



Virtual/Distance Teaching and Learning Plan

St. Anne's School of Annapolis is committed to delivering a dynamic educational experience for all students. Given the external circumstances facing all schools at this time, we have developed a **Virtual/Distance Teaching and Learning (VTDL) Plan** that is mission-consistent in striving to promote the continuity of experiential, inquiry-based, reflective teaching and learning in an environment outside the classroom while maintaining routines and social connection critical to the healthy development of every learner.

This document is divided into sections. Section One outlines timely information and guidelines to support the shift to a distance learning approach. Section Two offers Guidelines for navigating a virtual learning environment and this time with your child. Section Three outlines the organization of VTDL Plans for the Program for Young Children, Lower School, and Middle School.

I. General Information for Parents/Guardians

Timeline for Beginning VTDL Instruction

March 16-20

Spring Break will be observed as planned.

March 23-March 25

March 23, 24, and 25 will be treated as extended vacation for students/school closure days, allowing teachers time to continue to prepare for virtual and distance teaching and learning.

March 26-27

On March 26, remote learning will begin. In the Program for Young Children (PYC) and Lower School (LS) your child's teacher will email parents instructions about how to access the School's Google Website. Your child's teacher will also send directions for accessing Zoom. In Middle School (MS), your child's advisor will email both students and parents instructions about how to access the School's Microsoft Teams interface. Daily schedules follow for each program level.

Beyond March 27

Parents will be notified by Friday, March 27 if we must extend our VTDL Plan past that date. If St. Anne's School is closed beyond March 27, we will convene VTDL days beginning on March 30. Teachers will send weekly schedules beginning on March 30.

How to Access VDTL Instruction

Zoom

Teachers will send unique URLs to join Zoom meetings. Each meeting has a unique 9-, 10-, or 11-digit number that will be required to join a Zoom meeting. To join a meeting, navigate to <http://zoom.us> or download/open the Zoom desktop [client](#) or mobile app.

- Click Join a Meeting
- Enter the Meeting ID Number and your Display Name
 - If you're signed in, change your name if you don't want your default name to appear.
 - If you're not signed in, enter a display name.
- Connect audio/video and click Join

For additional setup help, watch this [short video](#).

Your child's class will have a Zoom practice time on **Thursday, March 26**. This time will be communicated by your child's teacher.

Google Website

Our Program for Young Children and Lower School teachers will daily use our St. Anne's School of Annapolis Virtual/Distance Teaching and Learning website found here: <https://sites.google.com/a/stannesschool.org/st-anne-s-school-of-annapolis-virtual-learning/>.

PYC and LS students/families should consult this site daily beginning **Thursday, March 26** for agendas, lesson plans, and activities.

Microsoft Teams

For Middle School students, they will be able to access lesson details and message teachers through Microsoft Teams. Students can access Teams through the [Office 365 portal](#). Students can work on Teams online through the portal, but they can also download it to a computer through our licensing agreement with Microsoft. Teams is also available in the Apple App Store and Google Play store for free for iOS and Android devices, and students can login to the app using their St. Anne's School email address and password. In Teams, students will see their class team (named based on their graduation year); inside their team, students will see channels for each of their classes where assignments will be posted daily according to our typical burgundy and gold week class schedules.

Modalities Used in our Virtual/Distance Teaching and Learning Plan

Asynchronous modes: Lessons and assignments posted online using our Google website for projects in core learning areas (PYC/LS), and to Microsoft Teams (MS).

Synchronous modes: Live, virtual morning meetings, advisory sessions, small group or individual conferences, and virtual classroom instruction using the School's Teams and Zoom video communication platforms.

Email communication: Teachers may use email to communicate about logistics, directions, and for scheduling.

Alerts and Notifications

The School will use its email system to communicate regularly with families. We will also use our [website](#) and/or social media as appropriate for general updates and news. You will receive additional details as necessary from the Head of School and Program Leadership. To ensure you have access to the most updated information, please check the accuracy of your personal data in [My BackPack](#).

Dress Code

Uniform dress is optional at this time. Our dress code is always designed to promote functionality, and wearing their uniform may support students being in an academic mindset. Knowing that students may be away from home with grandparents or caregivers at this time, we are not requiring uniform dress. Students should follow the dress down guidelines as described in the Uniform Policy.

Attendance

Attendance will be taken daily by homeroom teachers (PYC/LS) and advisors (MS) during morning meeting or advisory, Preschool-Eighth Grade and will be entered into My BackPack. Attendance will also be measured by completion of assignments as outlined by teachers. Teachers should contact parents, advisors, and their program head within two days if a student falls behind in completion of any assignments.

