



WASHINGTON LATIN  
PUBLIC CHARTER SCHOOL  
A Classical Education for the Modern World

# DISTANCE LEARNING HANDBOOK

GUIDANCE FOR PARENTS/GUARDIANS

MARCH 16, 2020

## INTRODUCTION

In the pages that follow, we provide you with important information about our distance learning plan so that you and your child know what to expect during this period of at-home learning. Please keep in mind that this situation is evolving, and some of the details below are subject to change.

The leadership and faculty are committed to making the most of this situation, even though there are some significant hurdles. First and foremost, our model is not driven by technology. Rather it is highly relational and focused on learning *with others* in order to ultimately reach a fuller humanity. We know that this period of distance learning will require some adjustment and cannot be expected to create the same kind of educational experience we seek to offer within our building.

We also know there will be problems, unexpected issues and challenges for our students, our teachers, and parents. This guide outlines what to expect, as well as what to do if your child experiences a problem, from a simple technical glitch to a bigger challenge that might come from this period of working independently or from social isolation. Please let us know about your questions and concerns, as outlined in the **Communications** section.

Speaking of communication, our team is committed to staying in touch with our students and families. In addition to considering issues of teaching, learning, technology, etc., our team has a plan to make sure we stay connected. We are a community, and we are committed to sustaining our connections until we are again learning on campus with each other.

Finally, it is important that we all work to be flexible and patient with ourselves and each other in this situation. We know that there is stress in this situation about our health (mental as well as physical), our work, and our families. Let's be kind to each other.

## PRINCIPLES OF OUR APPROACH

We are focused on ensuring that students stay engaged and learning. The same principles that drive our work in our building have been central to making these plans, including:

- **Clarity** – Faculty and students have a very clear set of instructions about what they need to do every day, and we are limiting the number of new things that we try during this initial period of distance learning.
- **Equity** – All students have access to technology and the support they need
- **Flexibility** – Students are expected to work every day, but they have flexibility about when they work (most work is asynchronous – not livecast but rather recorded).
- **Support** – For anyone experiencing a difficulty, whether ongoing or temporary, minor or significant, we want to help and are available to work out a good solution.
- **Community spirit** – We are all in this together and want to encourage cooperation and kindness.

## DISTANCE LEARNING OVERVIEW (THROUGH 3/31/20)

- Middle School students have 2-3 classes daily. Middle School students will NOT have electives during this initial period of Distance Learning (through 3/31).
- Upper School students have 3-4 classes daily and will have electives on alternating days.
- Classes will meet according to the schedule rotation (below).
- Because the class instruction is not provided as a livestream, students may work on their classwork in any order and at any time during the day between 9:00 AM and 9:00 PM.
- Teachers will post all instructional materials, instructions, and assignments in Unified Classroom by 9:00 AM each day.
- For each day that a class is “in session,” students should expect approximately one hour of work time (including reviewing instructional materials, completing assigned classwork, and submitting the classwork and exit ticket through Unified Classroom) per class.
- Classwork for all classes is due by 9:00 PM each day – ***NO EXCEPTIONS!***
- Teachers will offer live cast tutorial (through Zoom) from 3:00-4:00 PM on each day that class is in session (see below).
- Maintaining our community and culture is important in this period of distance learning. We will also live cast Advisory Lunch on Friday 3/20 from 12:00-1:00 PM, also using Zoom. ***Please note: This is REQUIRED!***
- Please see the instructions how to access [Unified Classroom](#) and Zoom.

## WEEKLY SCHEDULE through 3/31/20

Monday, 3/16  Faculty PD	Tuesday, 3/17  English History Latin/Greek HS Elective Group 1	Wednesday, 3/18  Math Science World Language HS Elective Group 2	Thursday, 3/19  English History Latin/Greek HS Elective Group 1	Friday, 3/20 <b><i>NOT A HALF DAY!</i></b> Math Science World Language HS Elective Group 2
<b><i>Monday, 3/23 through Friday, 3/27: Spring Break</i></b>				
Monday, 3/30  English History Latin/Greek HS Elective Group 1	Tuesday, 3/31  Math Science World Language HS Elective Group 2	Wednesday, April 1  School Resumes - Monday Schedule	Thursday, April 2  Monday Schedule	Friday, April 3  Monday Schedule
<b>HS Elective Group 1</b>		<b>HS Elective Group 2</b>		
Government DC History Digital Humanities History of Jerusalem Health Art and Theater College Writing Conflict Resolution		Astronomy Robotics Latin Voices, Jazz Band, H Choir, General Music Mindfulness and Meditation Heritage Spanish Speakers Financial Literacy Online Courses as normal		

