



The Presentation School Instructional Continuity Plan (ICP)

Presentation School will now be closed to students Monday, March 16-April 3.

Updated as of 3/16/20

Dear Parents,

Today we met as a faculty to prepare for our school closure. We are so grateful to have had our incredible tech support team from Beehively/Bonsai today to answer questions and help us prepare for time away.

We will be open for parents to come and collect your kids' work today from 2:00-4:00pm, and teachers will send additional information as they have it via beehively. We are asking you to remember that we are all in this together and this is still something new to everyone. Please be patient, follow the guides we share first, and with Beehively/Bonsai as needed, and recognize everyone's best intentions.

These are trying times, so please take good care of yourself and your families. We are committed to supporting your kids through this experience, and to making sure they feel connected to their school, friends and their own learning. Follow our lead, but fill in where you want, and as your child needs. We will get better and better at this as we go, and appreciate your support and partnership.

Tips for Parents

1. It's ok to have questions.
 - a. Distance learning is new to most elementary parents. Stay calm and ask questions as they come up.
2. What to expect from distance learning
 - a. Your student(s) will be expected to check in with their teachers at least once per day.
 - b. Assignments may require more support from you than with a traditional classroom learning environment.
 - c. Classwork will rely much more heavily on online resources and learning applications. These applications all have support centers you can contact if you have trouble using the software.





3. How to access and use Google Classroom
 - a. All Classrooms must be signed in under the **STUDENT** email (xxxx@presentationschool.com)
 - b. Have your student log in using these steps: [How do I sign in to Classroom?](#)
 - c. Contact your teacher if you are having trouble seeing assignments or other resources. **Teachers will have each student's email and passwords.**
4. How to join a live classroom stream
 - a. [Zoom](#)
5. *For tech help and support please contact Bonsai at help@bonsaiteam.org

Communication:

If our school campus is closed and we need to utilize our distance-learning/instructional continuity plan (ICP), then you will be notified by the Head of School via Beehively, and forwarded via classroom newsletters. If it is determined that we will close the campus, for two weeks or more, then the start date for online instruction will be announced by the Head of School.

Communications will follow the same protocols as any day. The Head of School will communicate school-wide using Beehively and classes will rely on the practices already in place. Attendance will be taken by the teachers and we will record attendance on Beehively. Beehively will continue to operate as our main form of communication to parents and students, and weekly Enews and classroom newsletters will keep you informed of school-wide decisions and classroom weekly curricular goals. Parents should make sure their own information is correct in the Beehively portal.

Distance Learning:

Synchronous		Asynchronous	
<p>Students learn at the same time.</p> <p>Communication happens in real time.</p> <p>Possibly more engaging and effective.</p> <p>Allows for instant feedback and clarification.</p>		<p>Students learn at different times.</p> <p>Communication is not live.</p> <p>Possibly more convenient and flexible.</p> <p>Allows students to work at their own pace.</p>	
<p> Examples Video conferencing, live chat, live streamed videos.</p>		<p> Examples Email, screencasts, Flipgrid videos, blog posts/comments.</p>	

Hours

Staff and Faculty Availability: On-line Monday-Friday 8:00-3:00. Parents can reach out to teachers and admin via email and can expect a returned message in 24 hrs or less.

	Monday- Friday								
	K	1	2	3	4	5	6	7	8
9:00-9:30	Zoom Morning Meeting								
9:30-10:30	LA	LA	LA	Math	Math	Math	Math	Math	Math
10:30-11:00	BREAK								
11:00-12:00	Math	Math	Math	LA	LA	LA	LA	LA	LA
12:00-1:00	Break								
1:00-2:00	Project Based Learning			Afternoon Science and Social Studies Classes					
2:00-2:30	Specialized Class								
2:30 -3:00	Zoom Closing Meeting								

Attendance

All students will be asked to join opening and closing Zoom class meetings at 9:00 and 2:30 (attendance will be taken at these meetings) and recorded in Beehively.

Work Load

Distance learning is not intended to be more work than a normal day (and because of the efficiencies built into online learning, work will not always take the full time allotted).

Consideration will be given to the time it takes for different kids to complete their assignments, and we will make every effort to continue differentiating instruction for different learners. In conjunction with CAIS requirements, **Students are expected to engage in a minimum of purposeful learning activities as follows:** Kindergarten - 2nd grade, a minimum of 2.5 hours of learning activities and 3rd-8th 3.5 hours per day.

School Devices

The Presentation School will be issuing all students grades 3-8th a chrome book and a charger to use during the period of a school closure. These devices are property of The Presentation School and expected to be used for school-related purposes only. Students and parents accept the responsibility for these devices and may be liable for any damages incurred while off-campus.

