



Distance Learning Plan 2020-2021

Orinda Academy's Distance Learning Plan describes the actions and approach that the school will take when the campus is closed and face-to-face learning cannot take place. This Distance Learning Plan includes how learning and community programming will continue synchronously and asynchronously in order to:

- Support the entire community through creative communication and personal connections
- Create a path for students to continue toward learning goals and benchmarks of coursework
- Ensure that faculty are supported in maintaining courses that earn credit

We also understand that distance learning is an unfamiliar way to go to school. Most of all, we know that it cannot replace the learning and social environment that we have when we are all together on campus. In keeping with our high-support systems and practices, we have created a new daily schedule that, based on our research and a mindful approach to student wellness, is suited to distance learning. Teachers will deliver content electronically, using Google functions (docs, forms, etc.) and Zoom, a video conferencing platform. As technical tools are tested and as we learn more about each platform, we may implement changes as needed to how we deliver classes and learning.

Launching Distance Learning

A communication from the Head of School will inform students and families when we need to initiate a distance learning model. In order to give faculty an opportunity to reorganize their courses, we will briefly pause classes and begin distance learning on the second day of closure. The Head of School will continue to keep students and families informed through a daily email.

Communications

The community will receive weekly communications via email from cohort group leaders (see below) The Head of School will meet with groups of parents via video conference during the first days and weeks of distance learning and thereafter as needed and by appointment. Students who are working with the Learning Specialist will have individual communications set up for them. Families can expect a greater volume of communications from the school during distance learning, and should expect that email is the preferred tool for communication.

Distance Learning Schedule - Distance to Hybrid With Phased Return to Campus

During an active Distance Learning Plan period, we will follow Orinda Academy's Distance Learning Schedule. For a return to campus, we will follow a phased approach beginning with a One-Grade model.



2020-2021 Distance-to-Hybrid Daily Schedule One-Grade On-Campus Hybrid Model

Monday 9th grade on campus	Tuesday 10th grade on campus	Wednesday Distance Only all students		Thursday 11th grade on campus	Friday 12th grade on campus
8:40-9:25 - 1st period		Electives Tutorials Homework Help Assessments	Biology Lab A Physics Lab A 8:40-10:00	8:40-9:25 - 1st period	
9:35-10:20 - 2nd period				9:35-10:20 - 2nd period	
10:30-11:15 - 3rd period			Biology Lab B Physics Lab B 10:30-12:00	10:30-11:15 - 3rd period	
11:25-12:10 - 4th period				11:25-12:10 - 4th period	
12:10-1:00 - Lunch		Community Meetings		12:10-1:00 - Lunch	
1:05-1:50 - 5th period		Electives Tutorials Homework Help Assessments	Chemistry Lab 1:05-2:25	1:05-1:50 - 5th period	
2:00-2:45 - 6th period				2:00-2:45 - 6th period	
2:55-3:40 - 7th period				2:55-3:40 - 7th period	
		3:45 - 4:30 Faculty Meeting		*Students in biology, chemistry, and physics do not have class meetings on Fridays	



2020-2021 Distance-to-Hybrid Daily Schedule Two-Grade On-Campus Hybrid Model

Classes will be fully online to begin the school year; transition to hybrid depends on health orders for Contra Costa County.

Monday and Tuesday	Wednesday		Thursday and Friday
Hybrid Only: 9th and 10th grades attend class on campus	Hybrid Only: Grade level groups attend class on campus every OTHER Wednesday		9th and 10th grades attend class via videoconference
11th and 12th grades attend class via videoconference	Wednesday Electives	Wednesday Science Lab Blocks*	Hybrid Only: 11th and 12th grades attend class on campus
8:40-9:25 - 1st period	Electives Tutorials Homework Help Assessments	Biology Lab A Physics Lab A 8:40-10:00	8:40-9:25 - 1st period
9:35-10:20 - 2nd period			9:35-10:20 - 2nd period
10:30-11:15 - 3rd period		Biology Lab B Physics Lab B 10:30-12:00	10:30-11:15 - 3rd period
11:25-12:10 - 4th period			11:25-12:10 - 4th period
12:10-1:00 - Lunch	Community Meetings: ASM, Cohort, or Class Meetings		12:10-1:00 - Lunch
1:05-1:50 - 5th period	Electives Tutorials Homework Help Assessments	Chemistry Lab 1:05-2:25	1:05-1:50 - 5th period
2:00-2:45 - 6th period			2:00-2:45 - 6th period
2:55-3:40 - 7th period			2:55-3:40 - 7th period
		Faculty Meeting 3:45-4:30	*Students in Biology, Chemistry, and Physics do not have a class meeting on Fridays.

All assignments for each class will be posted in RenWeb where, each school day, students will find their list of courses and the associated classwork, discussion topics, or homework. Posts on RenWeb may provide the link to a Zoom meeting; give instructions for a group project; provide resources for independent work; link to other outside resources (such as Google Classroom); or give other instructions. Students are responsible for checking RenWeb each day for every class.

The Distance Learning Plan assumes reliable access to a stable internet connection; Zoom video conferencing installed on a functioning device; students checking email regularly; a quiet place to sit with minimal interruption; and regular interaction with RenWeb.