Assessment

Student assessment will vary by program level and department. Most assignments should be submitted via email (Lower School) and Microsoft Teams (Middle School). Students are expected to hold onto papers they might use to work out problems and be prepared to turn them into their teachers when classes resume.

Activities, Assignments, and Projects

We have built a daily schedule for every program level. Students will be asked to complete activities, assignments, and projects. We will remain appropriately flexible in response time for assignments and maintain communication with students who express difficulty in getting things done. We will encourage students and families to offer this same consideration to faculty and staff. A daily schedule follows in Section Three.

Building Access

Students and families will not have access to the School during stated times of school building closure.

Contacting your Teacher

Consistent with our standard practices, teachers will provide students and families with timely communication and feedback, modeling flexibility, optimism, creativity, and openness. Parents are encouraged to reach out to teachers directly through email to schedule times to communicate. Faculty will check their email regularly during regular business hours, 8:00 a.m.-3:45 p.m. Faculty will provide parents times to meet through virtual meetings (Zoom or Teams) or to speak on the phone.

Student Support

The Counseling and Wellness Specialist (CWS) will be available to faculty and parents throughout the day. The CWS will schedule parent or teacher meetings as necessary. The CWS may be reached through email to schedule meetings. Students with Learning Strategy Plans will continue to have access to strategies and accommodations, such as extended time, and may utilize assistive technology as needed, such as text to speech, dictation software, spell check, etc. The CWS can provide further information and support regarding assistive technology, as requested.

Staying Connected

Community and connections have always been the heart of St. Anne's School of Annapolis. This time is no different. Maintaining community through virtual relationships will be paramount in the days ahead. Parents are invited to join School leaders in regular virtual Coffee and Conversations via Zoom. Invitations will be shared via email communication.

The Parents Association has also established an all-school private Facebook group, [My St. Anne's School of Annapolis](https://www.facebook.com/groups/229958308053732/), for parents to connect. To join the conversation and connect with St. Anne's School families, click the following link and request to join: <https://www.facebook.com/groups/229958308053732/>

Beginning on Thursday, March 26, we will launch a hashtag campaign on social media. To help keep everyone connected while we're off campus, we will be posting photos and videos that show how our teachers and students are continuing to connect and learn while staying home. We welcome submissions from all St. Anne's School families! There are two ways to participate:

- Publish photos or videos directly to your Instagram, Facebook, and Twitter account with the hashtag #SASASTaysSafe and tag @StAnnesSchool. If your account is private, please be sure to follow @StAnnesSchool so we can follow you to see your posts!
- Email photos or videos to communications@st.annesschool.org for possible inclusion on our social media channels/communications

Thank you for considering participation!

Teachers and School administrators will be in regular contact with families to ensure needs are being met and exceeded during this unprecedented time. Now more than ever, it is important for us to maintain regular communication and support one another. We're all in this together for the sake of our students and children.

II. Guidelines for Parents/Guardians *With acknowledgment to Sidwell Friends School*

Establishing a Regular Schedule with Your Child

Once distance learning is initiated by the School, it will be important for you to help students establish and maintain a routine and structure for their day, beginning with regular bedtime and wake up time daily. Be sure to help your child build in breaks during the virtual school day. Begin and close each day with a brief check-in. Reach out to your child's teacher if you observe your child struggling. Setting clear expectations will help your child maintain a schedule and stay on top of their schoolwork.

Create a Study Space for Your Child

Productive learning relies on a conducive environment. We recommend that you create a separate, quiet space in your home for your child to study. The family room sofa with close proximity to a television or your child's bedroom may not be the optimal place for your child to learn. We recommend that you choose an open area in the family living space (kitchen table, dining room, etc.) to avoid isolating your child and to allow parents/guardians to monitor your child's learning and screen activity. A room with strong wireless connection will also be important.

Stay in Communication with your Child's Teachers

Your child's teachers and the Program Heads will maintain regular communication with parents/guardians. The frequency of the communications will depend on your child's age, developmental stage, and level of independence. While teachers are available as resources for your child and for you, please keep in mind that our teachers will need to be in regular email communication with all of their families, so we ask that you be mindful when communicating with teachers, strive to be succinct, and focus on the essential.

