Campus School

of SMITH COLLEGE

Remote Learning Plan

Our campus is more than a place

Contents

Mission Statement

Campus School of Smith College is a vibrant learning community where children flourish because they are known, valued, challenged, and nurtured.

As the lab school of Smith College we advance the common good by mentoring the next generation of teachers while designing and sharing innovative practices in teaching and learning.

We harness the learning resources of the college to enrich a holistic K-6 program, creating a unique setting where children realize their potential, become informed and engaged citizens, and are well prepared to continue their educational journeys.

Thank you to the Campus School teachers and staff, who have refined our remote learning practices through reflection, thoughtful feedback from parents, knowledge of social-emotional development, and the academic needs of students in a digital age. The work is ongoing. To deliver the best possible remote learning scenario for Campus School students, we will continue exploring and refining as we enter the 2020-21 school year..

Lulu Kellogg
Interim Head of School

Graeham Dodd
Interim Assistant Head of School

Reopening

Remote Learning

We will begin our school year with remote learning. Instruction will be provided both synchronously and asynchronously, and a schedule will be developed for each grade level to help facilitate the remote experience for teachers, students, and families. We will continue to utilize and integrate Smith College's virtual campus resources, leveraging our cross-departmental connections to provide a robust learning experience.

▶ Wednesday will be a half day of remote instruction, to mirror our regular in-school schedule. This will give a rhythm to the week and allow children to be off screens for half a day mid-week.

▶ Specialists will be assigned a grade level in order to provide consistency and allow specialists to offer support for that grade throught the day.

▶ As they are available, student teachers and students taking education courses with field work components will work with small groups during the subject blocks.

▶ Teachers may opt to teach some of their lessons via video rather than live on Zoom. For example, during the math block, a teacher may screenshare a video lesson to students (and then post it for reference on the LMS - Seesaw or Google Classroom). This may be optimal in some cases because of the tools available in asynchronous formats. Teachers might then opt to pull small groups into breakout rooms while other students work independently with their microphones and video deactivated.

Sample Weekly Remote Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-8:45	Morning Meeting	Morning Meeting	All School Gathering	Morning Meeting	Morning Meeting
8:45-9:00					
9:00-9:15	Math (or) Language Arts	Math (or) Language Arts	(Varies by Class)	Math (or) Language Arts	Math (or) Language Arts
9:15-9:30			-1 hour of a scheduled special		
9:30-9:45			-Time to meet with learning specialists		
9:45-10:00			-Instrumental music lessons		
10:00-10:15	Special (on Zoom)	Special (on Zoom)		Special (on Zoom)	Special (on Zoom)
10:15-10:30					
10:30-10:45					
10:45-11:00	Recess/Break	Recess/Break	Recess/Break	Recess/Break	Recess/Break
11:00-11:15	Math (or) Language Arts	Math (or) Language Arts		Math (or) Language Arts	Math (or) Language Arts
11:15-11:30					
11:30-11:45					
11:45-12:00					
12:00-12:15					
12:15-12:30	Lunch/Recess	Lunch/Recess		Lunch/Recess	Lunch/Recess
12:30-12:45					
12:45-1:00					
1:00-1:15	Asynchronous Science or Social Studies	Asynchronous Science or Social Studies		Asynchronous Science or Social Studies	Asynchronous Science or Social Studies
1:15-1:30					
1:30-1:45					
1:45-2:00					
2:00-2:15	1-on-1 Mtgs, Office Hours	1-on-1 Mtgs, Office Hours		1-on-1 Mtgs, Office Hours	1-on-1 Mtgs, Office Hours
2:15-2:30					
2:30-2:45					

▶ We will work to provide as much academic support with Smith students throughout the year whenever possible.

▶ In addition, each specialists will be assigned a grade level in order to provide consistency and allow specialists to offer support for that grade throught the day.

▶ Each teacher will tailor their schedule to meet their class's unique needs.

Campus School of Smith College -Remote Learning Plan

Daily Routines

▶ Classes will gather every morning for a morning meeting and community-building with their teacher.

▶ Core academic classes (such as reading, writing, and math) are both live, on-screen sessions and asynchronous, off screen activities, during consistently scheduled blocks in the mornings.

▶ Specialists will spend 4-5 weeks with each grade. Every class will have a regularly scheduled specials class in the mornings.

