

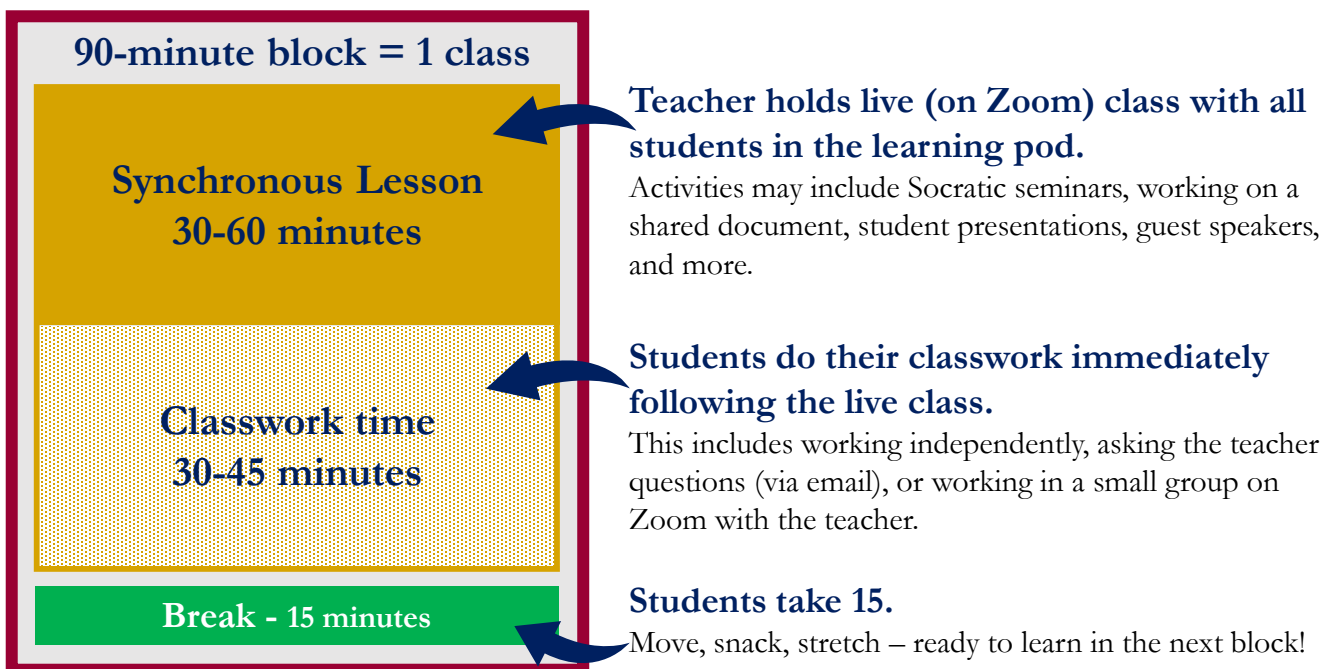
2020-21 Upper School Academics (Grades 9-12)

The Overview

- 2020-21 opens with *all remote learning*.
- Students will have *synchronous* or live classes four days weekly (M/T/Th/F).
- The synchronous daily schedule is built with *90-minute learning blocks*.
- There are *3-4 learning blocks* each synchronous day (M/T/Th/F).
- *Advisory* will start every synchronous day, and we have *weekly advisory lunch*.
- On Tuesdays and Friday, *tutorial* will be held 2:30-4:00 pm.
- Wednesdays will be *all asynchronous* learning.

Synchronous Days (M/T/Th/F)

The synchronous schedule is built around *90-minute learning blocks*, including a live lesson via Zoom, classwork time, and a break.



Each synchronous day, students have *3 or 4 learning blocks*, subjects alternating days.

2020-21 Upper School Academics

Weekly US Schedule

Time	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
8:45-9:00	Advisory	Advisory	Asynchronous Classwork All Classes (30 minutes per class)	Advisory	Advisory
9:00 -10:30	Beta	Alpha		Epsilon	Eta
	Classwork	Classwork		Classwork	Classwork
10:30 - 10:45	Break	Break		Break	Break
10:45 - 12:15	Gamma	Delta		Zeta	Delta
	Classwork	Classwork		Classwork	Classwork
12:15 - 1:00	Lunch/Break	Lunch/Break		Lunch/Break	Advisory Lunch
1:00 - 2:30	Epsilon	Eta		Gamma	Alpha
	Classwork	Classwork		Classwork	Classwork
2:30 - 2:45	Break	Tutorial/ Meetings (2:30 – 4:00)	Break	Tutorial/ Meetings (2:30 - 4:00)	
2:45 - 4:15	Zeta		Beta		
	Classwork	Classwork			

Asynchronous Days (Wednesday)

- All classes will be asynchronous every Wednesday (unless noted in the calendar).
- For each class, students will have a daily assignment of classwork due that day.
- See Quick Start to get started.

