school student live-learning schedule looks like:

6 th Grade to 12 th Grade Live Lesson Schedule							
TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
Period 1	9:30-10:00	Period 5	9:30-10:00	Period 1	9:30-10:00	Period 5	9:30-10:00
Period 2	10:15-10:45	Period 6	10:15-10:45	Period 2	10:15-10:45	Period 6	10:15-10:45
Period 3	11:00-11:30	Period 7	11:00-11:30	Period 3	11:00-11:30	Period 7	11:00-11:30
Period 4	11:45-12:15	Period 8	11:45-12:15	Period 4	11:45-12:15	Period 8	11:45-12:15

NOTES ON THE MS/HS LIVE LESSON SCHEDULE

- 1) Period 4 is for high school students only. Middle school students have lunch during that period in a normal schedule.
- 2) Period 5 is for middle school students only. High school students have lunch during that period in a normal schedule.
- 3) Tuesday- Friday, 1:00 pm to 3:00 pm is reserved for **additional live sessions** as scheduled individually by teachers with a student or class for academic support. Students may request time with a teacher via email or a teacher may offer a set time for a class to ask questions.
- 4) **No live lessons on Monday.** Instead, Mondays are reserved for teacher preparation and additional live sessions as scheduled individually by teachers with a student or class for academic support. Students may request time with a teacher via email or a teacher may offer a set time for a class to ask questions.
- 5) Live sessions will be **recorded and posted** on Moodle for students to view if a student is absent from a class or as part of their daily study time.

II. Expectations for THS Parents

- 1) Assist your children as needed to activate Zoom on the browser. Same with Google Classrooms for Lower School. Both platforms have apps too.
- 2) Ensure your children are in attendance at the scheduled times and provide or have available the support materials needed (i.e. laptop, home computer, tablet or other device; Zoom access).
- 3) Inform the school via email message to attendance@thehighlandsschool.org if your student is unable to attend a live class. Please indicate which class(es) your student will miss. Excused and unexcused absences policies remain in place during at home learning.
- 4) Support the work of the teachers by monitoring your children's at-home "class" environment for distraction-free, optimum learning to take place.

- 5) Lower School: Help your child check navigate Google Classrooms for assignments, class documents, lecture notes, and other important class information. After a couple of days, we suspect the kids will get it.
- 6) Lower School: Help your child submit assignments according to teacher directions. Late work policy will continue to apply during at home learning. Again, we think the kids will get it quickly.
- 7) Communicate questions about assignments or lessons by email to teachers.
- 8) Ensure students make up any missed live classes by watching the video of the session (posted on Google Classrooms K-5 or Moodle 6-12).
- 9) Inform Mr. Mulvaney (mmulvaney@thehighlandsschool.org) immediately of any technology issues with our own THS student-issued laptops or use of Zoom. We do not want students to lose days of live class time unnecessarily.
- 10) Contact Mr. Mulvaney with any needs you may have for devices at home to support online learning for your children. We have several school families who have offered tech support also during this time of crisis!

III. Expectations for THS Students (Parent Assistance is Appreciated)

- 1) Click the link and download the Zoom software when prompted from your teacher's first email. Input your [real] first and last name [not a nickname] when you join a Zoom class so that teachers can easily identify you when class starts.
- 2) Attend live, scheduled online classes joining **5 minutes before** the designated times for each class. **MS/HS** your classes are Tuesday through Friday. **K to 5th**, your classes are DAILY.
- 3) School uniforms are not required. Nonetheless, please dress appropriately for a live video session where you will be seen by your teacher and others (i.e. no pajamas, inappropriate slogans or graphics on t-shirts and so on. Parents, please assist with this).

- 4) 7th-12th grade students should join classes using their school-issued laptops. K to 6th will need parent devices that might include a cell phone too.
- 5) Participate in class live discussions and learning activities according to teacher lesson plans and instructions in an environment conducive to learning and free from distractions. Eliminate background noises and visuals such as music, TV, pets, and so on. Please students, no social networking out of view during a live lesson!
- 6) Complete any required reading or written work as assigned prior to the live class.
- 7) Show respect for the shortened time of live classes by being prepared, staying on task, and allowing the teacher and other students to ask and answer questions.
- 8) Communicate questions about assignments or lessons via email to teachers. Teachers have the ability to unlock a “chat” or permit student to “raise your hand” during a Zoom classroom session. Using that feature will be left up to each teacher.
- 9) Check Moodle (6th-12th grades) and Google Classrooms (K to 5th) for assignments, class documents, lecture notes, and other important class information.
- 10) Complete all assignments by the due dates and submit according to teacher directions. Late work policy will continue to apply during at home learning.
- 11) 6th to 12th grade students, please **check your THS email daily** – preferably several times per day – for messages from teachers or other THS staff.
- 12) Inform Mr. Mulvaney (mmulvaney@thehighlandsschool.org) of any technology issues with the student laptop or use of Zoom immediately. Do not let more than one (1) day pass without contacting him!
- 13) Make up any missed live classes by watching the video (posted on Moodle).