
ALL SAINTS' EPISCOPAL DAY SCHOOL

***Continuity Plan for Full Distance Learning
2020-2021***

Overview of Full Distance Learning Plan

From 2K through 6th grade, All Saints' is committed to providing and implementing purposeful and meaningful instruction through a challenging full distance learning model that inspires students to be inquisitive thinkers, responsible citizens, and compassionate leaders. During any period of required, full distance learning, we will remain committed to:

- upholding our core values for learning and fulfilling the All Saints' mission.
- providing students with high-quality learning experiences.
- communicating clearly and consistently with our families.
- translating our programs and traditions into a virtual environment.

The special relationships and daily interactions of students, faculty, parents, and administrators is one of the greatest hallmarks of All Saints'. We recognize that remote learning cannot completely replace the kind of in-person learning experiences that take place at All Saints' every day. However, our teachers are prepared for the challenge. The All Saints' Full Distance Learning model blends daily synchronous (live) with asynchronous (video) instruction with a schedule intentionally designed to provide a school/life balance, mindfulness, daily reading, writing, and mathematics. Teachers will engage students and deliver content-rich lessons appropriate to each developmental level throughout each grade level. Each lesson will be planned and delivered in a way that supports students, parents, and teachers and provides continuity during times of uncertainty and disruptions to our daily routines.

Expectations: Administration, Teachers, Families, and Students

Administration

The Head of School and Associate Head of School will send a weekly communication to families via email with updates and announcements. They will also host a weekly live or recorded school-wide Morning Meeting. The Administration will support teachers in implementing distance learning and ensuring high-quality learning experiences for all students. Faculty and staff can expect a weekly virtual professional development meeting on Wednesday afternoons via Zoom. Additionally, the Head of School and Associate Head of School will support grade levels individually. They will “walk the virtual halls” by viewing Seesaw and Google Classroom assignments and joining classes via Zoom when possible. The Administration including Head of School, Associate Head of School, and Admissions/Marketing Director will personally check-in with families. Administration and administrative staff will monitor student absences.

All Saints’ Episcopal Day School’s school-wide communication schedule is as follows:

- Mondays—Whole School Chapel live or recorded at 10:00 AM for all students
- Wednesdays—A video "Morning Meeting" message for students via email from Head of School and Associate Head of School. The Sainly Scoop communication with updates and announcements
- Fridays—Virtual Coffee House Concert live or recorded featuring student performances, assemblies, and school-wide events

Classroom Teachers

- **Communication:** Consistent, predictable methods of communicating with families are critical. Every Friday, teachers will post an updated newsletter and lesson plan to the Parent Portal with embedded PDFs for parents to download and print or links to websites for academic practice. Teachers are expected to utilize Seesaw (2K-1st) or Google Classroom (2nd-6th) every school day, and post all instructions, assignments, and learning materials. Via Zoom or FaceTime, each student will have a special private appointment to talk with his/her teacher every week. Teachers will be available daily for office hours and will communicate with their class about the specific, consistent times that will be established. Teachers are expected to answer email within 24 hours.
- **Office Hours:** Teachers will be available to answer student/parent questions during posted office hours. Teachers may choose to host office hours via email, 1:1 Zoom meetings, small group Zoom meetings (by opening up a meeting and posting the code on the lesson plan in the Parent Portal), the chat function within Google Docs, via phone or FaceTime -- or any combination of these methods. Teachers will post an update via their weekly newsletter explaining where students/parents can reach them and/or how to schedule time with them during office hours.
- **Work Load:**
 - **2K-4K:** A weekly newsletter and grade-level lesson plans will be provided via the Parent Portal that will include daily activities focused on early literacy and math skills, artistic expression, fine and gross motor development, and social/emotional learning. Lesson plans will include a blend of hands-on activities and some technology including songs, games, and teacher-created video lessons. A supply list will be provided with manipulatives and items to have on hand, and in

some cases, packets or activity bags may be created for pick-up at the school's front entrance. In addition, students will participate in a daily circle time lesson with their teacher and classmates. Preschoolers learn by interacting with the world around them. They need to be physically active and to have creative outlets. The American Academy of Pediatrics recommends limiting the amount of time that preschoolers spend in front of a screen. Preschoolers ages 2 to 5 should have no more than 1 hour of screen time each day. The exception to this rule is video chatting with family and friends which is considered quality time interacting with others.

