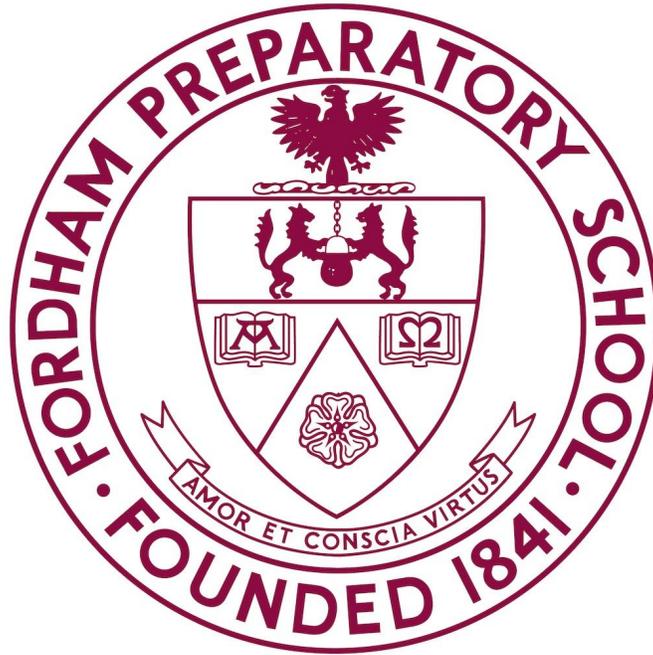


# Fordham Preparatory School

## Distance Learning Plan



### Guidelines for Students and Parents/Guardians



Updated as of March 15, 2020

The Administration of Fordham Prep may make adjustments to this plan as needs dictate.

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## Introduction

The purpose of Fordham Prep’s Distance Learning Plan is to continue the momentum of academic learning from remote locations when in-person, face-to-face classes are suspended. This protocol will go into effect on a specific date determined by the Fordham Prep administration for a suspension expected to last five or more days. Students should expect to engage in academic work on a regular basis. Teachers may assign four days of work each week of distance learning, and five days for AP courses.

In case of an extended suspension of in-person classes, teachers will use the first day to finalize content for distance learning and will reach out to families about their students’ distance learning plans. Students should not expect to have academic work on that first day and follow instructions in Schoology.

Distance learning will take many forms depending on grade level and subject area. These experiences may look and feel very different than a student’s typical in-person classroom experience—learning experiences will vary in ways that are developmentally appropriate and instructionally feasible.

Unlike typical school days when students meet together at a particular time of day, students often experience distance learning differently. In some cases students will learn asynchronously or on their own time; in other cases, classes will meet synchronously, or virtually in real time, in order to continue the in-class, group-learning experience. Some classes will use a combination of both. In all cases, faculty should clearly communicate expectations to students, all of whom are responsible for daily work.



## Current Distance Learning Calendar

- Fordham Prep’s Distance Learning Plan will go into effect for students on **Tuesday, March 17, 2020** until further notice. Faculty will use Monday, March 16, 2020 to finalize their weekly distance learning plan for each class and post assignments on Schoology by 3:30 p.m.
- The administration of Fordham Prep will send all faculty, staff, students, and parents/guardians an update about the status of the duration of distance learning by 5:00 p.m. on Friday, March 20, 2020.
- All updates regarding Fordham Prep’s response to the outbreak of COVID-19 (coronavirus) can be found on our webpage at [fordhamprep.org/covid19](https://fordhamprep.org/covid19)

## Distance Learning: Key Terms

**Asynchronous:** Students learn at different times on their own schedule within the parameters set by individual teachers. Communication with the teacher and other students in class is not live. This method provides a convenient and flexible approach to student engagement throughout the week. It allows students to work at their own pace. Examples of asynchronous learning: email, screencasts, videos, discussion board posts/comments.

