JK-12
CONTINUITY OF LEARNING PLAN

Last Updated
3/17/20
The mission of Collegiate School is to create a diverse and inclusive community of learners committed to a challenging and supportive educational experience that will foster the intellectual, moral, emotional and physical development of each student.

Our mission-driven priorities during this time of disruption to the on-campus learning experience are the health and well-being of our Collegiate community and the continuity of our academic programs.
Overview of Remote Learning Plan

From JK through 12th Grade, Collegiate is committed to designing and implementing a challenging, learner-focused curriculum that produces students who are inquisitive thinkers, responsible citizens and compassionate leaders. That commitment continues even when we are in the midst of a major disruption to our on-campus operations for an extended period of time.

The daily interaction of students, faculty, parents and administrators is the heartbeat of Collegiate School. We recognize that remote learning cannot completely replace the kind of in-person learning experiences that take place at Collegiate each day. However, our creative, talented and dedicated teachers are ready for the challenge! Our teachers are accustomed to using a wide variety of approaches and resources, including a range of technology tools and platforms, to enhance, engage and extend learning goals with students. You will find that many of the tools are already familiar to your children.

The following Remote Learning Plans outline in detail the developmentally appropriate methods, strategies and tools we will use to support remote teaching and learning in each division.

*By engaging in the online program, I consent to its terms and conditions.*
Key Terminology for Remote Learning

Though much of teaching and learning online is the same as in the shared physical classroom, there are a few key terms that will help you navigate the shift.

- **Asynchronous**: Class interactions happen via a Learning Management System (Schoology for 3rd-12th Grade or SeeSaw for K-2nd Grade) without real-time interaction. Students engage in class materials and complete work at their own pace, typically within a given timeframe.

- **Synchronous**: Class interactions happen in real time, at the same time. Students may virtually attend class together via video conference. We will use Zoom for synchronous meetings. Most of our instruction will be a blend of synchronous contact and asynchronous study/work.

- **Screencast**: A digital video recording of your computer screen, usually including audio narration. Screencasts are a form of instructional video. Teachers will post their screencasts to Schoology or SeeSaw.

- **Video Conference**: A virtual meeting in which participants in different locations are able to communicate with each other with audio and video. We will use Zoom for this function.
Lower School Remote Learning Plan

The goals for the Lower School remote learning plan are to keep our children engaged so they can learn and grow, while also providing them with meaningful opportunities for connection and community. This endeavor will be new to families as well as for teachers, and we thank you in advance for your patience and flexibility. Being ever mindful of the amount of screentime appropriate for younger children, we will provide opportunities for them to read, write, share ideas, explore, create, play and move. Lower School teachers will use familiar and predictable structures to meet the needs of our children. Each day, our children will receive a warm greeting from their classroom teachers, a “morning message,” and lessons from their teachers (resource and classroom), much as they would normally see on a regular school day. The Lower School will use Schoology and/or Seesaw for families to quickly and easily access each day’s work. At the Lower School, we will support the following beliefs and outlook on remote learning:

- It is accessible for students, families and caregivers.
- It is designed for the home environment.
- It is developmentally appropriate.
- It maintains connectivity and a sense of comfort with our students through voice, video or live sessions.
- It is designed by our teachers using a shared/group approach.
- Students will experience curricular extension activities, re-exposure, practice and new content as appropriate and needed.
- Resource classes will provide extension activities and appropriate practice.

We appreciate there may be some worry related to a school closure. Please know that our Lower School Counselors Kelsey Felton and Anne Hogge are ready to provide support and guidance for you and your child.