Encourage Independence and Allow for Productive Struggle

Stay engaged in your child's learning by asking them questions and having them share their thoughts while encouraging their independence so they can take ownership of their own learning. Some productive struggle is essential to learning, so we ask that parents allow their children to grapple with problems and come up with ideas for tackling them. Stepping in too quickly to help solve problems will 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 teachers first. In Middle School, start with your child's subject area teacher. If your child is experiencing challenges across subjects, contact their advisor. You may contact your Program Head at any time.

Help your Child Maintain Social Contact with Peers

It will be very important for your child to stay in social contact (through virtual means) with their friends and peers during school closure. Encourage your child to interact with friends through Facetime or through phone conversations. They can form study groups created by their teachers or informal groups that they develop on their own. Social interactions, even through virtual means, will help your child stay connected and feel a part of the School community.

Encourage Physical Activity and Movement and Monitor Student Stress

Our physical education teachers will develop online instructional guides for students. 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. Parents should monitor student stress levels and reach out to the Counseling and Wellness Specialist for support.

Technology Rules (With acknowledgment to Holton Arms School)

The education provided by the School through distance learning is considered a continuation of the School's educational program in the same manner as if the program was being provided on-campus. The rules and responsibilities of the student are the same as if the student was participating in learning on-campus. Students are expected to come to class in a timely manner, prepare in advance for the lesson, and participate in a meaningful and respectful manner. Tests and other assessments that may be performed will count towards a student's grade in the same manner as if it had occurred when distance learning was not in effect. As applies at all times, students are expected to do their own work in compliance with the School's rules related to cheating, plagiarism, and other School policies.

Our School's policies and guidelines, including but not limited to the Responsible Use Principles and the Responsive Discipline Protocol, both signed by students and parents, as well as any other policies and procedures related to electronic communications as listed in the Parent Handbook, apply to your child's participation in virtual/distance teaching and learning.

By allowing your child to participate in distance learning, you understand and acknowledge that all of the School's policies and procedures apply to students while participating in VDTL, you will communicate these responsibilities to your child(ren), and you will ensure that your child(ren) complies with all School policies while participating in VDTL.

Recording of Classes

Classes conducted through Zoom or Teams may be recorded by your child's teacher for educational purposes and may be shared with other students or employees of the School.

As a result, your child's image, likeness, or voice may be recorded while he or she is participating in distance learning. Any one-on-one meeting between a teacher and a student will be recorded by the staff member. Recording of the class or other online interactions with a student or students may not be recorded in any manner by anyone other than a representative of the School without permission in writing from Program Head or the Head of School. Thank you for complying with this restriction.

In summary,

- Classes will continue via distance learning using Google Website, Microsoft Teams, and Zoom, as well as other online tools.
- Policies and procedures in the Parent Handbook continue to be in effect, including the Responsible Use Principles and Responsive Discipline Protocol.
- Group and one-on-one consultations (including email) will continue to occur between students and teachers, advisors, counselors, and administrators between 8:00 a.m. - 3:00 p.m., Monday-Friday. Email correspondence sent after 3:45 p.m. may not be responded to until the following school day.
- Teachers/administrators may record classes and meetings to facilitate the review of direct instruction for students who are absent or who need reinforcement.
- Students may not record classes or meetings.

While minimal, there may be risks related to the use of online platforms. It is important that parents/guardians recognize and accept those risks as we move to virtual and distance teaching and learning. Your child's participation in school starting on the first day of virtual/distance teaching and learning, March 26, 2020, serves as your acknowledgment and understanding of St. Anne's School's VDTL Program.

III. Schedules

Program for Young Children and Lower School Virtual/Distance Teaching and Learning Plan St. Anne's School of Annapolis

St. Anne's School of Annapolis is committed to delivering a dynamic educational experience for all students. We have developed a **Virtual/Distance Teaching and Learning (VDTL) Plan** that is mission-consistent in striving to promote the continuity of experiential, inquiry-based, reflective teaching and learning in an environment outside the classroom while maintaining routines and social connection critical to the healthy development of every learner. The following VDTL Plan outlines an approach to maintaining instruction of teaching and learning using digital and online resources in the event of an extended period of remote learning.

