



MAYBECK

HIGH SCHOOL

Distance Learning Plan for Students and Families

Goals and Assumptions

Maybeck's Distance Learning Plan outlines actions and expectations for periods of time when it is not possible to hold classes and activities on campus. The plan prescribes a combination of synchronous and asynchronous experiences designed to allow students to continue their work and learning. The primary goals of the Distance Learning Plan are to:

1. Allow students to progress toward the major learning goals of their courses;
2. Ensure that students stay on a credit-earning path, especially for courses that are graduation requirements;
3. Sustain the Maybeck community through support, connection, and care.

We know that distance learning will not replicate the rich context of our face-to-face courses, with all the nuance of the shared space and interactions. However, using robust technological tools and following some basic guidelines, we can maintain our learning and explore new and interesting modes of education.

Distance Learning Schedule and Tools

During an active Distance Learning Plan period, we will follow the regular Maybeck schedule unless otherwise notes. Students should expect to work on each of their courses **during the assigned block**, as well as any out-of-class work, as they would for normal in-person meetings. These class blocks may take the form of some synchronous meetings using Zoom, Google Classroom or other platforms, small group work with other students in the course, or independent work that a student will complete and turn in the teacher.

All assignments for each class will be posted in Google Classroom, and unless otherwise noted by the teacher, turned in on classroom.

The Distance Learning Plan assumes reliable access to a stable internet connection, Zoom video conferencing installed on a laptop, a quiet place to sit with minimal interruption, and regular interaction with the school's online resources. If you are having trouble with these requirements, contact our Academic Dean, Laura Contreras (laurac@maybecks.org) as soon as possible so that we can help.

Attendance

Attendance will be taken for each class meeting just as it is during normal class at Maybeck. Students will need to make their presence known in each scheduled class meeting through some form of active participation. Examples include a synchronous videoconference, work turned in by the end of the class, or an email check-in reporting on the progress of a project. If a student is sick or otherwise unable to attend to these class responsibilities, a parent or guardian will need to excuse the absence through regular methods. Students are expected to be on time for their classes and will be marked tardy if they are not. If a student is facing technical challenges, they should email both their teacher at Charlie Casey let their teacher know and contact the Director of Technology (CharlieC@Maybecks.org) to seek assistance; that outreach should happen at the beginning of class.

Contact Groups

Teachers will continue to connect with students through contact groups and individual check-ins. Students need to read the contact group announcements that will come out on Tuesdays. These are shared through each Contact Group's zoom chat channel, unless otherwise indicated by the contact teacher.

Reconvening School On Campus

When it is appropriate for Maybeck to reconvene on campus, Our Director, Bill Webb will notify the community of the schedule for returning to campus. Bill will be sending out community wide notices through the spring. If you have additional questions or concerns please reach out to him. (billw@maybecks.org)

Student Expectations and Support

While the Distance Learning Plan is in effect, students will continue to be supported in their school-work and their overall well-being. Support from teachers outside of class time and one-on-one meetings via phone or zoom with the Academic Dean, School Counselor or a Contact Teacher are available to students who have questions or need support. Please reach out to our School Counselor, Liz Welton if you have any concerns about a student's well-being. (lizw@maybechs.org)

Best Practices for Distance Learning

- ***Treat online learning like "real" school.*** Remember, there are no bells or teachers to give you reminders. Establish and maintain daily routines. Dress appropriately.
- ***Be on time.*** Your teachers are taking attendance. Arrive to Zoom meetings on-time and turn assignments in by their due date and hour. In distance learning, this is how you demonstrate you are present. Don't be tardy or absent!
- ***Create predictability:*** Make sure that you have a regular study space and stay organized. Be aware of lighting and background noise when participating in Zoom meetings and find a space in your home where you can get work done.
- ***Eliminate distractions.*** This includes digital and online distractions as well as other distractions that may affect your learning.
- ***Check communications.*** Plan to regularly monitor Google Classroom and email, checking for announcements, assignments, and feedback from your teachers and other staff.
- ***Actively participate.*** Collaborate with—and support—your peers in online and distance learning; seek support/feedback from teachers and support staff as needed.
- ***Hold yourself accountable.*** Complete assignments with integrity and academic honesty. Behave in our community in a way that upholds our values and best selves.

Guidance for Parents

- ***Help your student establish and stick to routines.*** While your student may at first enjoy the novelty of distance learning, many will come to crave the predictability that regular school provides. At school, bells, designated spaces, social norms, and adult supervision help create structure and expectations. How will you help your students with this? Depending upon your student's age, you may find it necessary to help establish new routines around getting up and getting dressed, setting up work spaces for productive collaboration and

learning, staying organized, snacks and meals, family time, and physical activity. Consider implementing daily check-in routines. Need ideas or resources? Please ask.

- ***Empower student self-regulation and learning.*** With routines and expectations established, look to create space for students to immerse themselves in their work and their school relationships. Classroom spaces and experiences—including those delivered over distance—are crafted for the students. Strive to preserve the integrity of those experiences by giving your student the chance to own their work. Don't complete assignments for them.
- ***Help your student find a workspace.*** Setting up an ergonomic and predictable workspace at home can help students establish good work habits and allow them to approach their work seriously—for example, they should probably not work on a bed or on the floor. Also help them find a work space with a neutral background for their Zoom sessions, out of noise range from other activities.
- ***Encourage physical activity.*** One of the challenges of distance learning, especially given its reliance on computer technology, is that it can lead students (and adults) to sit for long periods of time without physical activity. Encourage your student to take breaks, stretch, exercise, and eat nutritious food.
- ***Watch for anxiety.*** Because distance learning may take place in the context of a crisis, some students will be understandably worried about family and friends, or generally absorb the anxiety around them. Remind your student (and yourself) to take breaks from watching news and following social media, avoid burdening them with your own worry, and allow them to focus on the routine of school.
- ***Ask for help.*** If you have questions or concerns about your student's engagement in distance learning, please reach out to Laura, Bill or Liz.
- ***Check email regularly.*** Administrators, advisors, and teachers will communicate with parents through email, when and as necessary. The frequency and detail of teacher and advisor communications will be determined by your student's degree of independence. We ask that parents remember that teachers will be communicating with dozens of other families. Communications should be essential, succinct, and self-aware.
- ***Partner with Maybeck to Uphold Norms.*** Rules Committee will continue to operate during distance learning, in order to hold students accountable to our school rules, which include digital citizenship. We will reach out to families ask for close collaboration with families to hold students accountable as well.

Apart or together, we are a responsible and collaborative body!