The information that follows provides detailed information about our remote learning plan. Please reach out to Head of Lower School Debbie Miller if you have any questions or concerns.
There are four sections in the Collegiate Lower School Remote Learning Plan:

I. Guidelines for Student Expectations and Parent Support
   As the Lower School transitions to a remote learning format, the expectations are that:
   ● Students should establish a daily routine for school work in partnership with an adult family member: Find a comfortable, distraction-free place in the home or outside for learning/practice.
   ● Students should check Schoology and/or Seesaw each day to learn about assignments and activities for the day, independently or with parent support.
   ● Parents should take an active role in your child’s learning and assist them in walking through instructions when needed.
   ● Students should complete daily assignments and activities, starting with a review of the morning message posted by the classroom teacher.
   ● Students should abide by our Collegiate values in all that they do and comply with our Lower School Responsible Use Policy regarding online conduct.
   ● Parents should provide opportunities for children to play and move outside.
   ● Parents should monitor their children's screen time.
   ● Students and parents should communicate with your classroom teacher(s), resource teacher(s), academic services teacher or Head of Lower School with questions or comments.

II. Daily Schedule
   ● JK, K and 1st Grade students will need access to a home device such as the device on which families received Schoology messages. Teachers will send daily “Morning Messages” via Schoology or Seesaw directly to families. This message will contain information about their remote learning for the day.
   ● Classroom teachers will send out the daily schedule and populate Schoology or Seesaw by 9 a.m.
   ● There will be daily grade-level instruction sorted by subjects available for review by students and parents. Possible areas include reading, writing, mathematics, social studies, resource classes and continuance of their classroom community.
   ● Special teachers’ assignments and activities will be posted at regular frequencies.
• Students in JK-2nd Grade will use the Seesaw app for assignments, class activities, review of content and sharing with families. The 3rd and 4th Graders will use Schoology on their Chromebooks for assignments, class interactions and activities as well as review and practice of content. All teachers will continue using their Schoology group as their platform for parent communication.

III. Attendance

• If students are unable to attend class or complete the daily work assignments, we ask that parents please communicate their child’s absence to Lower School Administrative Assistant Mary Damon at mary_damon@collegiate-va.org.

IV. Tools to Facilitate Remote Learning

Please note that tools will vary by grade level. This is not an exhaustive list.

• Schoology: Learning Management System (LMS) for communication in Lower School
• Seesaw: Student and parent engagement tool
• Google Docs: Students in Grades 3-4 may prepare work to share with their teacher.
• Morning Meeting: Responses/community building
• Raz Kids: Reading support application
• Nearpod: Student engagement platform
• Epic!: Online books for reading
• Everyday Math (EM4) Websites: Math support and games
• Recorded Screencast Lessons: Students will receive a link in SeeSaw or Schoology to view a pre-recorded lesson prepared by the teacher. After review of the screencast, students are to complete work as assigned.
• Google Slides: Presentation tool
Middle School Remote Learning Plan

As we transition to remote teaching and learning, we are prepared to continue our instruction to students through a distance-learning approach where classes are taught virtually online. We are fortunate that our Middle School students are part of a 1:1 Chromebook program and have practice and familiarity with the majority of platforms that faculty will use to deliver remote teaching. Although a number of our strategies and methods will change in delivery, the commitment that our faculty will uphold in teaching, advising, coaching, mentoring and supporting our students will be the same. We understand that there will be many questions and challenges that may arise when we transition to remote teaching and learning, but our team of faculty, staff and administrators are here to help you and your family.

There are seven sections in the Collegiate Middle School Continuity of Learning Plan:

I. Daily Schedule
II. Class Format
III. Attendance
IV. Student Expectations
V. Homework Expectations
VI. Assessments, Grading and the Honor Code
VII. Helpful Reminders

I. Daily Schedule
As we transition to remote learning, the Middle School will use a modified schedule to ensure that we can deliver quality instruction and be mindful of screen time. Here is our template:
### Week of March 23-27