## HOW IT WORKS – STEP-BY-STEP GUIDE TO “GOING TO CLASS”

Our teachers will plan digital lessons and ensure that all materials for a class are posted in Unified Classroom by 9:00 AM each day that their class is on the schedule above.

Instructions on the assignments will be clear so that students (and parents) can easily understand what to do. See the [Quick Start Guide](#) and [Guide for Unified Classroom](#).



## DISTANCE LEARNING QUICK START GUIDE

- 1** Log in to Unified Classroom after 9am → See [Guide to Unified Classroom](#) (UC) for detailed instructions (emailed to all students or on COVID web page)
- 2** Watch daily orienting video → Each teacher will post an orienting video about the day's lesson and classwork in UC
- 3** Review instructional materials and ask questions → Additional materials will be posted for each lesson, such as videos, readings, etc. If you have questions, email your teacher or join tutorial via Zoom.
- 4** Complete and submit all your classwork **BY 9PM!** → Work for each class will be due at the end of each day and should take about 1 hour to complete. The classwork will include instructions on how to submit your work.
- 5** Complete and submit exit ticket **BY 9PM!** → You must also complete the Exit Ticket (Google Form, linked in the lesson) to get a participation grade.

Repeat process for other classes in session that day.

**ALL CLASSWORK & EXIT TICKETS  
ARE DUE BY 9PM!!**

## MORE DETAIL ON ASSIGNMENTS

Each class session will include the following:

- ***Orienting video*** (2-5 minutes in length) – The teacher will provide an overview of the day’s agenda.
- ***Guided Instruction and Practice*** – The teacher will also post instructional materials that may consist of an additional content video, guided notes template, reading, IXL and Khan Academy (online practice), etc. Students will work on these materials and complete any handouts as needed. The teacher will provide clear instructions on what is expected and how students will need to submit their work.
- ***Exit ticket*** – After submitting their classwork by 9:00 PM, students will also complete an “Exit Ticket”, which is a simple Google Form that asks a few questions about the lesson and assignment to show that they participated in the instruction.
- **All assigned classwork – including the exit ticket - is due by 9:00 PM on the day assigned!**

## SAMPLE DAILY SCHEDULE

We recommend that students (and their parents, especially for younger students) work to maintain some kind of regular daily schedule. Here is an example of how a typical day could be structured:

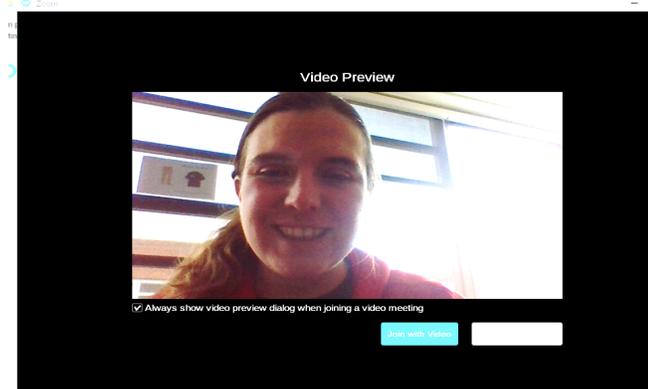
<b>Time</b>	<b>Task</b>
9AM-10AM	Complete work for first class
10AM-10:15AM	Break
10:15AM-11:15AM	Complete work for second class
11:15AM-12PM	Do something physical!
12PM-12:30PM	Lunch Break
12:30PM-1:30PM	Complete work for third class
1:30PM-2:30PM	Complete work for fourth class (if applicable)
2:30PM-3:00PM	Break
3:00PM-4:00PM	Join a Tutorial session through Zoom