Twos Program

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| Before online school | Rise and shine, get dressed, brush your teeth, eat breakfast |
| Refer to teacher email for time | Morning Meeting via Zoom. Zoom conference information will be shared on the Google webpage. Daily objectives and activities will be shared during morning meeting and on the Google webpage each day. |
| <p>Regular Daily Schedule Teachers will read a book to children and lead an activity or songs via Zoom, at a daily time determined by the teacher, based on the number of days the child attends weekly. Zoom conference information will be shared on the Google website. Teachers will follow their regular daily schedule, allowing for slight modifications to adapt to a virtual environment. The schedule will be sent to students in a letter from the teachers. It will also be available at the student's grade level Google website.</p> <p>Activities, provocations, project ideas, and websites will be created and made available by teachers through the Twos Class Google Website addressing:</p> <ul style="list-style-type: none"> Language development, emergent literacy, vocabulary, and phonological awareness Counting, sorting, shapes, patterns, problem solving Social-emotional learning Gross motor, fine motor, or physical development Art and creative play | |

Preschool Program

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| Before online school | Rise and shine, get dressed, brush your teeth, eat breakfast |
| Refer to teacher email for time | Morning Meeting via Zoom. Zoom conference information will be shared on the Google webpage. Daily objectives and activities will be shared during morning meeting and on the Google webpage each day. |
| <p>Regular Daily Schedule Teachers will follow their regular daily schedule, allowing for slight modifications to adapt to a virtual environment. The schedule will be sent to students in a letter from the teachers. It will also be available at the student's grade level Google website.</p> <p>Activities, resources, project ideas, provocations, and websites will be created and made available by teachers through the Preschool Class Google Website addressing:</p> <ul style="list-style-type: none"> Language development, emergent literacy, vocabulary, and phonological awareness Counting, sorting, shapes, patterns, problem solving Social-emotional learning Gross motor, fine motor, or physical development Art and creative play | |

Prekindergarten Program

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| Before Online School | Rise and shine, get dressed , brush your teeth, eat breakfast |
| Refer to teacher email for time | Morning Meeting via Zoom. Zoom conference information will be shared on the Google webpage. Daily objectives and activities will be shared during morning meeting and on the Google webpage each day. |
| <p>Regular Daily Schedule Teachers will follow their regular daily schedule, allowing for slight modifications to adapt to a virtual environment. The schedule will be sent to students in a letter from the teachers. It will also be available at the student’s grade level Google website.</p> <p>Activities, resources, project ideas, provocations, and websites will be created and made available by teachers through the Prekindergarten Google Website addressing:</p> <ul style="list-style-type: none"> Language development, emergent literacy, vocabulary, and phonological awareness Counting, sorting, shapes, patterns, problem solving Social-emotional learning Gross motor, fine motor, or physical development Art and creative play | |

Lower School

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| Refer to teacher email for time | Morning Meeting via Zoom. Zoom conference information will be shared on the Google webpage. Daily objectives and activities will be shared during morning meeting and on the Google webpage each day. |
| Regular Daily Schedule | <p>Teachers will follow their regular daily schedule, allowing for slight modifications to adapt to a virtual environment. The schedule will be sent to students in a letter from the teachers. It will also be available at the student’s grade level Google website.</p> <p>In addition to Zoom conferencing, teachers will populate their grade level Google website with objectives lessons, assignments, projects, assessments, internet resources, and/or videos for regular instruction in each of the following areas:</p> <ul style="list-style-type: none"> • Research Workshop • Readers’ Workshop • Writers’ Workshop • Math Workshop • Links activities for art, music, physical education, science, Spanish <p>Also occurring at this time will be small group or individual Zoom sessions with students at teachers’ scheduling.</p> |
| 2:30-3:10 p.m. | Closing Meeting |

Lessons, assignments, projects, assessments, and resources will be based on the Third Trimester Grade Level Overview.

In each grade level Google website, there will be Links activities and resources for physical education, music, art, language, science, and library.

**Middle School: Fifth-Eighth Grades
Virtual/Distance Teaching and Learning Plan
St. Anne's School of Annapolis**

Middle School Schedule

| Time/time(s) per day/mode | Daily Schedule |
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| By 8:00 a.m. daily | Teachers will post agendas for each class on their Microsoft Teams channel. This will include: <ul style="list-style-type: none"> ○ A learning target or objective, and agenda ○ Directions and/or links for each activity, including submission details (as needed) ○ A Zoom meeting ID for video sessions, directions for posting comments, or directions for class discussions through Teams (as needed) |
| 8:15-8:45 a.m. | Advisory or Constellation |
| 9:00-9:30 a.m. | First Period |
| 9:40-10:10 a.m. | Second Period |
| 10:20-10:50 a.m. | Third Period |
| 11:00-11:30 a.m. | Fourth Period |
| 11:40 a.m.- 12:10 p.m. | Fifth Period |
| Recess/Lunch | Time to relax and have a break |
| 1:00-3:20 p.m. | Independent work time for students Teachers will be available for student questions, small group/individual Zoom or Teams meetings until 3:00 p.m. |