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<tr>
<th>Time</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
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<tr>
<td>9-9:20 a.m.</td>
<td>Advisory</td>
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<tr>
<td>9:30-10:20 a.m.</td>
<td>Green Monday A</td>
<td>Green Monday F*</td>
<td>Green Tuesday C</td>
<td>Green Wednesday A</td>
<td>Green Wednesday G</td>
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<tr>
<td>10:30-11:20 a.m.</td>
<td>Green Monday B</td>
<td>Green Monday G</td>
<td>Green Tuesday D</td>
<td>Green Wednesday B</td>
<td>Green Thursday A</td>
</tr>
<tr>
<td>11:30 a.m.-12:20 p.m.</td>
<td>Green Monday D</td>
<td>Green Tuesday A</td>
<td>Green Tuesday F (5th and 6th Grades)</td>
<td>Green Wednesday D</td>
<td>Green Thursday B</td>
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<td>Lunch Off-Screen</td>
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<td>12:20-1 p.m.</td>
<td>Green Monday C</td>
<td>Green Tuesday B</td>
<td>Green Wednesday C</td>
<td>Green Wednesday F</td>
<td>Green Thursday C*</td>
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<tr>
<td>1-1:50 p.m.</td>
<td>Optional 5&amp;6 Collab</td>
<td>Optional 7&amp;8 Collab</td>
<td>Optional 5&amp;6 Collab</td>
<td>Optional 7&amp;8 Collab</td>
<td>Optional 5-8 Collab</td>
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<tr>
<td>2-3:15 p.m.</td>
<td>Optional 5&amp;6 Collab</td>
<td>Optional 7&amp;8 Collab</td>
<td>Optional 5&amp;6 Collab</td>
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### Week of March 30-April 3

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<td>Gold Monday G</td>
<td>Gold Tuesday C</td>
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<tr>
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<td>Green Thursday F*</td>
<td>Green Friday D (5th and 6th Grades)</td>
<td>Gold Monday B</td>
<td>Gold Tuesday A</td>
<td>Gold Tuesday D</td>
</tr>
<tr>
<td>11:30 a.m.-12:20 p.m.</td>
<td>Green Thursday G</td>
<td>Green Friday F</td>
<td>Gold Monday D*</td>
<td>Gold Tuesday B</td>
<td>Gold Tuesday F (7th and 8th Grades)</td>
</tr>
<tr>
<td>Lunch Off-Screen</td>
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<td>12:20-1 p.m.</td>
<td>Green Friday A</td>
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<td>Gold Monday F</td>
<td>Gold Monday C</td>
<td>Gold Wednesday A</td>
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<tr>
<td>1-1:50 p.m.</td>
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<td>Optional 7&amp;8 Collab</td>
<td>Optional 5-8 Collab</td>
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● The Middle School will have four classes each day, working our way through the schedule four classes at a time, until we have made our way through an entire rotation of both Green and Gold Weeks. There will be slight modifications to help align Middle School students in Upper School classes. We believe this is the best approach to ensure that every class that would meet during a full rotation will still have the opportunity.

● By the end of Wednesday 3/18, we will email all parents a PDF copy of their child’s Middle School schedule in case they did not bring it home. Using the template above along with their actual schedule, students can begin to write in their specific classes.

● Please show this schedule to your children, as they will be better prepared to understand the sequence. Please note that on this schedule, Week 1 refers to a Green Week and Week 2 refers to a Gold Week.

● On Friday 3/20, our advisors will plan to check in with their advisees. The agenda will be simple: Test out Zoom, review their schedules and answer any basic questions. If your children have questions before then, they can certainly email their advisors but their schedule will be reviewed at this time. Please see the last section of Helpful Reminders for additional information.

● All Middle School Activities will be asynchronous activities. Students and teachers can connect about the best times to participate.

● For PE class, students will choose their PE activities from a list provided by PE teachers for the week. These will also be asynchronous activities.

● An asterisk (*) in the schedule denotes a Study Hall period for 7th and 8th Grade. During Study Halls, we will share with students a list of all of the available teachers to meet for Collab. If students do not need to connect with their teachers, it is a time to participate in their Middle School Activities, do additional wellness activities, read, go outside and take a break, etc.