Cohort Groups

Student Cohort Groups will be created and will be led by senior administrators: Mollie Mowat, Laura Turnbull, Sara Hall-Kennedy, Janet Harrison, and Sue Porter. Cohort group leaders will be the point person for students and parents for the duration of distance learning and will check in with students every school day and be available to answer questions, troubleshoot, and provide support.

Attendance

Attendance will be taken for each class meeting. On Wednesdays, students will also be expected to attend the scheduled community meeting (all-school meeting, cohort meeting, or class-level meeting) where attendance will be taken. If a student is sick or otherwise unable to attend class meetings, a parent or guardian will need to excuse the absence as usual by emailing the school or leaving a message on the main telephone number. Students are expected to be on time for their classes and will be marked tardy if they are not. If a student is facing technical challenges, they should let their teacher and cohort leader know via email as soon as possible.

Co-curricular Programming

If a Distance Learning Plan is in place and state and county authorities prohibit group gatherings, depending on the time of year, the following programs will be canceled or postponed until a make-up date can be determined:

- All-School Retreat
- Educational Adventures
- Music Performances
- Clubs (except clubs who can meet virtually)
- Prom
- Graduation

PE will continue with a program of individual fitness that will be communicated to students in PE classes at the beginning of distance or hybrid learning.

Community Connections and Wednesday Schedule

During any period of distance learning, we will make an effort to prioritize the social and community connections that we value highly at OA. On Wednesdays, we will hold a community meeting during lunch that will be an all-school meeting, a cohort group meeting, or a grade-level meeting.

Wednesdays will also include class meetings for several elective classes, science labs, and tutorials in content areas that students can attend for extra help from teachers.

Student Support

While the Distance Learning Plan is in effect, academic and social-emotional support for students will continue. Students can expect to access tutorial periods to work with teachers outside of class time; group cohort meetings and individual support from cohort leaders; help from the Learning Specialist; support from the school counselors; and meetings with the Dean of Students and the Director of Academics are all available to students who have questions or need support. To contact teachers, support specialists, or administrators, email is the best point of contact.

Reconvening School On Campus

When the state and county authorities inform the school that it is permissible to return the community to campus, the Head of School will notify the community of the schedule for returning and how we will implement the current schedule in a phased hybrid mode. Families should expect a gradual return in hybrid mode when we have been given permission to do so.

Expectations for Students

Create workspace: Make a space for yourself in your house that you use just for school.

Show up: Be on time for class, dress appropriately, have your materials ready to go, and sit upright during class (don't lie down in bed). Set alarms for classes and meetings.

Get help: Be ready to ask questions or get clarification from your teachers during your Zoom meetings. Use office hours and teacher planning periods - but be sure to make appointments.

Move your body: Get some exercise every day. Inside or outside. Your brain will need the break.

Stay connected: Come to all-school meeting and cohort check ins. It is important for your classmates to see you there.

Keep in touch: Check your email at least three times a day; once in the morning, once at lunch, and once at the end of the day. Put reminders in your phone and calendar. Email is our primary communication tool now.

Recommendations for Parents

Create workspace: as much as possible, help your student settle on their own dedicated “school” space for distance learning that is as free from distractions as you can make it

Establish routine: using the school distance learning schedule, help your student create a personalized schedule that includes class times, study time, breaks, and exercise time

Make connections: encourage your student to maintain connections with classmates and teachers by using cohorts, office hours, and other planned activities. And, support other families’ decisions around social distancing and screen time.

Encourage exercise: help your student to create at least 20 minutes per day of physical activity, outside if possible

Use resources: please alert counselors, cohort leaders, the Learning Specialist, and/or the Dean of Students if you need help with student anxiety around distance learning.

Communicate: communication with families will be primarily through email and occasional video conference. Teachers and administrators will likely be communicating with students and parents many times a day, so we ask that any communications to the school be mindful and concise.

Support student autonomy: we understand that every family will have a unique circumstance around implementing distance learning, and we will help to support your student within your family’s routines. As much as possible, allow your student to advocate for themselves and to regulate their own interactions with teachers and peers.

Contact Information for Distance Learning

Role	Availability & Contact Information
Attendance	Email attendance@orindaacademy.org or leave a message at (925) 254-7553 if your student is absent for the day or will miss an individual class. Attendance will be taken for each class session and logged on the student portal.
Admissions Office	Contact Director of Admissions Janet Harrison with admissions inquiries or follow up questions.
PE	Team Sports and Pickleball students: contact Chris Booth for questions about requirements for those classes Weights/Fitness students: contact instructor Tiffany Aubrey
Business Office	Susan Neylan is available via email for business-related inquiries.
Coyote Coast Counselor	Counselor Chloe Jhangiani is available by appointment via email. Chloe can also Zoom conference with students as needed.
College Counselor	Cyndy Gifford-Palermo is available by appointment via email and can Zoom conference with students and parents as needed.
Facilities	Juvenal Bermudez will be onsite at the campus as needed and when safe to do so in order to maintain our facility.
Learning Specialist	Danielle Jaynes will be available Monday through Thursday by appointment and will schedule individual check-ins with students based on the daily schedule.
Technology	To reset email or for issues with RenWeb, please contact Janet Harrison . We will be unable to help with technical issues with your devices while we are not on campus.
Dean of Students	Sara Hall-Kennedy is available via email and Zoom conference during the school day
Academic Affairs	Laura Turnbull is available by appointment via email and Zoom conference during the school day