5K-1st: Weekly newsletters and grade-level lesson plans will be provided via the Parent Portal that will include activities for math, reading, writing, science, and social studies for each weekday. Students will be assigned a variety of activities in a blended format that combines online assignments with reading and written work. Students will spend time daily reading/watching/listening, engaging with peers via discussion boards and docs, attending a class meeting via Zoom, and completing assignments/learning tasks for every subject area.

2nd-6th: Weekly newsletters and grade-level lesson plans will be provided via the Parent Portal that will include activities for math, reading, writing, science, and social studies for each weekday. Students will be assigned a variety of activities in a blended format that combines online assignments with reading and written work. Students will spend time daily reading/watching/listening, engaging with peers via discussion boards and docs, attending a class meeting via Zoom, and completing assignments/learning tasks for every subject area. An emphasis will be placed on a variety of instructional strategies that focus on content acquisition; application and analysis; and collaboration among students and teachers.

- **Attendance.** Attendance will be taken each day. We have three attendance codes to show whether students are: present and participating, have inconsistent attendance/participation, or not present/inactive in their class(es). If a student is sick, his/her absence will be excused. We also recognize that sometimes there are situations outside of a family's control. Please contact your child's teacher if your child is going to be absent and will need to make up work.
- **Grading.** Methods of assessing students and communicating student progress will include conferences, video chats, traditional assignments, online quizzes, and more. Assessments will be designed that are appropriate for the distance learning setting. All grading will be done electronically. There will not be a paper trail of sending papers back to the teacher and parents will not be asked to grade work and report it back to the teacher.

Specials Teachers

Specials teachers will create weekly lessons for students to access live or at a time that is convenient for them. Lesson plans will be accessible through the Parent Portal with Zoom links or recorded sessions. Specials teachers will also work with classroom teachers to join live sessions with students as appropriate and they will collaborate with classroom teachers to integrate specialist areas into classroom projects and experiences. They will use any non-student contact time to plan, develop curricula, collaborate, and support other areas of the school.

Classroom Assistant Teachers

Assistant teachers will communicate regularly with classroom teachers to identify ways to support students and contribute to distance learning. They will monitor student learning and provide feedback to students, as requested by the teachers. Assistant teachers will participate in grade-level planning and professional development meetings. They will use any non-student contact time to plan, participate in curriculum development, collaborate about developmental milestones, and support other areas of the school as needed.

Family (Parent/Guardian)

We understand that a mandated shift to the full distance learning model will require our students and families to make adjustments. A continued partnership plays a vital role in ensuring the success of the plan.

Administration and teachers are available to support and guide students and families when they need help.

Parents should be prepared to log into the Parent Portal on a daily basis to access daily lesson plans with students.

Family Guidance Suggestions

- **Establish a regular schedule for your child & stay engaged with his/her learning.** If full distance learning is mandated, it is essential that parents/guardians help children establish and maintain a routine and structure each day, beginning with a regular bedtime and wake-up time each day. Build in breaks throughout the school day so children can move around and re-energize. Reach out to your child's teacher if you observe that he/she is struggling to stay focused. Set clear expectations with your child about regular school day hours to help your child maintain a schedule and complete his/her school work.
- **Create a study space for your child.** Learning is most productive in a well-planned, conducive environment. We recommend that you create a separate, quiet space in your home for your child to study and learn. Choose an open area in the home (with a strong wireless connection) to avoid isolating your child and to allow for monitoring his/her learning and screen activity.
- **Stay in communication with your child's teachers.** Teacher(s) will maintain regular communication with parents/guardians. While teachers are accessible for your child and for you, please keep in mind that our teachers will need to be in regular email communication with *all* families, so we ask that you are mindful when communicating with teachers. Please use email (not texting) as your primary method of contact with teachers.
- **Encourage independence and allow for productive challenges.** Stay engaged in your child's learning by asking questions and sharing thoughts, encouraging their independence so they can take ownership of their own learning. Some productive challenge is essential to learning, so we ask that parents allow their children to work through problems and come up with ideas for solving them. Stepping in too quickly to help solve problems may deprive your child of the opportunity to learn, try new approaches, and gain greater independence and confidence. If your child becomes discouraged and/or overwhelmed by schoolwork, please reach out to your child's teacher(s).