● Should we continue in remote learning beyond 4/3, we will share the following week’s schedule to students through Schoology and email.

II. Class Format
Classes will meet for 50 minutes. Teachers will combine both synchronous and asynchronous methods in the instruction of their classes. For synchronous class meetings, faculty will meet with their students either as an entire group or in small groups via Zoom. Examples of asynchronous methods include watching recorded screencasts or videos, engaging in discussion boards on Schoology, collaborating with peers on Google Docs/Presentation, reading and responding, creating materials to be
shared with teacher/peers for feedback and many others. Teachers will communicate with students in the following ways:

- 5th Grade – Schoology
- 6th Grade – Email and Schoology
- 7th Grade – Email and Schoology
- 8th Grade – Email and Schoology

III. Attendance
Students are expected to be present and engaged during the scheduled class times. If they are unable to attend class or complete the course assignment, we ask that parents please communicate their child’s absence to Middle School Receptionist Elisabeth Jacobs at elisabeth_jacobs@collegiate-va.org. Please also include your child’s advisor. If you have health-related questions, please email Middle School Nurse Jana Barnes at jana_barnes@collegiate-va.org.

IV. Student Expectations
It is important to remember that although students will not be physically in school during remote teaching and learning, they will still be in school. As such, the simplest thing to remember is that we are confident that they will act within all of our community standards online as they would if we were in person in school. Here are some important reminders:

- Please remember that our expectations of how we treat each other in school are the same online. Let these three words guide you: kindness, empathy, honor.
- Abide by our Collegiate values in all that you do and comply with our Middle School acceptable use policy regarding your conduct online.
- A more casual dress code will be in effect while you are at home. Please remember, however, that you will be meeting your teacher and classmates in a real-time video conference and that you should be appropriately attired.
- If you miss class, please go to Schoology to see what you missed. If you cannot find what you missed, email your teacher.
- When meeting online via Zoom or other video communication, please establish a professional and appropriate setting wherever you are working. The following should be achieved:
  - Zoom is only to be used for school purposes, not social ones.
  - Audio: Quiet space that eliminates or limits unwanted background noise.
  - Foreground Visual: Lighting allows you to be clearly seen.
  - Background Visual: Be thoughtful about your background. Prevent anything from being seen that might reveal where you live or show anything inappropriate.
Location: We recommend Zoom sessions take place in public spaces in your house (such as dining room, kitchen table, living room, family room or den).

Other: Try to avoid having pets, siblings or other family members too close in order to prevent a visual or auditory distraction for you and others.

Please ensure you are prepared:
- Pay attention, refrain from getting sidetracked. Do not have other windows open on your laptop without teacher’s permission. Phones and other devices should be off and away during class.
- Recording other students or teachers or any part of an online call without permission will be considered a serious honor violation.
- Teachers are the only ones who can add or remove students from Zoom sessions.
- Continue to check email and Schoology regularly.
- Make sure your Chromebook and power charger are with you at home and in good working order.
- Ensure that the internal speakers, microphone and webcam are functioning properly.
- The use of headsets or earbuds is highly recommended, especially if there are multiple people working in one room. This will help limit the distraction to others.
- If you do use your own headset or earbuds, then please make sure you understand and practice how to connect them especially if they have a wireless connection.
- Use proper call etiquette and follow your teacher’s instructions.
- Know how to turn the VIDEO on and off.
- Know how to turn the AUDIO on and off.
- If asked to chat, make your written responses appropriate for a classroom setting.
- Wait for your teacher to call your name before providing a response either on camera or audio only.

V. Homework Expectations
Limited homework will be given during remote learning. Homework will only be assigned on the day that a class met and will be due only on a day when the class meets next. The only exception to this is while reading for English/Reading class or a book of choice.
VI. Assessments, Grading and the Honor Code
Teachers will continue to employ both formative and summative assessments to provide students with feedback about their academic progress. Our Honor Code is still an important component to ensuring academic integrity and success for our students, even when in remote teaching and learning.

