

Bringing The Family Back Together

2020-21 Remote Instruction Plan



The primary goal of the Remote Learning Plan is to continue to provide a rich educational program that includes direct, systematic instruction to remediate and extend academic skills. While remote learning is not a replacement for face-to-face multisensory instruction, Swift School will employ technology resources currently used day-to-day to connect, engage, and deepen learning.

We believe that continuing our social-emotional programming is vital to maintaining our community of learners and alleviating any anxiety and stress that may affect a child's ability to learn remotely. Our learning support team, technology team, and school counselor are available for check-ins throughout the day and week.

Attendance will be taken in each class. If your child cannot attend the instructional sessions due to illness, we ask that you contact your child's homeroom teacher and our school nurse, Mrs. Bonnie Ryan.

All students are expected to actively participate in all live/synchronous and asynchronous lessons each day. These lessons are designed to include direct instruction, interactive participation, and follow up activities. Teachers will provide ongoing feedback throughout the lesson to help maintain attention and guide understanding. Schedules vary depending on the grade level of your child. Weekly schedules will include instruction in all academic areas as well as exploratory classes (art, drama, and PE).

Via email, parents will receive a weekly schedule of class meetings and an overview of academic expectations. Google Classroom is the primary tool for teacher-student communication on all grade levels. In Google Classroom, teachers will post 1) the weekly overview sent to parents, 2) Zoom links for class meetings, 3) instructional videos, 4) projects and assignments. Assessments will take place throughout the remote learning period in various ways. Interactive lessons provide opportunities for ongoing assessment. Additionally, live assessments may be completed after a unit or series of lessons. Assessments are used to monitor growth and inform instruction.

We encourage parents to set an educational routine that supports student executive functioning and emphasizes the importance of school, even in the remote setting. Swift School provides all of our students with an additional layer of support, one that you do not find at other institutions. When we transition to a remote learning plan, your child may require additional in-person support from a family member to remain focused and complete their learning tasks.

We recognize that some families may have challenges around supervision with online platforms and/or supporting your child while completing assignments; we anticipate that complications or concerns will arise. To ensure success, our learning support team includes:

- Classroom teacher
- Division Director, Melissa Jozefov or Roni Battoglia
- OG Fellow, Natalie Felix
- School Counselor, Sandee Isaacs
- Director of Learning Support, Sandi Epstein
- Director of Assessment and Technology
Donna Cherry
- IT Manager, Scott Greenwald

Expectations

What parents may expect:

- ❑ Robust lesson delivery through daily ‘live’ classes
- ❑ Designated devices for each student:
 - ❑ iPads for 1st–3rd graders
 - ❑ Chromebooks for 4th–8th graders
- ❑ Enhanced student-teacher interaction utilizing selected technology tools
- ❑ Clear communication via parent email with weekly schedule and overview of academic expectations
- ❑ Assignments posted for students in Google Classroom (all grade levels)
- ❑ Prompt email responses from teachers (within 24 hours)
- ❑ Student support time with individual teachers, by appointment
- ❑ Daily office hours (and appointments) for technology support, plus [Technology Resources for Parents website](#)
- ❑ Additional network of support including the school counselor, learning support team, technology team, OG Fellow, and Division Directors.
- ❑ Attendance documented by participation in scheduled classes and assignment completion

What the School expects:

- ❑ Parents will help create a quiet workspace during scheduled ‘live’ class meetings
- ❑ Parents will help students establish routines for charging devices and for completing and turning in assignments
- ❑ Students will, during Zoom meetings:
 - ❑ Be on time and dressed in the Swift uniform shirt
 - ❑ Be in a study space with school materials readily available
 - ❑ Act appropriately—sitting upright with the face visible and immediately recognizable
 - ❑ Put away cell phones and other distractions
 - ❑ Respect the privacy of others (not take pictures or videos of virtual meetings)
- ❑ Students will check Google Classrooms and Gmail daily
 - ❑ 4th–8th grade students will submit assignments primarily through Google Classroom
 - ❑ 1st–3rd grade students will submit assignments primarily through SeeSaw.
- ❑ Students (especially in grades 4–8) may directly contact teachers for learning support through Swift Gmail or Google Classroom.

A Typical Remote Learning Day May Look Like:

An essential technology toolkit allows students the flexibility to actively participate without being restricted to live video conferencing.

Lower Division Grades 1–4

8:00	Homeroom–Morning Meeting <i>Announcements, SEL, Class Community Building</i>
8:30 & 9:15	...	OG Small Group Differentiated Instruction
10:00	Brain Break
10:15	Math
11:15	Brain Break
11:30	Language Arts
12:30	Lunch/Recess
1:00	Science / Social Studies or Exploratories
2:15	Support and Assignment Completion

Lower Division Grade 5

8:00	Homeroom–Morning Meeting <i>Announcements, SEL Lesson, Schedule Review</i>
8:30	1st Period
9:35	2nd Period
10:40	Exploratories (Art, Drama, PE)
11:45	3rd Period
12:45	Lunch / Brain Break
1:30	4th Period
2:30	Support Period and Assignment Completion

Middle Division Grades 6–8

Classes meet each day for approximately 50 minutes with a 10-minute break.

8:00	Homeroom
8:30	1st Period
9:30	2nd Period
10:30	3rd Period
11:30	Break/Independent Work
1:00	4th Period
2:00	Exploratories and SEL
3:00	Independent Work