**Synchronous:** Students learn at the same time in a virtual class or consultation session with their teacher and peers. Communication happens in real time. This method engages all at a specific date and time as organized by the distance learning schedule and determined by individual teachers. It allows for instant feedback and clarification. Examples of synchronous learning: video conferencing, live chat, live streamed videos.



### Platforms

- All grade levels and classes will use [Schoolology](#) for learning engagements.
- All materials, lessons, resources, and online tools will be posted on, or linked to, Schoolology.
- Teachers of core subjects will keep and post a weekly schedule for digital class / consultation / office hours at least once a week for 20-30 minutes a session. At the teacher's discretion, he or she will be available during this synchronous time through one of the following options: email, Schoolology Discussion Board Forum, Zoom, Google Chat, and/or Google Meet. These meeting times will be posted on Schoolology and follow the [Weekly Schedule for Distance Learning](#).
- Platforms will be familiar to students already and should be considered their online home base during the time of distance learning. Teachers will continue using platforms that students are already comfortable with as much as possible. Students should follow teacher instructions for any new platform introduced as a distance learning resource. All materials and tools will be posted to Schoolology for easy student access.

## Distance Learning Guidelines for Students

- Students should engage daily in one lesson per academic class that will be 40-60 minutes in length.
  - Lessons will be posted on Schoology by 3:30 p.m. the afternoon before.
  - Student work should be submitted in the manner identified by the teacher. Students should expect at least one digital deliverable assignment per week, but teachers may require more than one as per their discretion.
  - Work should be submitted no later than 11:59 p.m. on the due date assigned by the teacher. All assignments and deadlines will be posted on Schoology course pages.
  - Students and teachers are expected to monitor their Schoology course pages and calendars each day.
  - College-prep, honors, and advanced honors classes: Students should expect to spend up to 40-60 minutes per day per class (4 days per week).
  - Advanced Placement (AP) classes: Students should expect to spend up to 40-60 minutes per day per class (5 days per week).
  - Some courses may have alternative methods of distance learning. These classes include Visual and Performing Arts, Counseling, and Physical Education/Health. As always, students should follow the instructions of each teacher.
- School Counselors and College Counselors will maintain a schedule of online availability and have individual meetings with students by appointment if necessary. Students should be in communication with their counselor(s) if they find themselves struggling with academic work or anything else.
- Teachers of core subjects will keep and post a weekly schedule for digital class / consultation / office hours at least once a week for 20-30 minutes a session. At the teacher's discretion, he or she will be available during this synchronous time through one of the following options: email, Schoology Discussion Board Forum, Zoom, Google Chat, and/or Google Meet. These meeting times will be posted on Schoology and follow the [Weekly Schedule for Distance Learning](#).
  - Joining information for each meeting will be posted as an assignment in Schoology.
  - Some teachers may require their meetings and others may designate optional times. Teachers will be clear in their expectations and students should note differences accordingly.
- A weekly synchronous mentoring period will take place for all mentor groups and senior attendance groups on Wednesday at 9:00 a.m. Your mentor will provide more details regarding this important weekly check-in for all students.

- All standards of student conduct outlined in the [Fordham Prep Student and Parent Handbook](#) remain in full effect during the time of distance learning.
- All students are required to maintain appropriate expectations for school behavior at all times in both asynchronous and synchronous distance learning. Inappropriate behaviors and actions that violate our [Computer Services Acceptable Use Policy \(Handbook p. 94\)](#) will result in disciplinary action. Teachers will communicate to the Dean of Students any inappropriate behavior that violates any school policy found in the [Fordham Prep Student and Parent Handbook](#). Disciplinary sanctions will be enforced if necessary.
- Students should keep the lines of communication open with their parents, teachers, and counselors during the time of distance learning. Email may also be used for communication between students and teachers. Emails must be sent to and from Fordham Prep email addresses. Teachers will make every effort to respond to a student (or parent) email within 24 hours during regular school hours from Monday through Friday.
- Daily Announcements and Prayer will continue to be communicated to all students and parents/guardians during the time of distance learning.
- Students should maintain normal routines as much as possible:
  - Continue waking hours for a regular school day.
  - Continue school night bedtime hours and maintain appropriate sleep.
  - Complete academic work during normal school hours as best as possible.
- Continue to practice proper hygiene for health and wellness, including sleep.
- Sufficient sleep, regular physical exercise, and a healthy diet all help boost our immune systems to stay safe and healthy in the days ahead.