VII. Helpful Reminders
- Give your children space to learn and connect with their teachers. Encourage independence and allow for productive struggle.
- At the start of each week, our PE Department will send a list of different physical activities for our students. There will be a great variety in activities based on time, indoors/outdoors, alone or with siblings, etc. Please be sure that students do at least one physical activity per day.
- Similarly, our Counseling Department will send a list of different wellness activities around social-emotional exercises. Please be sure that students do at least one of these wellness activities per day.
- We decided that our 3rd Quarter grades will close with all work completed before Spring Break. Teachers who had plans to work with students on various assignments after Spring Break that would count for 3rd Quarter will be in touch with those students individually.
- If you are able, check in with your children before the start of the school day to review their schedule and remind them about their work space and technological equipment.
- If you are able, check in with your children at the end of the school day about what took place in each of their classes, what they may have to work on and what they plan to work on with teachers during the next Collab.
- If you need to pick up anything from the Middle School, please contact Mr. Trinh.
- In order to be prepared for the first day of remote learning on Monday 3/23 please complete the following:
  - By Thursday 3/19, please have students check that their Zoom extension on their Chrome browser works on their Chromebook.
  - On Friday 3/20, our advisors will plan to check in with their advisees. The agenda will be simple: Test out Zoom, review their schedules and answer any basic questions. Advisors will plan to meet with half of their advisory group for about 25-30 minutes at a time. Unless you are traveling or without internet, we strongly encourage you to help make this happen.
because it will make for a smoother start on Monday 3/23. Here is the schedule of when students should be prepared:

- 9-10 a.m. – 5th Grade
- 10-11 a.m. – 6th Grade
- 11 a.m.-12 p.m. – 7th Grade
- 1-2 p.m. – 8th Grade
Upper School Remote Learning Plan

As we transition to remote teaching and learning, we are prepared to continue our instruction to students through an approach where classes are taught virtually online. In the Upper School, our students and faculty are experienced in using many of the technologies that enable us to work remotely. We will continue to utilize our learning management system, Schoology, as the hub of information and resources for students. Students will also connect with their teachers and classmates regularly via Zoom video conferencing.

Our main goals are to create the best possible sense of community and caring during an unusual set of circumstances, to ensure wellness during trying times, to share with our students what content is most essential and to continue building their skills. We have every faith and confidence in the professionalism and excellence of the Upper School faculty to deliver the best possible experience. Similarly, we are certain that our students will rise to the occasion and remain engaged and hard-working and ethical.

There are seven sections in the Upper School Distance Learning Plan:

I. Daily Schedule
II. Class Format
III. Attendance
IV. Student Expectations
V. Homework Expectations
VI. Assessments, Grading and the Honor Code
VII. Thoughts for Parents

I. Daily Schedule
While remote learning is underway, the daily schedule will be altered as shown below. Teachers will keep Zoom-based open office hours for extra help from 2-3:30 p.m. Students will find both the Zoom classroom link and the extra help time link in Schoology. Study halls will not meet during remote learning. Students should use that time to take a break from their screen, if needed, or to complete homework.

We will hold advisory every other day via Zoom. This is primarily a chance for students to check in with their advisors and to build community. We will use some of the advisories for virtual assemblies, but students will still join their advisor’s Zoom classroom to watch the assembly. The Health and Wellness faculty will provide stress
management, mindfulness and fitness activities each week that may be completed in advisory or independently.