▶ Frequent breaks are scheduled to break up screentime, and all classes will have a set recess time at 10:45-11:00. Go outside if you can!

▶ Lunch will be from 12:00 - 1:00 each day.

▶ Learning Specialists, student teachers, and student workers will be available to meet with individuals and small groups at scheduled times throughout the day.

▶ Afternoons: In an effort to provide a more flexible structure, there will be an asynchronous (do on your own) activity. During part of the afternoon, teachers will schedule one-to-one meetings with students and may also hold open office hours for students seeking help.

▶ Students should be present for each live session and complete given in the asynchronous (do on your own) activities.

Wednesdays

▶ All-school Gathering begins at 8:30 AM. We will have special guests, class sharing, musical events, and more at these weekly gatherings.

▶ Instrumental students will have their lessons.

▶ Learning Specialists, student teachers, and student workers will be available to meet with individuals and small groups at scheduled times.

▶ The school day will end at 12:00, just as we do in our regular school week. This will allow children to have a break from screen time.

Work Spaces

▶ As much as possible, work spaces should be well lit, quiet, uncluttered, and offer easy access to supplies.

▶ Monotask, not multitask. Focus on one class and project at a time.

▶ When working one-on-one with teachers, students should be in a public area of the house with another adult present.
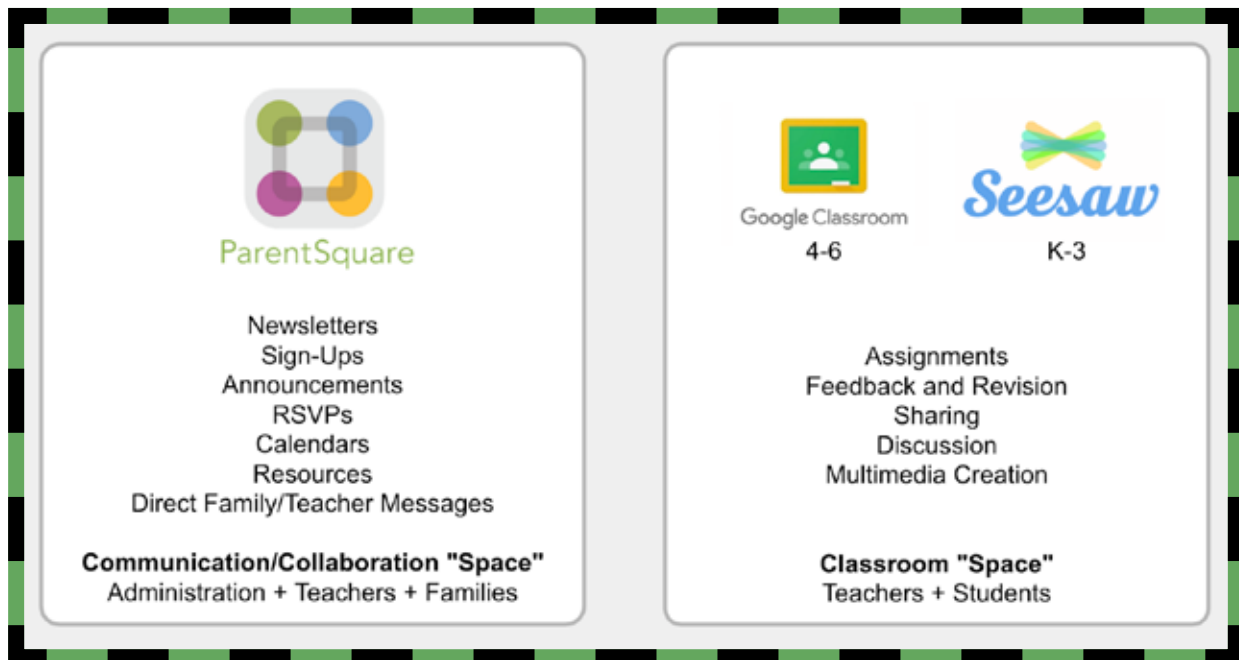
Healthy Habits

▶ Students will benefit from going to bed and waking in the morning according to a schedule.

▶ Provide opportunities for your children to be outside throughout the day.

▶ Set limits for the use of devices after the instructional day.