## Weekly Schedule for Distance Learning

Teachers of core subjects will keep and post a weekly schedule for digital class / consultation / office hours at least once a week for 20-30 minutes a session. At the teacher's discretion, he or she will be available during this synchronous time through one of the following options: email, Schoology Discussion Board Forum, Zoom, Google Chat, and/or Google Meet. These meeting times will be posted on Schoology and follow the schedule below. There is a flex period to allow room for alternative times for teachers, especially to assist students who may take two courses in one academic department.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Synchronous Window</b>	All work posted on Schoology by 3:30 p.m. the afternoon before.				
<b>9:00 - 9:30</b>			Mentoring	Council Meeting	Faculty Meeting
<b>9:30 - 11:00</b>	English	Religious Studies	Visual and Performing Arts	Science	Mathematics
<b>11:00 - 12:30</b>	Classical and Modern Languages	Social Studies	Counseling	Classical and Modern Languages	Social Studies
<b>12:30 - 2:00</b>	Science	Mathematics	PE / Health	English	Religious Studies
<b>2:00 - 2:45</b>	Flex period for potential class conflicts				
	All student work submitted by 11:59 p.m.				



## Community Guidelines for Synchronous Videoconference

Students should follow these guidelines to ensure productive, respectful class time through virtual, distance learning platforms, such as Google Meet, Zoom, etc.

1. **Show up on time.** If teachers choose to hold a synchronous videoconference for class, it will take place during the class period time designated by each academic department within the [Weekly Schedule for Distance Learning](#). Students should log into the platform at the agreed upon time. They should be prepared with any needed materials and ready to learn. Teachers will take attendance.
2. **Mute your microphone immediately.** As soon as you log on to the platform, mute your microphone. This will avoid any excess background noise. Release the mute button when it is your turn to speak in the virtual class.
3. **Everyone is visible in a synchronous videoconference.** All participants should wear appropriate clothing. You should have your laptop in a common space of your home (e.g. kitchen, living room, etc.) not your bedroom, bathroom, or other inappropriate setting.
4. **Focus and engage.** It is easy to get distracted on your computer or your cell phone. Remember that this is class. You are responsible for the material presented in class. Keep your videoconference platform open and do not navigate to other tabs or webpages unless directed by your teacher. Make sure that the teacher is your main screen. If needed, you can pin the teacher to be the main focal point to ensure that you do not get distracted by your peers.
5. **If you have questions.** Type “question” in the chat feature. Follow your teacher’s directions about how to ensure that your voice is heard. Do not interrupt while someone else is speaking. Some teachers might alternatively prefer that you type in a question directly to the chat feature.
6. **Respect.** Seeing yourself on a screen can bring up vulnerabilities. Do not take a screenshot, picture, Snapchat, etc of your teacher or fellow students. Do not make any audio or video recordings. These behaviors violate our [Computer Services Acceptable Use Policy \(Handbook p. 94\)](#) and will result in disciplinary action. Teachers will communicate to the Dean of Students any inappropriate behavior that violates any school policy found in the [Fordham Prep Student and Parent Handbook](#). Disciplinary sanctions will be enforced if necessary.
7. **Support one another.** Students should not interfere with their teacher’s instruction and/or their classmates’ learning. Please do all you can to support this process. Remember that each student and the teacher are responsible for effective learning just as you would be if we were together in school.