- **Help your child maintain social contact with peers.** It is important for children to stay in social contact (virtually) with their friends and peers during full distance learning. Encourage interaction with friends through FaceTime/Zoom/Google Meet or through phone calls. Social interactions, such as virtual lunch periods, will help children stay connected and feel a part of the school community.
- **Wellness: Encourage physical activity and movement.** Physical movement and exercise are vital to maintaining physical and mental health, reducing stress and anxiety, and improving concentration and focus for more effective learning and retention. Monitor your child’s stress level and reach out to our school nurse or administrative staff for advice as needed. The health and wellness of our students is of the utmost importance to us, and so we have worked with our athletic director to set aside time during the week for students to maintain a level of activity even when they may be at home. Parents can partner with the school by monitoring their child’s physical activity and ensuring that they participate in the activities provided.
- **Time Management.** Some children may need help with time management during the full distance learning schedule. Teachers are available to assist, but it is also important for parents to ensure that their children are on a schedule, balancing study, physical activity, and socialization. Even when a child has completed assignments, he/she can benefit from additional, valuable time with teachers or study with classmates. Children should be actively working during the designated times.

Students

- Students in 5K-6th grades will take home their assigned school devices and chargers for full distance learning.
- Students will use the ASEDS installed learning apps on their devices for the majority of their distance learning experience, including Zoom, Seesaw, Google Classroom, and other supplemental sites.
- Students should attend every live session provided by their teachers if possible.
- Students should follow the family handbook with regard to dress code and discipline expectations.
- Students will be required, in some instances, to use mute during parts of a live lesson or the “raise hand” feature of Zoom.
- Students will follow expectations communicated by teachers.
- The ASEDS Honor Code and Responsible Use Policy apply to Full Distance Learning.

Technology support

The technology department will be monitoring techsupport@aseds.com email during normal school hours. Please email them with questions related to issues with technology. Include your name, your child’s name, grade level, and teacher’s name, along with a phone number to reach you.

Full Distance Learning Plan at a Glance

Our Full Distance Learning Plan includes outlines and sample daily schedules that reflect developmentally appropriate methods, strategies, and tools that we will use to support remote teaching and learning in each grade level. Appropriate guidelines and expectations exist to ensure a balance between screen time, traditional work, and enrichment activities.

2K-4K Full Distance Learning Outline

Tools	Details
Weekly Overview Lesson Plan Template	<p>Accessible via the Parent Portal and with daily links to SeeSaw for video instructions and opportunities for student responses. Embedded PDFs for parents to download from selected websites to print* for academic practice may be included.</p> <p><i>*Packets or additional supplies may be made available for parents to pick up, if necessary.</i></p>
Daily Virtual Circle Time Zoom Lesson (recorded for those who cannot attend)	<p>Each day a virtual circle time will take place. The Zoom link will be placed in the weekly lesson plan accessible via the Parent Portal. The circle time will also be recorded for parents to access if their child is absent.</p> <p>Circle time is a special way to begin each day, build and instill a strong sense of community, and set children up for success, both socially and academically. Each morning, students and teachers gather together to connect through singing, sharing, reading, movement, and more.</p>
Private Facebook/Shutterfly Page	<p>A private Facebook or Shutterfly page for each class will be established for teachers/parents to post pictures of the virtual learning community.</p>
Individual Calls and Office Hours	<p>Each student will have a special, private appointment to talk with his/her teacher every week through Zoom or FaceTime. Teachers will be available daily for office hours and will establish specific, consistent times for regular communication.</p>
Supplies to Have at Home	<p>Internet access, a device to tune in for daily circle time, a space to play and exercise, and materials such as: scissors, glue and glue sticks, colored construction paper, white card stock, watercolors, Playdoh, markers and crayons, assorted stickers, and tissue paper.</p>