Technology & Responsible Use

▶ There are three primary online spaces. ParentSquare is the platform we have set up for the majority of home/school communication and a place where families can always find and reference information sent out over the course of the year. It will include updates from teachers, calendars, sign-up functionalities, and reference materials. As soon as you can, accept the automated invitation that you receive from the school, or you can find directions to sign in here: https://campusschool.cloud/hub/signing-up-for-parentsquare/

▶ In addition to in-person time on Zoom, The K-3 and 4-6 grade classroom spaces will be centered around Seesaw (K-3) and Google Classroom (4-6). These are the platforms where students will go to create and hand in work and assignments, and where they can communicate asynchronously with their teachers.

Technology & Responsible Use (continued)

ParentSquare

Newsletters
Sign-Ups
Announcements
RSVPs
Calendars
Resources
Direct Family/Teacher Messages

Communication/Collaboration "Space"
Administration + Teachers + Families

Google Classroom 4-6   Seesaw K-3

Assignments
Feedback and Revision
Sharing
Discussion
Multimedia Creation

Classroom "Space"
Teachers + Students

▶ Students in all grades will now have Google Suite accounts created for them (without email). This will simply allow students who are using a Chromebook at home to easily log in with a school-based account, and it will also allow children in those grades to log in to other platforms with a school-based account. Students in K-3 will not be required to use these accounts until further notice. You will be getting detailed information about how your children will log in to these platforms. In addition, please be sure to read the Acceptable Use Policy.

▶ You can always reference tech information that you need in the "Resource Hub" on ParentSquare. We have also created a site that you can always visit if you are looking for a link on any of our platforms: https://campusschool.cloud/ will be an index of links that you and your children will need to access. The idea there is that it is an easy-to-remember place you can always start if you are not sure where to find something you are looking for.

Policy for the Acceptable Use of the Internet

1) Acceptable Use The purpose of the Smith College Campus-Wide Network, which is the network used by the Campus School to access the Internet, is to support research and education among scholars by providing access to unique resources and the opportunity for collaborative work. The use of your access must be in support of education and research and consistent with the educational objectives of the Campus School. Use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is NOT acceptable. Use for product advertisement or political lobbying is also prohibited.

2) Privileges Access to the Internet will be exclusively through classroom accounts. The school will not provide any students with private accounts. If a student has a Smith College account or any other account through another source he or she may not access that account when using the Campus School Network. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The school administrators will deem what is inappropriate use and their decision is final.

3) User Identification The Campus School is an educational community, and it is important that we always identify ourselves in an open honest manner. All students shall include their names and their classroom name on all correspondence. Anonymity is not permitted. You also may not use a pseudonym or the name of any other person.

4) Network Etiquette Exemplary behavior is expected of all students when on the network. At all times you must conduct yourself as a representative of the Campus School. Included in this conduct are the following generally accepted rules of network etiquette:

  a)   Be polite. Do not be abusive in your messages to others.
  b)   Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
  c)   Do not reveal your password, personal address or phone number, or that of students or colleagues.
  d)   Note that electronic mail (e mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  e)   Do not use the network in such a way that you would disrupt the use of the network by other users.
  f)   All communications and information accessible via the network should be assumed to be private property.

5) The Campus School of Smith College makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Internet provides access to a wide range of information resources. Some materials accessed on the Internet may be offensive to some individuals. The Campus School, Smith College and its Internet providers will not be responsible for any damages you may suffer as a result of access to this material. In addition, the Campus School will not be responsible for other damages incurred while working on the Internet. This include loss of data resulting from delays,

nondeliveries, mis deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The Campus School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6) Security   Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher or administrator immediately. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a teacher or administrator will result in cancellation of user privileges.   Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

7) Vandalism   Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other agencies or other networks that are connected to the Internet backbone. This includes, but not limited to, the uploading or creation of computer viruses.

Remote Learning Norms

▶ Put forth your best effort and seek help when you need it.

▶ Be present: on time, on view, undistracted.

▶ Follow the norms of our Responsible Use Agreement.

▶ At Zoom meetings:
- Try to create a plain background to limit distraction for others.
- Use your own name.
- Sit up and make sure your face is in the frame.

Recording Policy

All of the Campus School Zoom sessions will be recorded. From time to time, some of them may be shared with and used by the Department of Education for their education courses. They will not be stored/held by the Department of Education and will only be used this academic year as it relates to remote learning. If you have any questions about this, please email Kimberly Hoyt (khoyt@smith.edu).