Roles and Responsibilities for Students (*These are gratefully borrowed from Sonoma Academy's message to families regarding their guidelines for ICP)

The transition to distance learning will be challenging for families. Parenting adults will need to think differently about how to support their children; how to create structures and routines that allow their children to be successful; and how to monitor and support their children's learning. Some students will thrive with distance learning, while others may struggle. The guidelines provided below are intended to help parents think about what they can do to help their children find success in a distance learning environment.

- **Establish routines and expectations:** From the first day SA implements its ICP, parents need to establish routines and expectations. We encourage parents to set regular hours for their children's school work. Students begin their school day at 9:00 am. Keep normal bedtime routines for your high school students and try not to let them stay up late and sleep in. Your children should move regularly and take periodic breaks as they study. It is important that parents set these expectations for how their children will spend their days starting as soon as distance learning is implemented, not several days later after it becomes apparent a child is struggling with the absence of routine.
- **Define the physical space for your child's study:** your child may have a regular place for doing homework under normal circumstances, but this space may or may not be suitable for an extended period of time, as will be the case if this ICP is implemented. We encourage families to establish a space/location where their children will learn most of the time. It should be a place that can be quiet at times and have a strong wireless internet signal, if possible. Consider having a space that is public in order to monitor a student's focus during the day.
- **Monitor communications from your children's teachers:** Teachers will communicate with parents through email, when and as necessary. The frequency and detail of these 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.
- **Daily check-ins:** Parents are encouraged to start and finish each day with a simple check-in with their student(s). In the morning, ask what is your child learning today? What are their learning targets or goals? How will they spend their time? What resources do they require? What support do they need? This brief grounding conversation matters. It allows children to process the instructions they've received from their teachers. It helps them organize themselves and set priorities. Older students may not want to have these check-ins with parents (that's normal!), but they should nevertheless. Parents are encouraged to establish these check-ins as regular parts of each day for consistency. Not all students thrive in a distance learning environment; some struggle with too much independence or lack of structure. These check-in routines need to be established early, before students fall behind or begin to struggle.

- **Take an active role in helping your children process and own their learning:** In the course of a regular school day, your student engages with other students or adults dozens if not hundreds of times. These social interactions and opportunities for mediation include turning to a peer to exchange a thought or idea, participating in small or large group discussions, asking questions for clarification, collaborating on group projects, and countless other moments. While some of these social interactions will be re-created on virtual platforms, others will not. Human beings learn best when they have opportunities to process their learning with others. Beyond the check-ins recommended at the start and end of each day, it's helpful if parents regularly circle back and engage with their children about what they're learning. However, it's important that you child own their work; don't complete assignments for them, even when they are struggling.
- **Establish times for quiet and reflection:** A huge challenge for families with multiple children will be how to manage all of their children's needs, especially when those children are different ages and have different needs. There may be times when siblings need to work in different rooms to avoid distraction. Parents may even experiment with noise-cancelling headphones (no music necessary!) to block out distractions.
- **Encourage physical activity and/or exercise:** Make sure your children remember to move and exercise. This is vitally important to their health, wellbeing, and to their learning. It is important for parents to model and encourage exercise.
- **Remain mindful of your child's stress or worry.** One thing is for certain: we will only implement this ICP if an emergency has occurred. Should this happen, it is imperative for parents to help their children manage the worry, anxiety, and range of emotions they may experience. Difficult though it may be, do your best not to transfer your stress or worry to your children. They will be out of sorts, whether they admit it or not, and need as much routine as parents can provide.
- **Consider monitoring how much time your child is spending online:** We do not want our students staring at computer screens for 7-8 hours a day. We ask that parents remember most teachers are not experts in distance learning and that it will require some trial-and-error before we find the right balance between online and offline learning experiences. We thank you in advance for your patience and partnership!

- **Keep your children social, but set rules around their social media interactions:** If we implement this ICP, the initial excitement of school being closed will fade quickly when students start missing their friends, classmates, and teachers. Help your children maintain contact with friends and see them in person when circumstances permit. We ask that parents monitor children's social media use, especially during an extended school closure. Older students will rely more on social media to communicate with friends. Social media apps such as SnapChat, Instagram, WhatsApp, or Facebook are not official, school-sanctioned channels of communication. Remind your children to be polite, respectful, and appropriate in their communications and to represent your family's values in their interactions with others. A student's written words and tone can sometimes offend or cause harm to others. Note that all school rules apply to students.