SAMPLE: 2K-4K Daily Schedule

Morning Routine	<ul style="list-style-type: none"> Enjoy a healthy breakfast, brush your teeth, get dressed, and get your workspace ready for our Circle Time!
9:00 AM Circle Time Ready!	<p style="text-align: center;">Join your class for a Zoom Circle Time!</p> <ul style="list-style-type: none"> My device is on a firm surface and will stay in that same spot while I am participating in Morning Meeting. I have a comfortable place to sit and focus my attention on the Meeting. I have put my toys in a safe spot so that I do not have them with me for my Meeting unless it is my turn to share with my class. I have my headphones on if I am using them.
9:30-10:00 AM Learning Activity	<ul style="list-style-type: none"> Work on activities assigned by your teacher.
10:00-10:30 AM Independent Brain and Activity Break	<ul style="list-style-type: none"> Use this time to take your eyes away from screens, have a snack and water, stretch and move, build blocks, play with your toys, or go outside to play!
10:30-11:00 AM Learning Activity	<ul style="list-style-type: none"> Work on activities assigned by your teacher.
11:00-11:30 AM Recess	<ul style="list-style-type: none"> Outdoor playtime! (Run, jump, swing, bike, sandbox/water table play)
11:30 AM- 12:00 PM Lunch	<ul style="list-style-type: none"> Set the table, practice pouring water from a pitcher, help make lunch, practice your table manners!
12:00-2:00 PM Rest/Nap	<ul style="list-style-type: none"> Take a nap, rest quietly with a special toy
2:00-2:30 PM Snack	<ul style="list-style-type: none"> Make and enjoy a special snack!
2:30-3:00 PM Specials	<ul style="list-style-type: none"> Work on an activity posted by your Specials teacher
Afternoon	<ul style="list-style-type: none"> Discover: outdoor play Create: Playdoh, blocks, Legos, painting/coloring Help at home by doing some chores: make your bed, sweep the kitchen, rake leaves, etc.

5K-1st Grade Full Distance Learning Outline

Tools	Details
Weekly Overview Lesson Plan Template	<p>Accessible via the Parent Portal with daily topics and a link to SeeSaw for daily video instruction and/or explanation of activity for each subject, along with assignments for student completion and responses. Embedded PDFs for parents to download and print or links to websites for supplemental academic practice may be included.*</p> <p>*If necessary, packets or additional supplies will be made available for parents to pick up.</p>
Daily Virtual Morning Meeting/Community Connection Zoom Lesson (recorded for those who cannot attend)	<p>Each day a virtual morning meeting time will take place. The Zoom link will be placed in the weekly lesson plan accessible via the Parent Portal. The morning meeting will also be recorded for parents to access if their child is absent.</p> <p>Morning Meeting is a special way to begin each day, build and instill a strong sense of community, and set children up for success socially and academically. Each morning, students and teachers gather together to engage, celebrate, and share with each other. It is also a time for teachers to share instructions for the day with students.</p>
Private Facebook or Shutterfly Page	A private Facebook or Shutterfly page for each class will be established for teachers/parents to post pictures of their virtual learning community.
Individual Calls and Office Hours	Each student will have a special, private appointment to talk with his/her teacher every week through Zoom or FaceTime. Teachers will be available daily for office hours and will establish specific, consistent times for regular communication.
Supplies to Have at Home	Internet access, school-issued Chrome tablet to tune into the daily Morning Meeting and access Seesaw, a space to play and exercise, and materials such as scissors, glue stick, Elmer's glue, colored construction paper, white card stock, watercolor, Playdoh, markers and crayons, assorted stickers, tissue paper, pencils, erasers, lined paper for writing.

SAMPLE: 5K-2nd Daily Schedule

Morning Routine	<ul style="list-style-type: none"> ● Enjoy a healthy breakfast, brush your teeth, get dressed, get your workspace ready for our Morning Meeting!
9:00 Morning Meeting Ready!	<p style="text-align: center;">Join the class for our Zoom Morning Meeting!</p> <ul style="list-style-type: none"> ● I am dressed for learning. ● My device is on a firm surface and will stay in that same spot while I am participating in our Morning Meeting. ● I have a comfortable place to sit and focus my attention on the Meeting. ● I have put my toys/other electronics in a safe spot so that I do not have them with me for my Meeting unless it is my turn to share with my class. ● I have my headphones on if I am using them.
9:30-10:30 Learning Activities	<ul style="list-style-type: none"> ● Work on activities assigned by your teacher in reading and writing.
10:30-11:00 Independent Brain and Activity Break	<ul style="list-style-type: none"> ● Use this time to take your eyes away from screens, have a snack and water, stretch and move,
11:00-12:00 Learning Activities	<ul style="list-style-type: none"> ● Work on activities assigned by your teacher in math and science/social studies.
12:00-12:30 Lunch	<ul style="list-style-type: none"> ● Set the table, practice pouring water from a pitcher, help make lunch, practice your table manners!
12:30-1:15 Recess	<ul style="list-style-type: none"> ● Outdoor playtime! (Run, jump, swing, bike, sandbox/water table play)
1:15-2:15 Rest/Relax/Read	<ul style="list-style-type: none"> ● Rest quietly, read a book, complete a quiet activity: Legos, blocks, Playdoh, puzzles, YouTube: Cosmic Kids Yoga, etc.
2:15-2:30 Snack	<ul style="list-style-type: none"> ● Make and enjoy a special snack!
2:30-3:00	<ul style="list-style-type: none"> ● Work on an activity posted by your Specials teacher
Afternoon	<ul style="list-style-type: none"> ● Discover: outdoor play ● Create: playdoh, blocks, Legos, painting/coloring ● Help: Chore Time! Make your bed, sweep the kitchen, fold clothes, sort socks, rake leaves, etc.