Student Support

We are investing significantly in social emotional learning (SEL) resources and inclusion practices with more resources and programming for students and families. We plan to increase the student contact hours of both our social work intern, school nurse, and our consulting psychologist. They will be available to meet with students individually and in groups as needed. Additionally, our community of teachers are working hard to prepare for the SEL needs of students during in-person school (managing masks, reestablishing in-person socializing with an array of friends, the need for movement, and managing transitions are just some of the topics we are thinking about) as well as in virtual environments. Last but not least we will provide ample opportunity for parents to gather and learn as we continue to navigate this new territory together.

Parent Resources

As we transition back to school, and to remote learning, you and your children will no doubt experience a range of emotions: grief or joy over summer ending, nerves over a new year, frustrations over the challenges of remote learning, excitement for a return of structure and community – the list could go on! We hope these resources below will support your family as you navigate this transition. We expect that with the inevitable bumps, children will ultimately welcome the return to daily contact with friends and teachers, the structure of predictable routines, and contact with their campus school family and traditions. Please reach out to Hannah Lord if there are resources that you need, but do not have.

A great article on helping kids prepare for the transition back to school. Though some of the language is geared towards younger children, the ideas can be easily adapted.
https://www.pbs.org/parents/thrive/how-to-support-your-child-this-back-to-school-time

PBS – PANEL talking about back to school: sleep exercise nutrition and play
https://www.youtube.com/watch?v=Et3uAWIIKr0

Interview with Noel Kesselheim about helping kids manage their energy and focus at home
https://drive.google.com/drive/folders/1JA01Vn1xprbvj9Xlb59nWMA1RW1ofqrV

Two sites that have compiled a selection "returning to school" resources for parents
https://wideopenschool.org/families-and-teachers/for-families/
https://www.pbs.org/parents/coronavirus-resources-for-parents

Two resources for making schedules daily and weekly schedules at home
https://algonquincollege.libguides.com/studyskills/weeklySchedule
https://www.pblworks.org/blog/3-ways-help-students-improve-self-management-skills-home-learning

A resource of getting kids spaces and devices ready for a return to remote learning
https://www.wired.com/story/how-to-set-up-kids-virtual-work-space/

FAQ 🍃

When does school start?
We will have a "soft start" the week of Sept. 1 when families will have one-on-one initial conferences with their classroom teachers either via Zoom or on our campus outdoors with masks and social distancing [per Smith's policies](). Kimberly Hoyt will be contacting you to set up these meetings. The following week begins with Labor Day, and Sept. 8 & 9 will be for teacher preparation and full day remote instruction will begin on Thursday, Sept. 10.

How will you know what families may need for remote learning? Will devices and technical support available for students who need them?
We will be sending a questionnaire out to families asking if there's anything that you feel you might need for the coming year including device support, connectivity support, and basic school supplies (a list of these materials will be on the survey). We will be offering loaner devices to those who need them; please reach out to Kimberly Hoyt at khoyt@smith.edu. In addition to checking with you about basic school supplies on the survey, we are also planning to send certain curricular materials home. We may be offering pickup of materials at school or during our initial conferences. More details to follow. There is no need to purchase school supplies prior to the start of school at the Campus School.

What can families do to prepare for the first days of school?
We suggest identifying a dedicated "school" spot in your home, be it a corner of a room, a desk, or the kitchen table. You may want to create a simple storage system for your child's work. Beyond that, we hope that you enjoy these last few weeks of summer.

When will we have class lists?
We plan to announce class placements the week of August 24th. Placement will be announced electronically this year, as we are migrating many of our systems away from paper and towards a digital delivery. When you receive your child's classroom assignment, you will also receive more information from the classroom teacher.

Is the schedule in the reopening plan finalized?
The schedule provided in our reopening plan was used as an example for modeling purposes. Each class will tailor their weekly schedule to be both predictable and flexible to the class and student needs. Students will be receiving instruction, both synchronous (full group and small group sessions on zoom) and asynchronous (videos, activities to do independently, etc.) from 8:30-12:00 on Monday, Tuesday, Thursday, and Friday. We will have a recess at 10:45-11:00 so that students may move around and be off screen. Students will have lunch and a break at 12:00. From 1:00 2:00, students will have an asynchronous learning experience. Teachers will be meeting one-on-one with students or holding open office hours from 2:00-2:45.

On Wednesdays, we will start the day with an all-school zoom gathering at 8:30. After, we will be offering instrumental lessons (beginning in October), a specialist class, and time to meet with learning specialists and student tutors. All instruction will end at 12:00 so that students may have a break from screen time and enjoy a Campus School half-day on Wednesday, just as we do when we are at school.

