



Caedmon School Remote Learning Guide for Elementary Families

Dear Families,

We are pleased to share Caedmon's Remote Learning Guide with all of you. This guide describes, in one document, our collective efforts to bring the Caedmon experience into more than 200 homes. These are unprecedented times and we have come together to put our best work forward, recognizing that this reimagined program will continue to evolve and improve. As such, we will remain flexible and open to adaptation.

Since the very first conversation at Caedmon about COVID-19, we have focused on maintaining an empathic, proactive, and flexible approach to the evolving situation to ensure both the well-being of the entire Caedmon community, as well as the continuity of our program. As always, we will be seeking feedback from families and staff members on a regular basis throughout the coming weeks, and we will adjust our practices and approaches accordingly. That means the guide presented here will be a living document, a work-in-progress, and updated on a regular basis.

Our goal is to provide your children with a rich and engaging remote learning experience, while helping to support their mental and physical well-being.

We thank you for your support and look forward to seeing you in person and in good health soon.

Sincerely,

Matthew, Tyler, and Saniya

The Caedmon School Mission:

At the Caedmon School, we honor the individual and foster the natural curiosity of each child, which is the foundation of academic achievement. We nurture empathy in our students to value perspectives other than their own. Our graduates are creative, capable, and courageous, ready to make their place in the world.

Our Values:

- Community
- Academic Excellence
- Diversity
- Montessori

Our Commitment to Community and Equity:

The Caedmon School is dedicated to creating and maintaining a community where we embrace and explore differences and commonalities, and the challenges they may present. We are committed to ensuring that Caedmon families feel a sense of belonging, because we value the different and precious identities among us. We cultivate a caring, respectful, and safe environment, in which bonds are forged across potential barriers of human difference, advancing compassionate, responsible, courageous citizens.

Elementary (Lower Level through Fifth Grade) Remote Learning:

Our Platforms

- GoogleClassroom will serve as the primary platform for posting assignments, student work, student questions, and teachers' written feedback in all subject areas. While we will be using an array of excellent online resources for our remote curriculum, the initial assignment and links to these resources will always be posted to GoogleClassroom. GoogleClassroom will be the predictable location for all assignments, and the springboard to other resources.
- GoogleMeet will serve as the primary platform for any group or individual live sessions.
- Both platforms are in the GoogleSuite and available to each Elementary student through their Caedmon Google account. We have decided to use GoogleSuite apps for Elementary remote learning because all Elementary students already have accounts and many students are already familiar with the Suite. We have chosen GoogleMeet (rather

than Zoom) to keep things streamlined within the GoogleSuite and because it is better supported on Chromebooks, which many of our students have brought home to use.

- Instructions for using both GoogleClassroom and GoogleMeet can be found here:
 - [How to join a GoogleClassroom](#)
 - [How to post student work in GoogleClassroom](#)
 - How to link a GoogleDoc in GoogleClassroom (see instructions directly above)
 - [How to send a private comment to a teacher](#) (scroll to bottom)
 - [How to join a GoogleMeet meeting](#)
 - [How to use GoogleMeet to record a video](#) (Note: students may not record class sessions or conferences with teachers; the teacher will do so, and share the recordings as needed)
- For any assignments that require a student to record and upload a short video, please feel free to use any method of recording video that is easiest for you and your child, including iPhone or iPad camera, QuickTime, or GoogleMeet. GoogleMeet can be a user-friendly way to go, and instructions are linked directly above.

Asynchronous Learning

- To create flexibility for the many Caedmon families who will be juggling their own professional work as well as supporting their child/children's remote learning, and who may not be one-to-one with devices in their home, much of Caedmon's remote schooling will take place asynchronously. Your child's teachers will post assignments at the beginning of each school day, give your child a due date for those assignments, and will provide written feedback on your child's work on a predetermined, timely schedule. Some of these assignments will be delivered in writing, and some will be delivered using recorded video. All will be posted in predictable places in GoogleClassroom.
- If your child has a question about an assignment, they will have several opportunities for asking it:
 - Teachers will make time during Morning Meeting to answer questions about assignments
 - Teachers will be able to answer questions during office hours
 - If a child is not able to use one of the above avenues, then they may post their question as a comment in GoogleClassroom or, if pressing, use their student email account to email their teachers.
 - Before a parent emails their child's teachers, we ask that the child first take the opportunity to try to problem-solve the situation and advocate for their own learning directly with their teachers. If you need to email a teacher, you can reach them by using the following email format: lastname@caedmonschool.org.