2nd-6th Grade Full Distance Learning Outline

Tools	Details
Weekly Overview Lesson Plan Template	<p>Accessible via the Parent Portal and broken down by day with topics and a link to Google Classroom for daily video instruction and explanation of activity for each subject, along with assignments for student completion and responses. Embedded PDFs for parents to download and print or links to websites for supplemental academic practice may be included.*</p> <p>*If necessary, packets or additional supplies will be made available for parents to pick up.</p>
Daily Virtual Morning Meeting/Community Connection Zoom Lesson (recorded for those who cannot attend)	<p>Each day a virtual morning meeting will take place- the Zoom link will be placed in the weekly lesson plan accessible via the Parent Portal. The Morning Meeting will also be recorded for parents to access if their child is absent.</p> <p>Morning Meeting is a special way to begin each day, build and instill a strong sense of community, and set children up for success socially and academically. Each morning, students and teachers gather together to engage, celebrate, and share with each other. It is also a time for teachers to share instructions for the day with students.</p>
Private Facebook/Shutterfly Page	A private Facebook or Shutterfly page for each class will be established for teachers/parents to post pictures of the virtual learning community.
Individual Calls and Office Hours	Each student will have a special, private appointment to talk with his/her teacher every week through Zoom or FaceTime. Teachers will be available daily for office hours and will establish specific, consistent times for regular communication.
Supplies to Have at Home	Internet access, school-issued Chromebook to tune into daily Morning Meeting and access Google Classroom, a space to play and exercise, and materials such as scissors, glue stick, Elmer's glue, colored construction paper, white card stock, watercolor, Playdoh, markers, and crayons.

SAMPLE: 3rd-6th Daily Schedule

Morning Routine	<ul style="list-style-type: none"> ● Enjoy a healthy breakfast, brush your teeth, get dressed, get your workspace ready for our Morning Meeting!
9:00 Morning Meeting Ready!	<p style="text-align: center;">Join the class for a Zoom Morning Meeting!</p> <ul style="list-style-type: none"> ● I am dressed for learning. ● My device is on a firm surface and will stay in that same spot while I am participating in Morning Meeting. ● I have a comfortable place to sit and focus my attention on the Meeting. ● I have put my toys/other electronics in a safe spot so that I do not have them with me for my Meeting unless it is my turn to share with my class. ● I have my headphones on if I am using them.
9:45-11:15 Learning Rotation	<ul style="list-style-type: none"> ● Work on activities assigned by your teacher in reading, writing, and social studies.
11:15-11:45 Independent Brain and Activity Break	<ul style="list-style-type: none"> ● Use this time to take your eyes away from screens, stretch and move, body break
11:45-12:15 Lunch	<ul style="list-style-type: none"> ● Make lunch, practice your table manners!
12:15-1:30 Recess	<ul style="list-style-type: none"> ● Outdoor playtime! (Run, jump, swing, bike, play soccer, basketball)
1:30-3:00 Learning Rotation	<ul style="list-style-type: none"> ● Work on activities assigned by your teacher in math and science.
3:00-3:30 Snack/Rest/Relax/Read	<ul style="list-style-type: none"> ● Rest quietly, read a book, complete a quiet activity: Legos, blocks, Playdoh, puzzles, etc.
3:30-4:00 Specials	<ul style="list-style-type: none"> ● Work on an activity posted by your Specials teacher
Afternoon	<ul style="list-style-type: none"> ● Discover: Go outside and play! ● Create: Playdoh, blocks, Legos, painting/coloring, jewelry making ● Help: Chore Time! Make your bed, sweep the kitchen, fold clothes, sort socks, rake leaves, etc.