



KEHILLAH DISTANCE LEARNING PLAN FOR INSTRUCTIONAL CONTINUITY (For Students and Families)

INTRODUCTION:

During our school closure, Kehillah will use this Distance Learning Plan to run the academic program. Administrators, teachers, and staff have been preparing for the potential of a school closure over the last few weeks, and we are committed to the continuity of classes, experiential education, and community morale in this challenging time.

We will continue to use our learning management system, Schoology, for class instructions, assignment submissions, and communication. The most significant change is that we will run synchronous (live) classes through Zoom Video Conferences. A special thanks to our Academic Operations and Educational Technology Manager, Talia Anders, for her tireless effort in setting up teachers and staff members with Zoom accounts.

INITIAL STEPS TAKEN:

We have already taken the following steps to begin the Distance Learning Plan on Monday, March 16, 2020:

- Staff members received individual Zoom accounts.
- We designed a daily and weekly schedule to run the Distance Learning Plan (see below).
- Students received training in advisory groups on March 11 on how to log onto a Zoom conference.
- Students who were absent on March 11 received these instructions via email. Instructions have also been posted to Schoology..
- Teachers participated in an on campus training to receive instructions, discuss expectations, and prepare their classes for distance learning.

KEHILLAH DISTANCE LEARNING PLAN:

We will run a modified daily and weekly schedule during our Distance Learning program. **School is still in session**, and students are required to attend virtual classes.

In this modified schedule, each class will meet two days per week and have an extended period of time. Each day follows the order of academic classes in a regular school day on campus, including zero blocks, but will not include all blocks that usually meet that day. The designated time slot for each class period indicates when teachers are hosting virtual classes via Zoom. Please note that we have adjusted class times and experiential education plans and have included a 30-minute lunch break at noon.

Monday	Tuesday	Wednesday	Thursday	Friday
Zero Block 8:00-8:30 (30)	Zero Block 8:00-8:30 (30)	Zero Block 8:00-8:30 (30)		Zero Block 8:00-8:30 (30)
Block 1 8:30-10:00 (90)	Block 4 8:30-10:00 (90)	Office Hours 8:30-10:00 (90)	Block 1 8:30-10:00 (90)	Block 4 8:30-10:00 (90)
Block 6 10:00-11:30 (90)	Block 2 10:00-11:30 (90)	Block 3 10:00-11:30 (90)	Block 2 10:00-11:30 (90)	Block 3 10:00-11:30 (90)
Advisory 11:30-12:00 (30)	Clubs 11:30-12:00 (30)	Seminar 11:30-12:00 (30)	Clubs 11:30-12:00 (30)	Kabbalat Shabbat 11:30-12:00 (30)
Lunch 12:00-12:30 (30)	Lunch 12:00-12:30 (30)	Lunch 12:00-12:30 (30)	Lunch 12:00-12:30 (30)	Lunch 12:00-12:30 (30)
Block 7 12:30-2:00 (90)	Block 5 12:30-2:00 (90)	Block 6 12:30-2:00 (90)	Block 9 12:30-2:00 (90)	Block 5 12:30-2:00 (90)
Block 8 2:00-3:30 (90)	Block 9 2:00-3:30 (90)	Block 8 2:00-3:30 (90)	Block 7 2:00-3:30 (90)	Office Hours 2:00-2:45 (45)

EXPECTATIONS FOR STUDENTS:

- **Check Schoology each day before class** is scheduled to look for specific instructions from your teachers. Teachers will post an assignment or folder that is clearly labeled for that class day. These instructions will include the link for logging onto your Zoom class.
- Prepare for class as you would for any class on campus. **Be on time and have your materials ready.** Teachers will take attendance at the start of class.
- Although each class has a 90-minute block, teachers will usually vary how this time is used. You will have a combination of direct instruction, presentations, group work, independent review, and assessments throughout the week. **Teachers will be available throughout the block via Zoom** and will give you time to transition to the next class. Most importantly, be sure to follow the instructions from your teachers each day.
- **Participate positively and be supportive** to each other and your teachers. Ask questions if you do not understand an assignment or expectations. This is a monumental change for all of us, and we need to communicate with each other.

BEST PRACTICES/ ADDITIONAL RECOMMENDATIONS FOR STUDENTS:

- Remember that this is a school day. As mentioned above, we are taking attendance and expect everyone to be on time for class.
- Be sure that you have a quiet, productive work space. Have your computer charged and all your materials ready to go. Remove distractions (such as pets, etc..) from this space.
- Maintain as many of your regular routines as possible. Wake up at your usual time, get dressed, and include other routines that you regularly do in the morning.
- Take breaks from your monitor when you have a free period. We have built in a lunch block each day.

FREQUENTLY ASKED QUESTIONS (FAQ)

- Is the Distance Learning Plan on Schoology and PowerSchool?
 - Yes, you will find the schedule on both platforms.
- What if I am sick and can't attend my Zoom class?
 - Your parent/ guardian should contact the Kehillah attendance line at attendance@kehillah.org. Check Schoology and communicate with your teacher about missing work.
- What if I am having difficulties with technology during Distance Learning?
 - Contact Ms. Anders at tanders@kehillah.org

- What is the first thing I need to do before class starts?
 - Make sure you have checked Schoology for the specific instructions and Zoom login information from your teacher.
- What is a Zero Block?
 - This is an extra class meeting for A.P. classes. If you don't take an A.P. class, you don't have a Zero Block.
- What should I do if I have Physical Training this semester?
 - Check Schoology for instructions from Coach Greenfield. He will also host a Zoom Conference to take attendance, run the class, and communicate expectations.
- Can I ask my teacher to meet with me in-person during Distance Learning?
 - No. You can only meet with teachers remotely.
- How do Office Hours work?
 - If you want to meet individually with teachers, send them a Schoology message to schedule a time. The designated "Office Hours" block is to ensure that you have access to teachers during our Distance Learning program. Teachers, advisors, club leaders and other staff members may ask for additional meetings throughout the week.
- Will we have tests and quizzes over the next few weeks?
 - Yes. Teachers will communicate their expectations for particular assessments and make adjustments as needed.
- Are we going to have Experiential Education programs during this time?
 - Yes. We have built in time for experiential education programs throughout the week and created blocks for clubs to schedule meetings.
- Are online courses open to those not enrolled in the class?
 - In order minimize disruption and build upon existing learning and class rapport, online courses are only open to those enrolled in a class. Guest attendance may be granted — in advance only — at the discretion of the teacher.
- Can I still meet with staff who are not teachers?
 - Yes, send them an email or a Schoology message and they will arrange a time for a virtual meeting with you.
- What if I have a question that is not on this list?
 - Reach out to your teacher, advisor, or a school administrator depending on the nature of the question. We will make sure to get it to the right person so you can get an answer.