Classwork Deadlines

Type of Class	Teacher posts class info in UC	Student turns in classwork in UC
Synchronous Class	Teacher posts Zoom link before class begins.	After Classwork time for that class or by 5:00 pm at the latest.
Asynchronous Class	Teacher posts class information and assignment by 9:00 am.	Due by 9:00 pm that day.



DISTANCE LEARNING

2020-21 QUICK START GUIDE

US SYNCHRONOUS Learning (M/T/Th/F)

- 1 Unified Classroom**
Log in by 8:30 → This is where you start the day! See **Guide to Unified Classroom** (UC) for detailed instructions (on student/parent pages of web)
- 2 ADVISORY 8:45**
Log in on Zoom **by 8:45** on M, T, Th, F → See our **Zoom Guide** for detailed instructions on logging into Zoom, changing backgrounds, and advisor Zoom.
- 3 Class #1 Live 9:00**
Log in to Zoom for first of 4 live classes → Each class starts with live learning (synchronous). Follow **Zoom Guide's** behavior guidelines.
- 4 Class #1 Classwork**
For today's lesson/assignment → This is the time to work classwork under your teacher's supervision. Teachers will meet with individuals or small groups of students and answer questions.
- 5 Class #1 Submit work**
by the end of the learning block (or by 5PM latest!) → The idea is to do the classwork during the class block, then submit it. If you need more time, you have until 5pm.
- 6 Take a break!** → Move, stretch, snack!

Repeat process for other classes in session that day.





ALL CLASSWORK DUE BY 5PM!



DISTANCE LEARNING

2020-21 QUICK START GUIDE

US ASYNCHRONOUS Virtual Learning

- 1** Log in to Unified Classroom  See [Guide to Unified Classroom \(UC\)](#) for detailed instructions; lessons posted by 9am.
- 2** Check UC for the day's lesson.  Each teacher will otherwise orient you to the lesson with a written description, orienting video, link to a document, etc.
- 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.

Repeat process for all other classes.

ALL CLASSWORK DUE BY 9PM!!

2020-21 Upper School Expectations

The Overview

- *Students must be logged in to UC and on Zoom for advisory (all but Wednesday) by 8:45.*
- While school *uniforms are not required*, all students must dress appropriately (face uncovered except if wearing a mask, nothing offensive or revealing)
- *The Tech Time Expectations grade* is worth five points every day, as shown below in the **5 Tech Time Expectations chart**.
- More *information on grading and attendance* policy will follow in the full Distance Learning Guide.

5 Tech Time Expectations



VIDEO

Keep your camera on for the whole class period.



AUDIO

Mute your microphone unless called on to speak.



ENGAGEMENT

Engage in the lesson; ask questions and offer comments.



TIME

Log in before class starts, stay the whole time, and ask permission for breaks.



POSITION

Sit upright (no lying down), keep your head and shoulders visible.

Phone away unless a teacher wants you to use it.

Limit side conversations and distracting behavior.

EACH CATEGORY IS WORTH 1 POINT PER DAY



DISTANCE LEARNING

EMAIL ETIQUETTE GUIDE

Emails with teachers should not look like texts with your friends.
Use email etiquette and professional writing – good practice!

email etiquette 1

1 message

Kara Brady <kbrady@latinpcs.org>
Bcc: 2023@students.latinpcs.org

7 Tue, Mar 17, 20

Students, 2

3

I hope your first day of distance learning is going well! I hope you are all staying healthy, completing your schoolwork, and also getting outside for some sunshine and exercise!

Please be sure that when you are emailing your teachers and administrators, you are emailing with proper email etiquette. The major issue we see, I think, is students emailing us as if they are texting. Please remember to include greetings and closings in emails to teachers as well as proper email titles. You need to use professional writing skills, and now is a great time to practice. 4

This email serves as an example of a proper and professional email, but if you are confused in any way, please feel free to ask for help. 5

Thank you,
Ms. Brady 6

- 1 Create a brief, informative **subject line**.
- 2 Include a **salutation**, as in: Dear Mr/Ms Name.
- 3 **Write professionally** – You should use full sentences and a friendly but appropriate tone and a business-like style of prose.
- 4 **Use proper punctuation** – Adding a period to a text can make the tone sharp, but that is not true in email. Write it like a paper /letter!
- 5 **Close with a brief next step**: “Please let me know how to turn in this assignment,” or “I will send you the draft by 5pm.”
- 6 **Sign off** with your name. Yes, they know it’s you, but this is what is expected to close a letter, and thus an email.
- 7 **Reply to emails within 24 hours** or less, if you can, especially if the email has a specific question for you personally or is time sensitive.