



# DIGITAL LEARNING PLAN



Norfolk  
Collegiate

## Table of Contents

Introduction to Digital Learning at Norfolk Collegiate	3
Digital Learning Glossary	4
Lower School Digital Learning Plan	5
Middle School Digital Learning Plan	7
Upper School Digital Learning Plan	12
Technical Assistance	17
Contact Information	17

***Our vision: Innovative learning for a changing world.***

***Our mission: We develop critical thinkers, doers and explorers through innovative, engaging instruction in an inclusive and supportive learning community.***

*\*Information in this document will be updated as circumstances dictate.*

## **Introduction to Digital Learning at Norfolk Collegiate**

For nearly two years, our faculty and staff have worked to develop, train for, and test our Digital Learning Plan, culminating in our Digital Learning Day trial held in December 2019. Throughout this process, our goal has been to devise a plan that allows us to deliver “a great education and even better experience” even when our community cannot be together in person.

Phase I of our Digital Learning Plan is designed for shorter disruptions of a week or two. This plan involves teaching and learning through video presentations and related assignments that students complete at home on their own daily schedule.

Phase II of our Digital Learning Plan is designed to continue a meaningful program of teaching, learning and community during extended closures. That plan, which is detailed in this document, uses blended learning—a mix of synchronous, or real-time, video conferences and related asynchronous learning activities—to deliver high quality instruction within a predictable schedule of regular class meetings.

Instructional technology is a regular part of our academic program pre-K-12, so our Digital Learning Plan capitalizes on familiar platforms and activities to bring the classroom to our students as appropriate to their developmental levels. This document details how we will continue to support teaching and learning in each division.

## Digital Learning Glossary

**Asynchronous:** Asynchronous digital learning takes place through recorded video presentations and related learning activities posted to Net Classroom, Seesaw and/or Google Classroom. This form of instruction does not involve real-time interaction.

**Blended learning:** Blended learning uses a carefully planned mix of synchronous and asynchronous strategies to combine real-time student-teacher interaction through video-conferencing with related learning activities.

**Digital learning:** Digital learning is the use of instructional technology to enhance the teaching and learning process.

**Synchronous:** Synchronous digital learning takes place in real-time using a video-conferencing platform like Zoom to allow students and teachers to meet for daily instruction and community building.

**Video conference:** A video conference is a virtual class meeting that allows all participants to meet with real-time audio and video. Our video-conferencing platform is Zoom.

## Lower School Digital Learning Plan

The goal of the lower school Digital Learning Plan is to continue to engage our youngest Oaks in high quality instruction that values exploration, creativity, connection and purposeful play. Lower school classroom teachers will greet students in real time each day to engage them in familiar, predictable learning activities, including morning meeting and academic instruction, as well as resource enrichment as appropriate. The lower school will use Seesaw as its main learning platform, complemented by other familiar digital tools.

We understand that students and their families may have questions about this new form of teaching and learning. Please reach out to your child's teacher; Cleteus Smith, head of lower school, at [csmith@norfolkcollegiate.org](mailto:csmith@norfolkcollegiate.org); or Dr. Catherine Thomson '94, lower school dean, at [cthompson@norfolkcollegiate.org](mailto:cthompson@norfolkcollegiate.org), should you have questions or concerns.

### Guidelines for lower school students and parents

- Students should follow the schedule as outlined below and as detailed in their daily agenda emails from classroom teachers.
- Students and parents should check the daily agenda sent via email and Seesaw each day to view daily assignments, which will be posted by 8:30 p.m. the previous night.
- Students will benefit from a dedicated place to engage in their daily learning activities, ideally where parents can provide on-site support as appropriate.
- Students should complete daily assignments as outlined on Seesaw and/or in their daily agenda emails.
- Parents should assist students with understanding appropriate on-screen behavior, especially during synchronous, or real-time interactions.
- Students and parents should reach out to teachers and the lower school head and/or dean with questions or concerns.

### Attendance

If students are ill or otherwise unable to attend class, please email Debra Kraus, lower school administrative assistant, at [dkraus@norfolkcollegiate.org](mailto:dkraus@norfolkcollegiate.org). If your child is absent, please contact the teacher for due dates for missed lessons and activities.

### Lower school learning platforms

**Seesaw:** Our main tool for student-family-teacher engagement, including posting videos and assignments and submitting student work

**Zoom:** Our video-conferencing tool for daily class meetings

**And other familiar creation apps as appropriate**

### Daily lower school schedule

<b>8:30-10:30 a.m.</b>	Pre-K through Grade 2 morning meeting and digital learning time via Zoom conferencing, including small and large group activities and resource instruction, as well as time to complete independent activities
<b>8:30-11 a.m.</b>	Grades 3-5 morning meeting and digital learning via Zoom conferencing, including small group and large group activities and resource instruction, as well as time to complete independent activities
<b>11-noon</b>	Lunch and break
<b>Noon-3 p.m.</b>	Outside time, nap time, play time, reading time, independent practice; learning resource program email and virtual conference time by appointment

**Assessments:** Teachers will continue to monitor student progress through class activities, projects, quizzes and tests. Parent assistance with monitoring lessons and completing daily activities is greatly appreciated. Teachers will provide clear direction when an assessment is to be completed independently in order to better assess student learning.