How time intensive will parent involvement be?
This will vary, depending on the age of the child and the type of learner the child is. Most students, particularly those in the younger grades, may require some supervision during the 8:30-12:00 learning

block. This will be especially true in the first weeks of school. The afternoon asynchronous block from 1:00-2:00 and the meetings/office hours with teachers from 2:00-2:45 will not require the same kind of parental involvement.

Throughout the day, we plan to build in plenty of mindfulness activities, some movement breaks, and work that can be done off-screen.

Will the key units across grades be retooled to remote instruction?
The Campus School is known for its strong thematic approach. These units, like the kindergarten butterfly study and the third grade river project, will be adapted to a remote environment.

How will specialists be scheduled during the week?
Our structure for art, music, library, technology, PE, and Spanish is uniquely tailored to our remote and hybrid learning models. Each specialist will spend 4-5 weeks with a specific grade. This will allow for more concentrated learning experiences and greater connection to the classroom units of study in the grade at that time. Specialists will also be helping with the general teaching of that grade throughout the day. On Wednesdays, each grade will have a zoom lesson with their specialist.

Will there be opportunities for small groups to meet with a teacher outside on the campus?
At this time, Smith College is not permitting small groups to gather on the campus. We will continue to monitor this situation with Smith College's [COVID Incident Response Team (CIRT).](#)

How will our kindergarteners be introduced to the school?
We will have a "soft start" the week of Sept. 1 when families will meet and have 1-on-1 initial conferences with their teachers either via Zoom or on our campus outdoors with social distancing. Kimberly Hoyt will be contacting you to set up these meetings.

Will Smith students be involved in the remote program?
Smith students will be working with us in zoom classrooms, small group instruction, help sessions with students, and offering their talents in other impactful ways. We will be preparing our Smith student teachers remotely as well. Each student teacher will be working closely with their assigned supervising teacher throughout the year.

Will you be adjusting tuition?
As the lab school of Smith College, we have our own budget and we are responsible for our own income and expenses. Our tuition is largely fixed because it is correlated to salaries. The college maintains our facilities and grounds, and offers us a wealth of opportunities. We are pleased to be able to offer a robust financial aid program, which we have expanded in light of the pandemic.

What platforms will you be utilizing to deliver instruction?
One of the key takeaways from our June family survey was the need for centralized communications that reduce the frequency of emails to families, and make finding essential information easy. This year, ParentSquare will be a single point of entry for communications between the school, teachers, and families. Through ParentSquare teachers will be able to communicate back and forth with families, as well as set up sign-ups and RSVPs, and shared calendars. We are currently tailoring ParentSquare to fit our unique needs, and will provide instructions for access as the school year approaches.

Google Classroom (Grades 4-6) and Seesaw (Grades K -3) will be the central hubs for classes. Communication between students and teachers can take place on these platforms, and parents can have access into them as well as needed.

Will we have access to the playground or library?
Our playground is currently closed per Smith College. We are investigating, with the college, ways to make our extensive library collection available to students during remote instruction.

What kind of support will there be for families going forward?
Beginning in September, we will be carving out time for parent support in the following three ways:

▶ Feedback times with administrators for you to let us know how things are going.

▶ Parent roundtables with Hannah Lord, our consulting psychologist, to provide support and community as families navigate this transition.

▶ Chris Andrews will be finding creative ways to incorporate grade-level social opportunities for parents.

What will the criteria be for moving to a hybrid model? Is there a timeline in place?
We will be looking closely at health metrics, and family and staff comfort at returning to live school. We work in conjunction with the college COVID Incident Response Team (CIRT) in determining readiness to go to the hybrid model.

For Questions About...	Please Reach Out To...
Academic Support	Chris Lindeman, Learning Specialist
Technology Support	Joe Bacal, Technology Specialist Teacher
Social/Emotional Well-Being	Hannah Lord, Consulting Psychologist
Health or Wellness	Kirsten Kennedy-Alvarado, School Nurse
Attendance	Kimberly Hoyt, Office Coordinator
Billing / Charges	Kimberly Hoyt, Office Coordinator
Updating Your Contact Info	Meghan Wicks, Communications Coordinator
Financial Aid	Maureen Litwin, Director of Admission and Financial Aid