## HOW TO JOIN A TUTORIAL OR ADVISORY LUNCH WITH ZOOM

In order to join either tutorial or the advisory lunch, students will need to use Zoom. This is an application available for free online. Here are the instructions for students to join:

1. Click the zoom link your teacher posted in Unified Classroom.

2. Click Join with Video (The blue button below your face).

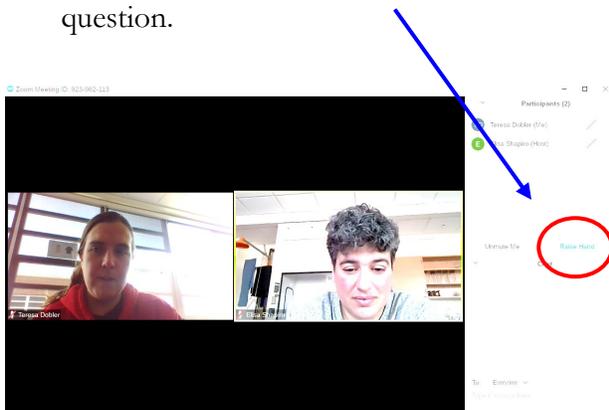


3. On the bottom row, you can mute/unmute your voice and click on Participants or Chats.



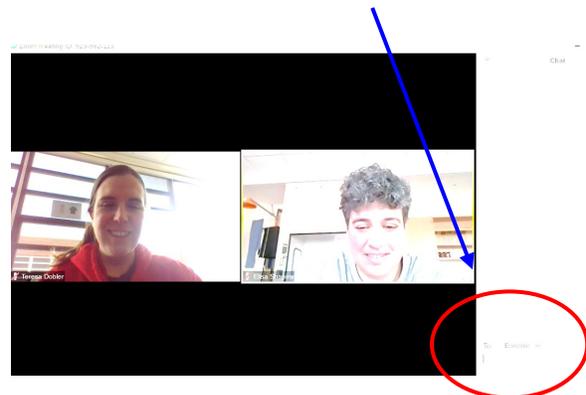
Click “Participants”.

Click “Raise hand” to alert your teacher that you have a question.



Click “Chat”.

You can type messages to everyone, or just to your teacher.



## GRADING

The work that students submit during this period of distance learning does count towards their grades. **Students will be graded daily on their completion of classwork and their submission of exit tickets.**

All work completed through March 20<sup>th</sup> will be considered part of Quarter 3, and all work completed March 30-31 will count towards Quarter 4.

*From March 17<sup>th</sup> through March 31<sup>st</sup>, we will not be giving any quizzes or tests.*

After we return to campus, teachers may elect to give a final quiz or test that can be backdated to Quarter 3 if that grade is a substantial part of the quarter's work.

## TESTING

As of now, Washington Latin, along with all DC public schools, will still be required to administer the PARCC. We expect to proceed with our planned testing schedule but will let students and parents know if this changes. We are also working to determine how to handle Advanced Placement exams. More information will follow.

## STUDENT SUPPORT - SPECIAL EDUCATION & COUNSELING

The school is committed to ensuring that all students can access the learning materials and receive the support during this period of Distance Learning. For each student with an IEP or 504 Plan, the case manager will be in direct contact with the parents in the next three days to review the child's support plan.

## COMMUNICATIONS

For the most part, our communications remain the same as on campus.

- If a student is sick and cannot participate, please email [attendance@latinpcs.org](mailto:attendance@latinpcs.org) as soon as you can, so that we can let all the teachers know that your child cannot participate in that day's classes.
- If a student has questions on an assignment, they should ***email the teacher.***
- If they have a more general concern about something not related to a particular class, they should ***email the advisor.***
- If a student or parent has a more systematic concern, ***email the division director.*** Jimmy Kelly for the Middle School ([jkelly@latinpcs.org](mailto:jkelly@latinpcs.org)) and Kara Brady for the Upper School ([kbrady@latinpcs.org](mailto:kbrady@latinpcs.org)).
- If there is a major issue, please email Principal Diana Smith ([dsmith@latinpcs.org](mailto:dsmith@latinpcs.org)).