## Middle School Digital Learning Plan

The goal of the middle school Digital Learning Plan is to continue to engage our students in high quality instruction that values exploration, creativity, connection and meaningful independent work. Middle school classroom teachers will greet students in real time each day according to the schedule below to engage them in familiar, predictable learning activities, including direct instruction, class discussion and collaboration, and daily overviews of students' independent work assignments.

The middle school will use NetClassroom to post daily overviews of class activity and assignments, complemented by other familiar digital tools including Google's G-suite tools (e.g., Google Docs and Slides), Plan Book and/or Google Classroom, and familiar iPad apps as appropriate.

In addition, the middle school will use Zoom as its video conferencing platform to engage students in real-time, synchronous learning. Students will connect to their virtual classroom in Zoom by clicking on the link provided by their teacher on the day of the class meeting.

We understand that students and their families may have questions about this new form of teaching and learning. Please reach out to your child's teachers; Charlene Loope, interim head of middle school, at [cloope@norfolkcollegiate.org](mailto:cloope@norfolkcollegiate.org); Jill Archer, middle school dean of students, at [jarcher@norfolkcollegiate.org](mailto:jarcher@norfolkcollegiate.org); or Jan Weintraub, middle school counselor, at [jweintraub@norfolkcollegiate.org](mailto:jweintraub@norfolkcollegiate.org), should you have questions or concerns.

### Guidelines for middle school students and parents

- Students should follow the schedule outlined below for daily class meetings.
- Students and parents should check NetClassroom each day to view daily assignments, which will be posted by 8:30 a.m.
- Students will benefit from a dedicated place to engage in their daily learning activities, ideally where parents can provide on-site support as appropriate.
- Students should complete daily assignments as outlined on NetClassroom (supplemented by Plan Book and/or Google Classroom, as appropriate) and/or in their daily class meetings.
- Parents should assist students with understanding appropriate on-screen behavior, especially during synchronous, or real-time interactions.
- Students and parents should reach out to teachers and the head of middle school, dean and/or counselor with questions or concerns.

## Attendance

If students are ill or otherwise unable to attend classes, please email Christian Van Deven, middle school administrative assistant, at [cvandeven@norfolkcollegiate.org](mailto:cvandeven@norfolkcollegiate.org).

**Please note:** Teachers also will record attendance in students' individual classes per the schedule below. If a student must miss an individual class, the parent should email the teacher.

## Middle school learning platforms

**NetClassroom:** Daily announcements outlining each day's learning activities will be posted to students' NetClassroom class pages for the classes scheduled to meet each day (per the usual daily rotation; see below).

**Email:** Students should check their school email addresses on a regular basis.

**Google apps (G-suite):** Google Docs, Slides, Classroom, as appropriate

**Plan Book:** Assignment calendar used by many middle school teachers to link assignments

**Zoom:** Our video-conferencing tool for daily class meetings

## Middle school schedule

<b>9-11a.m.</b>	Teachers and learning resource center available by email and for extra help and conferences by appointment
<b>10:30-11 a.m.</b>	Morning music bell for strings students
<b>11-noon</b>	Lunch and break
<b>Noon-3:15 p.m.</b>	Scheduled class meetings and advisory/school meetings as outlined below



## Middle school class meeting schedule

TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7
12-12:30 p.m.	A	F	D	B	G	E	D
12:30-12:35 p.m.							
12:35-1:05 p.m.	B	G	E	D	A	G	E
1:05-1:10 p.m.							
1:10-1:40 p.m.	C	C	F	C	C	F	C
1:40-1:45 p.m.							
1:45-2:05 p.m.	Study hall and/or community time						
2:05-2:10 p.m.							
2:10-2:40 p.m.	D	A	G	E	B	A	F
2:40-2:45 p.m.							
2:45-3:15 p.m.	E	B	A	F	D	B	G

## Student expectations

Though students are learning in a new way and engaging with their teachers and classmates in a digital environment, they must continue to follow Norfolk Collegiate's behavioral expectations and Honor Code.

