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# Kirby Hall School

## *Distance Learning Handbook*

*(as of July 10, 2020)*

Primer-Second Grade

*2020-2021*



# Kirby Hall School

*A place to belong. An education beyond.*

*[kirbyhallschool.org](http://kirbyhallschool.org)*

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# Approved Technology

## **Seesaw**

Seesaw will be used to provide assignments, resources and promote student engagement.

## **Zoom**

Scheduled live lessons and classroom meetings will be facilitated by teachers through Zoom.

## **School Email**

Teachers will continue to communicate with parents using school email.



## **RenWeb**

Grades will be communicated via RenWeb.

# Zoom Etiquette for Students

- This is a virtual classroom, therefore, appropriate classroom behavior is expected.
- Log into your meeting on time and be prepared from a distraction-free, quiet environment.
- Student should be seated at a table or desk during scheduled meeting times.
- Students should join meetings with appropriate dress attire for best learning.
- Video should be turned on so the teacher and peers can see each student.
- Audio should be available when response is expected from the student.
- Students should refrain from distracting peers from learning during the meeting.
- If you would like to speak or answer a question raise your hand and wait to be called on.

# Zoom Information for Parents

- Recording video or audio of the meeting is prohibited except by the adult leading the video conference.
  - Teachers may need to record a Zoom meeting to provide a recording for students who are unable to attend during the scheduled time.
  - A master schedule of all meetings on Zoom will be provided for each grade level.
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# Weekly Schedule

In devising a distance learning plan for the lower school many factors were taken into consideration, including but not limited to family circumstances, the promise to provide challenging academics, and the effects of screen time on the brain and vision of children. We relied on the educational expertise of our team, as well as on studies by the American Academy of Pediatrics, the National Institute of Health, and The Vision Council. Based on those resources, we know that in order for educational screen time to be effective and beneficial to the child, it must be of high quality and must have time limits. We are confident that our plan provides a balanced approach to distance education.

Distance learning will include a combination of teacher directed live lessons, pre-recorded lessons, learning activities, and assignments. Students will be expected to create, reflect, share, and collaborate with teachers and peers while learning from home.

## **Primer**

- The classroom teacher is required to schedule three 15-minute live lessons per week. Lessons may cover different subjects each week according to curriculum and student needs.
- Spanish, Art, and P. E. will provide two live lessons a week for 20 minutes each.
- Drama/Music will provide two 25-minute live lessons per week each.

## **Kindergarten**

- The classroom teacher is required to schedule three 20-minute live lessons per week. Lessons may cover different subjects each week according to curriculum and student needs.
  - Spanish, Art, and P. E. will provide two 20-minute live lessons per week each.
  - Drama/Music will provide two 25-minute live lessons per week each.
  - Monday-Friday online availability between the hours of 8 a.m. and 4 p.m. for students with questions.
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## Weekly Schedule, cont.

### **First Grade**

- The classroom teacher is required to schedule four 30-minute live lessons per week. Lessons may cover different subjects each week according to curriculum and student needs.
- Spanish, Art, and P. E. will provide two 30-minute live lessons a week each.
- Drama/Music will provide two 35-minute live lessons per week each.
- Monday-Friday online availability between the hours of 8 a.m. and 4 p.m. for students with questions.

### **Second Grade**

- The classroom teacher will schedule at least four live lessons per week. She will assess the needs of her students when determining daily length of online classes. A set schedule, including time frame, will be provided to the parents at the start of distance learning.
- Spanish, Art, and P. E. will provide two 30-minute live lessons a week each.
- Drama/Music will provide two 35-minute live lessons per week each.

## Accommodations

- Assignments and due dates will be designed with flexibility in mind.
  - Live lessons will be recorded and available for viewing if a student is unable to attend the scheduled meeting time. Students are encouraged to attend all live lessons whenever possible.
  - If a student needs additional accommodations, a request can be made by contacting the child's classroom teacher.
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## Grading

- Your child's teacher will communicate grading details specific to the grade level.
- Student engagement is our priority and participation is essential.
- When assessing student work, teachers will be mindful of circumstances.
- Consistent feedback will be given on all assignments.

## Student Expectations

- Log in daily to see assignments.
- Complete all schoolwork to the best of your ability.
- Follow all rules of Zoom Etiquette For Students.
- If possible, attend all live lessons.
- Let your teachers know when you need help.
- Participate in lessons and respond when spoken to.
- Remember that your behavior online should be consistent with the rules followed at school.



## Support Resources

### **Executive Director: Helen Roberts (hroberts@kirbyhallschool.org)**

Contact Helen if you have questions about our approach to distance learning, and/or school policies or procedures, or questions related to Renweb.

### **Director of Admissions: Emily Gonzales (egonzales@kirbyhallschool.org)**

Contact Emily for any questions regarding admissions or school-wide special events.

### **Financial Officer/Librarian: Claire LaChance (clachance@kirbyhallschool.org)**

Contact Claire if you have any questions regarding tuition or fees, or for any needs related to the library.

### **Academic Dean & Curriculum Coordinator: Allie Thrall (athrall@kirbyhallschool.org)**

Contact Allie with any questions regarding curriculum and/or how we translate that curriculum to distance learning.

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