### Week of March 23-27

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### Week of March 30-April 3

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<th>Time</th>
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### II. Class Format
The duration of classes will be 50 minutes during remote learning, but no more than four classes would meet in a day. Teachers will post information on their assignments page about their upcoming class. Teachers will combine both synchronous and asynchronous methods in the instruction of their classes.
A few examples of instructional approaches that may be used during remote learning may include the following:

- **Synchronous class meetings through Zoom**: Students will join their class in a Zoom videoconference, during which they can engage in a real-time lesson and discussion with their teacher and classmates. Teachers may also assign students to breakout rooms in order to work in smaller groups.

- **Recorded screencast lesson**: Teachers will post to Schoology a pre-recorded lesson for the students to view. After watching the screencast, students would participate in an online discussion forum with their teacher and classmates. The online discussion forum is a feature of the Schoology learning management system.

- **Google Docs**: Students may prepare a written response to a writing prompt and share their work with the teacher through Google Docs. Students could also engage in peer review by utilizing the sharing feature of Google Docs. The teacher would provide feedback via the comments feature in Google Docs.

- **Teachers may assign students to complete a math pledge set or a series of chemistry or physics problems**. The students would complete their work by hand, take a picture of the completed work with a smartphone and upload that image to Schoology.

### III. Attendance

Students are expected to be present and engaged during the scheduled class times. During synchronous class meetings in Zoom, teachers will take attendance and submit that information to PowerSchool. We have asked teachers to begin every class for the first week in a Zoom meeting so as to check in and orient students.

During asynchronous classes, teachers will post an assignment that will be designed to take all or part of the class period. This may take the form of an online discussion forum on Schoology, completion of a math problem or a written response to a discussion question via Google Docs. The completion of a class activity indicates that the student has been active and engaged in the learning process for that particular class.

If your child is unable to attend class, we ask that parents please either call (804.741.9736) or email Upper School Receptionist Julie Miller at julie_miller@collegiate-va.org.
IV. Student Expectations

- We expect every student to behave in a school-appropriate manner that represents the School’s core values, including our honor code.
- Although our school buildings will be closed, Collegiate classes will continue in an online nature. Please do not treat being away from school as a snow day; instead, these days should be treated as academic days focused on learning.
- If possible, please establish a separate, private workspace in your home or remote work location. The following should be achieved:
  - Quiet space that eliminates or limits unwanted background noise. (This will be distracting to you and your classmates.)
  - Lighting that allows you to be clearly seen.
  - Be thoughtful about your background. Prevent anything from being seen that would be distracting or inappropriate.
- A more casual dress code will be in effect while you are at home. Please remember, however, that you will be meeting your teacher and classmates in a real-time video conference and that you should be appropriately attired.
- We have dedicated a full hour for you to take a break for lunch. Therefore, please don’t eat while connected to class via Zoom. It will be a distraction for everyone.
- Please ensure you are prepared:
  - Laptop and power charger are with you at home and are in good working order.
  - Ensure that the internal speakers, microphone and camera are functioning properly.
  - Your teachers know that you may not have a printer at home. If you have access to a printer, it may be helpful, but it won’t be required.
- Videoconferencing Etiquette and Following Teachers’ instructions:
  - Teachers will post to Schoology a link to join the class’ Zoom meeting room.
  - Know how to turn your VIDEO on and off.
  - Know how to turn your AUDIO on and off.
  - If asked to chat, make your written responses appropriate for a classroom setting.
  - Wait for your teacher to call your name before providing a response either on camera or audio only.
  - Please pay attention and refrain from getting sidetracked. For instance, do not have other windows open on your laptop.
  - Phones and other devices should be off and away during class.
  - Recording other students or teachers or any part of an online interaction without permission will be considered a serious honor violation and will
be referred to Dean of Students Mr. Palyo. The teacher, however, may record the class for students to use for review purposes.

- Students are also expected to:
  - Establish a new routine at home even though your typical daily schedule has been disrupted.
  - Check email and course pages on Schoology frequently in order to maintain close communication with your teachers.
  - Carefully follow instructions related to assignments and class format as outlined by your teacher and posted on the assignments page.
  - Adhere to the expectations of the Collegiate School Honor Code.
  - Communicate with your teachers, advisor or Upper School Administration if you need any assistance or support.