## Distance Learning Guidelines for Parents/Guardians

- The goal of Fordham Prep's Distance Learning Plan is not to recreate the typical 8:30 a.m. - 3:00 p.m. school-day experience. Students will participate in more independent learning and may have reduced direct instructional time with their teachers. Taking into account the disruption of a prolonged suspension of in-person classes, our faculty will do their best to balance quality and quantity. We will prioritize delivering high-quality and meaningful experiences for our students, rather than simply trying to fill the hours of a full school day.
- Functions like grading, assessment, attendance and homework may be different than the typical in-class framework. Teachers will share expectations around these topics with their students and families for each class or grade level.
- You can access your son's grades during this time through the [PowerSchool Parent Portal](#). Quarter 3 report cards are still scheduled to be posted online on Thursday, March 26, 2020.
- Unlike the parent portal on PowerSchool, there is no parent login for Schoology. In order for you to effectively communicate with your son about his distance learning progress, and if you want to see his online course pages, your son must sign in to his Schoology account himself and share with you.
- Fordham Prep recognizes that families have different resources available at home. Our Distance Learning Plan requires that your son has access to WiFi as we will continue to use Schoology as the primary resource to manage instruction and learning. If your son does not have access to WiFi at home, please complete this [brief form](#) so we may make accommodations for him. Any questions or concerns should be directed to Chad Broussard, Assistant Principal for Academics and Student Life ([broussardc@fordhamprep.org](mailto:broussardc@fordhamprep.org)). The administration and faculty will work with students and families individually to ensure that all learning opportunities are equitably available for all students in class.
- If your son has technical difficulties or questions related to hardware and software platforms, please contact Jeff Butkowski, Director of Technical Operations ([jb@fordhamprep.org](mailto:jb@fordhamprep.org)). He or a member of our technology staff will assist you.
- All standards of student conduct outlined in the [Fordham Prep Student and Parent Handbook](#) remain in full effect during the time of distance learning.
- If your son is sick or unable to engage in digital work due to a power/internet disruption, parents/guardians should email the Assistant Principal for Academics and Student Life ([broussardc@fordhamprep.org](mailto:broussardc@fordhamprep.org)), the Attendance Office ([casacciom@fordhamprep.org](mailto:casacciom@fordhamprep.org)), and all of your son's teachers. Contact information can be found in the [school directory](#).
- Remember, your son is in school each day from a remote location. He is expected to reach out to teachers first with questions or concerns about assignments and/or grades. He is responsible for his academic work and progress. You are responsible for supporting him as you would if he was physically in the school building.
- Teachers will make every effort to respond to a parent email within 24 hours during regular school hours from Monday through Friday. Contact information can be found in the [school directory](#).

- Communications on academic matters should ideally begin between the student and his teacher. If further conversation is needed, you as parent/guardian should then reach out to the teacher, followed by the department chair, and then the Assistant Principal for Academics and Student Life, if necessary. Communicating through the proper channels of teacher, department chair, and Assistant Principal is always the expected way of proceeding before involving the Principal. Of course, open communication with your son's school counselor and mentor is always beneficial as well.
- Daily Announcements and Prayer will continue to be communicated to all students and parents/guardians during the time of distance learning.
- Fordham Prep has centralized all COVID-19 communications on a dedicated [webpage](#), which will be regularly updated.
- Some articles and resources for families that might be helpful:
  - [“Five Ways to Help Teens Manage Anxiety about the Coronavirus”](#) by Lisa Damour, *The New York Times*, March 11, 2020
  - [“Schools are Closing for Coronavirus. Now What?”](#) by Marissa Porges, *The New York Times*, March 10, 2020
  - [“Talking to Children About COVID-19 \(Coronavirus\): A Parent Resource”](#) by the National Association of School Psychologists



## Important Links for Students and Parents/Guardians

[Fordham Prep COVID-19 Resource Page](#)

[Fordham Prep 2019-2020 Student and Parent Handbook](#)

[Fordham Prep Faculty and Staff Directory](#)

[PowerSchool Student and Parent Portal](#)

[Schoolology](#)

[Google Meet](#)

[Google Chat](#)

[Nearpod](#)

[Zoom](#)