Synchronous or "Live" Learning and Community Times

Morning Meeting and Attendance

- There are some parts of your child's day that will be synchronous and live. Every day will begin with a Morning Meeting live on GoogleMeet with one or more of your child's

teachers. In their GoogleClassroom message stream as well as their GMail inbox, your child will receive an invitation link to join the Meeting. We will be staggering the Morning Meeting schedule with the hopes of enabling siblings to attend, even when a household is not one-to-one with devices. The schedule is as follows:

- 8:30 Upper Level
 - 8:45 Fourth grade
 - 9:00 Third grade
 - 9:15 Lower Level
- Students are expected to make every effort to attend Morning Meeting, but will not be penalized if circumstances prevent them from doing so. Homeroom teachers will be taking attendance; however, we will be using this information for the sole purpose of quickly determining if any family is having trouble engaging with remote learning. Absences and tardies during remote learning will not be recorded on the June report card. Morning Meetings will be recorded and shared with absent students.

Faculty Office Hours

- Homeroom and Specialist teachers also will be hosting one-on-one office hours with your child to discuss their work and set goals. These sessions will also take place live on GoogleMeet, and your child will receive a link to join the Meeting. Please note that these sessions will be recorded. Your child's teachers will offer a sign-up for students to choose a one-on-one office hours time that works best for them and your family. Please know that the teachers will make sure that each child is signing up regularly. Just as in the regular classroom, to ensure equitability, homeroom teachers will be intentional about meeting with each student periodically. The homeroom teachers will determine the frequency of these meetings based on the age of the students; this frequency also may change as we experience and learn from our first days of remote schooling. They also will determine a time window during which these office hours will take place and communicate this to you.
- As during a regular, non-remote school day, teachers may determine that a child would benefit from extra help or a review/preview of a lesson or assignment. Your child's teachers will initiate the request to meet with your child by messaging them in GoogleClassroom and in their GMail inbox. If you have an ongoing concern about your child's academic progress, please email your child's teachers directly.

Live Whole Group Lessons or Discussions

- The vast majority of Caedmon's remote learning program will take place asynchronously. However, particularly with our older Elementary students, the nature of particular assignments may necessitate a live lesson or discussion. Please know that your child's teachers will make the scheduling of these sessions as predictable as possible, and notify students and families in advance. In line with childhood development, it will be expected that our youngest students will be doing the fewest live lessons and discussions, and that the frequency and duration of these sessions will increase with the

age of our students. Upper Level students will be doing the most live learning by far, in line with the Middle Schools to which they will be matriculating.

- Similarly, the nature of some Special subject areas may necessitate live sessions. To keep our schedules streamlined and predictable, all live Specialist sessions will take place between 10:00-11:20 for Lower Level students and between 11:20-12:40 for Middle and Upper Level students. Specialists will also hold their office hours during these times.
- Please note, for the above purposes, that **Tuesday, March 31st will be a Day One** in the six-day cycle. Teachers have posted a copy of the six-day schedule to GoogleClassroom so that you and your child can reference it when needed.