V. Homework Expectations
In an effort to maintain continuity in the academic program, homework expectations will not be altered during remote learning. However, as you are only attending class every other day, your teachers will typically assign one night’s worth of homework for each class meeting. Please note that students enrolled in AP classes are expected to continue to engage in a high level of independent learning.

VI. Assessments, Grading and the Honor Code
Teachers will continue to employ both formative and summative assessments to provide students with feedback about their academic progress. A few examples of assessments used during remote learning may include the following:

- Submission of an essay, research paper or lab report via Google Docs
- Completion of a math quiz by hand and uploading a picture of the completed assessment to Schoology or via email to your teacher.
- Completion of a multiple-choice quiz using the integrated assessment feature of Schoology.
- Submission of a video or audio recording of a student speaking in the target language in a World Language class.

Students are expected to uphold the Collegiate School Honor Code at all times, including periods of remote learning.
VII. Thoughts for Parents

- Help your child establish new routines at home. Sometimes, when students have too much free time, they don’t use it wisely. A consistent approach to class time and schoolwork will go a long way toward success.

- Assist your child in creating a comfortable, distraction-free place to work if one does not exist already. **I also encourage you to have your child “park” their cell phone in a room other than their workspace.** They shouldn’t need it unless they are asked to take a picture of an assignment.

- In the first week, you should check in at the end of each day with your child. Your child’s advisor will call or email you at the end of the first week to ensure that everything is progressing smoothly. Please call Upper School Head Patrick Loach if you have any concerns.

- Make sure that your child is checking email and Schoology daily.

- Please remind your child that the School’s Honor Code applies to all of their work at home. As C.S. Lewis wrote, “Integrity is doing the right thing even when no one is watching.”

- Provide opportunities for your child to find time in the day to engage in physical activity. When not using their computer for school-related work, encourage them to do something that does not involve screen time.

- Contact the Upper School Administration, School Counselors, Academic Services and other support staff as needed.
Help Desk Information

In the event of a school closure, the tech department may still work from campus. In the event of a campus-wide closure, they will work remotely. The tech department will be available Monday through Friday from 7:30 a.m. to 4 p.m. Please send all requests for tech help via email to helpdesk@collegiate-va.org and remember to include your name, phone number and the nature of your problem. We will make every effort to contact you as quickly as possible to resolve the issue (within 24 hours). You may also schedule a remote appointment by going to the following link: https://collegiaterva.youcanbook.me/index.jsp. This may include sending a screencast to you, calling you, emailing or opening a Zoom session.

Important Contact Information

We will respond to any emails within 24 hours.

Lower School Contacts

<table>
<thead>
<tr>
<th>For questions about</th>
<th>Reach out to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remote Learning Plan in Lower School</td>
<td>Debbie Miller, Head of Lower School <a href="mailto:debbie_miller@collegiate-va.org">debbie_miller@collegiate-va.org</a> Cheryl Gahagan, Assistant Head of Lower School for Curriculum and Instruction <a href="mailto:cheryl_gahagan@collegiate-va.org">cheryl_gahagan@collegiate-va.org</a> LaNessa West, Assistant Head of Lower School for Student Progress <a href="mailto:lanessa_west@collegiate-va.org">lanessa_west@collegiate-va.org</a></td>
</tr>
<tr>
<td>Academic concerns</td>
<td>Cathy Gregory, Lower School Chair of Academic Services <a href="mailto:cathy_gregory@collegiate-va.org">cathy_gregory@collegiate-va.org</a></td>
</tr>
<tr>
<td>Social-emotional concerns</td>
<td>Kelsey Felton, Lower School Counselor <a href="mailto:kelsey_felton@collegiate-va.org">kelsey_felton@collegiate-va.org</a> Anne Hogge, Lower School Counselor <a href="mailto:anne_hogge@collegiate-va.org">anne_hogge@collegiate-va.org</a></td>
</tr>
<tr>
<td>Absences or illness</td>
<td>Mary Damon, Lower School Receptionist <a href="mailto:mary_damon@collegiate-va.org">mary_damon@collegiate-va.org</a> Kathryn Heidt, Lower School Nurse <a href="mailto:kathryn_heidt@collegiate-va.org">kathryn_heidt@collegiate-va.org</a></td>
</tr>
<tr>
<td>Technology-related issues</td>
<td>Collegiate Help Desk</td>
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<td></td>
<td><a href="mailto:helpdesk@collegiate-va.org">helpdesk@collegiate-va.org</a></td>
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**Middle School Contacts**

<table>
<thead>
<tr>
<th>For questions about</th>
<th>Reach out to</th>
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<tbody>
<tr>
<td>Remote Learning Plan in Middle School</td>
<td>Tung Trinh, Head of Middle School</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:tung_trinh@collegiate-va.org">tung_trinh@collegiate-va.org</a></td>
</tr>
<tr>
<td></td>
<td>Lindsey Melvin, Asst. Head of Middle School</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:lindsey_melvin@collegiate-va.org">lindsey_melvin@collegiate-va.org</a></td>
</tr>
<tr>
<td></td>
<td>Fletcher Collins, Asst. Head of Middle School</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:fletcher_collins@collegiate-va.org">fletcher_collins@collegiate-va.org</a></td>
</tr>
<tr>
<td>Academic concerns</td>
<td>Your Child’s Advisor and Teacher</td>
</tr>
<tr>
<td></td>
<td>Lindsey Melvin, Asst. Head of Middle School</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:lindsey_melvin@collegiate-va.org">lindsey_melvin@collegiate-va.org</a></td>
</tr>
<tr>
<td>Social-emotional concerns</td>
<td>Amasa Monroe, Middle School Counselor</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:amasa_monroe@collegiate-va.org">amasa_monroe@collegiate-va.org</a></td>
</tr>
<tr>
<td></td>
<td>Molly McDonald, Middle School Counselor</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:molly_mcdonald@collegiate-va.org">molly_mcdonald@collegiate-va.org</a></td>
</tr>
<tr>
<td>Absences or illness</td>
<td>Elisabeth Jacobs, Middle School Receptionist</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:elisabeth_jacobs@collegiate-va.org">elisabeth_jacobs@collegiate-va.org</a></td>
</tr>
<tr>
<td>Technology-related issues</td>
<td>Collegiate Help Desk</td>
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<td></td>
<td><a href="mailto:helpdesk@collegiate-va.org">helpdesk@collegiate-va.org</a></td>
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**Upper School Contacts**

<table>
<thead>
<tr>
<th>For questions about</th>
<th>Reach out to</th>
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</thead>
<tbody>
<tr>
<td>Remote Learning Plan in Upper School</td>
<td>Patrick Loach, Head of Upper School</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:patrick_loach@collegiate-va.org">patrick_loach@collegiate-va.org</a></td>
</tr>
<tr>
<td>Academic concerns</td>
<td>Your Child’s Advisor and Teacher</td>
</tr>
<tr>
<td></td>
<td>Sarah Baker, Assistant Head of Upper School</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:sarah_baker@collegiate-va.org">sarah_baker@collegiate-va.org</a></td>
</tr>
</tbody>
</table>
| Social-emotional concerns | Lindsay Bradley, Upper School Counselor  
| | lindsay_bradley@collegiate-va.org  
| | Andrea Miller, Upper School Counselor  
| | andrea_miller@collegiate-va.org  
| Absences or illness | Julie Miller, Upper School Receptionist  
| | julie_miller@collegiate-va.org  
| Technology-related issues | Collegiate Help Desk  
| | helpdesk@collegiate-va.org  