Academic Program

- We will be making every effort to keep our remote learning program simple during its first week. Students and teachers will be setting new routines; students will be getting used to the online platforms; and you and your child will be getting used to the rhythm of remote learning at home. We will keep academic requirements quite simple to accommodate for this adjustment period. However, we also recognize the child's natural desire to learn and that some families may have more time available to them during the day than others. As such, each teacher will be providing a menu of optional extension activities in the event that students have time and flexibility to do more. As always at Caedmon, we will put no ceilings on what a child can do.
- Caedmon's teachers have been busily preparing a rich curriculum for your children. Many of the core curricular resources that we use during the regular school year are available digitally, and we will be able to continue to offer them during remote learning. We also will be taking advantage of the remote learning era by investing in some exciting new online platforms, as well. And, as during the regular school year, our talented faculty also will continue to generate their own original curricular material to round out an exemplary academic experience for your child.
- Both in the required work and in the menu of optional extension activities, teachers will be mindful to assign a balance of online assignments and off-line assignments to assist you in managing your child's screen time during this unusual era of remote learning.
- Your child's remote school day will end by 3:30, to accommodate the exciting remote after-school offerings available to students.

Supporting Your Child's Remote Learning

- Because most of your child's work will be asynchronous, it may be beneficial for your child if you help them to create a schedule for their day. We have learned from schools who already have been conducting remote learning programs; they found that a fixed schedule for all students does not allow enough flexibility for families and quickly becomes difficult to manage. However, we also know that children thrive on structure. With this in mind, your child's homeroom teachers will be sharing suggestions for how you might help your child to structure your day. Please note: these suggested schedules do not reflect any kind of preference on the part of the school or your child's teachers.

That is, they do not reflect an ideal to which we would like your family to aspire. Rather, we offer them as examples of the kind of schedule you might create with your child. The reality is that each child's day will probably be structured a little bit differently than every other child's day; please know that this is what we are fully expecting. We do believe and hope that providing examples might be helpful as you try to envision this very new home set-up.

Student and Family User Experiences

- At the end of the first week of remote learning, we will survey you about your experiences and reflect as a community of educators. At that point, it is very likely that we will make adjustments to the program, and will of course notify you of these adjustments. We always view your child's education as a partnership between school and home, and perhaps now more than ever. We will be eager to learn about your experience and to welcome your feedback at the close of our first week.
- While we will not be seeking formal feedback prior to that Friday, we recognize that issues may arise in the first days of remote school that require a quick response, whether those issues be technological, academic, or social. We ask that, for specific questions about assignments or student progress, you first email your child's teachers. However, if you are encountering ongoing challenges with the experience or functionality of remote learning, please direct your email to our Parent Response Team at the following email address; you will be prompted to select the appropriate staff to receive your email, depending upon the nature of the issue.
parentresponseteam@caedmonschool.org.

Next Steps

- As we launch our remote school this week, it is a vital time to ask our students to learn and practice the best digital citizenship, just as they ordinarily would practice thoughtful community stewardship when they are in our school building. With this in mind, please read and discuss Caedmon's new [Acceptable Use Policy for All Technology and Mobile Devices](#), as well as this set of [Expectations for Elementary Students](#) who are engaging in live class sessions via video-conference.
- On Monday, you and your child will receive a welcome message from your child's homeroom teachers. This message will be posted to Seesaw and to GoogleClassroom. In addition to launching our remote school, these messages will provide further details about remote learning specific to that grade level.
- We ask that you also take one more action step on Monday: please be sure that your child has accepted the invitation to join their GoogleClassroom, that they have some time to explore the Classroom "space," and that you have assisted your child in checking the functionality of video and audio for GoogleMeetings. If after troubleshooting these action steps together you are encountering difficulties, please reach out to your child's teachers to be re-invited to Classroom and to the Parent Response Team for other technical difficulties by the end of the work day on Monday.

- For more information or with any general initial questions, please don't hesitate to reach out to jennings@caedmonschool.org. You may also find this [Remote Learning FAQ](#) to be very helpful.

Closing Thoughts

- While these are undoubtedly challenging, trying, and uncertain times, we are actually thrilled to be embarking on this journey with you and your child. We believe that with such challenges can come great creativity; that is the plan that we have in store for your child.
- We have been discussing as a community of professionals what it means to offer a *very Caedmon* remote schooling experience. To us, this means that we will continue to put the individual child at the center of our attention, and that we will nurture each child's sense of agency, natural curiosity and drive to learn, and investment in deep thinking, sense-making, meaning-making, and creativity.