- Communication: Students should remember to embrace the ideas of others, show kindness to classmates and teachers, and participate in all digital learning activities.
- Dress: More casual dress is appropriate for online learning; however, students are still expected to be in clothing that does not distract or take away from the learning environment. Students will be creating videos, talking in real-time, and conferencing with others, so they should consider their audience and dress accordingly.
- Preparedness: Be prepared each day. Students should:
  - Set a daily routine and find a space to work that will allow them to be most successful in the digital learning environment.
  - Gather all class materials before class begins.
  - Charge devices at night so they are ready for the next day.

- Check NetClassroom daily for teacher directives under “Class Announcements,” and check school email each day.
- Missing Class: If students are unable to attend class, they should contact their teachers the day of the absence and check NetClassroom for missed work and assignments.
- During online class sessions (Zoom) or other video or online communication (e.g., FlipGrid, Google Classroom, etc.), students should:
  - Limit Noise. Microphone should be on mute unless the student is speaking. Students should wait for teachers to call their names before responding in a Zoom session.
  - Consider the background. Students should avoid showing inappropriate or overly personal material in the background.
  - If possible, avoid having pets, siblings, or other family members in the room during real-time classes or when creating videos for assignments to avoid distraction.
  - Avoid eating during “real-time” classes or videos created to share with others.
  - Take notes during Zoom classes or when watching teacher-recorded videos; there will be important information to remember, and note-taking helps students stay focused.
  - Participate respectfully with teachers and peers. Remember that online voice is important and represents who students are in this digital learning atmosphere.
  - Recording other students or teachers is prohibited. Teachers may record sessions for review purposes.
  - Become familiar with Zoom and other digital platforms (e.g., how to turn on and off video and audio, adjust volume level).
  - Ensure written responses are appropriate for a classroom setting when commenting or chatting on any online platform.
  - Reach out to teachers immediately if there are problems with the digital platforms. Everyone wants to help you make this a successful transition.
- Honor Code: Students will continue to follow the Norfolk Collegiate Honor Code in their digital learning activities.
- Responsible Use Policy: Students will continue to abide by the Norfolk Collegiate Responsible Use Policy and to exercise good digital citizenship.

**Homework expectations**

Students will be expected to engage in homework activities for the classes they meet with that day. These assignments are extensions of what students started during their virtual class meeting time, and they will be turned in the day of the next class meeting unless otherwise stated by the teacher. Students also will continue reading class novels outside of scheduled class “meeting” times.

**Assessments**

Teachers will monitor student progress through both formative and summative assessments. As we continue to integrate project-based learning in the middle school, assessments may include self-reflections, presentations, and final creative products. Students also will take tests and quizzes during our digital learning periods.

## Upper School Digital Learning Plan

The goal of the upper school Digital Learning Plan is to continue to engage our students in high quality instruction that values exploration, creativity, connection and meaningful independent work. Upper school classroom teachers will greet students in real time each day according to the schedule below to engage them in familiar, predictable learning activities, including direct instruction, class discussion and collaboration, and daily overviews of students' independent work assignments.

The upper school will use NetClassroom to post daily overviews of class activity and assignments, complemented by other familiar digital tools including Google's G-suite tools (e.g., Google Docs and Slides), Plan Book and/or Google Classroom, AP Classroom, and familiar iPad apps as appropriate. Zoom will be used for synchronous, real-time instruction.

We understand that students and their families may have questions about this new form of teaching and learning. Please reach out to your child's teachers; Anne Claywell '88, head of upper school, at [aclaywell@norfolkcollegiate.org](mailto:aclaywell@norfolkcollegiate.org); Chris Tillson, upper school dean of students, at [ctillson@norfolkcollegiate.org](mailto:ctillson@norfolkcollegiate.org); or Helen Younce, upper school counselor, at [hyounce@norfolkcollegiate.org](mailto:hyounce@norfolkcollegiate.org), should you have questions or concerns.

### Guidelines for upper school students and parents

- Students should follow the schedule outlined below for daily class meetings.
- Students should check NetClassroom each day to view daily assignments, which will be posted by 8:30 a.m.
- Students will benefit from a dedicated place to engage in their daily learning activities, ideally where parents can provide on-site support as appropriate.
- Students should complete daily assignments as outlined on NetClassroom (supplemented by Plan Book and/or Google Classroom, as appropriate) and/or in their daily class meetings.
- Parents should assist students with understanding appropriate on-screen behavior, especially during synchronous, or real-time interactions.
- Students and parents should reach out to teachers and the head of upper school, upper school dean, and/or upper school counselor with questions or concerns.

## Attendance

If students are ill or otherwise unable to attend classes, please email Kelly Verostic, upper school receptionist, at [kverostic@norfolkcollegiate.org](mailto:kverostic@norfolkcollegiate.org).

**Please note:** Teachers also will record attendance in students' individual classes per the schedule below. If a student must miss an individual class, the parent should email the teacher.

## Upper school learning platforms

**NetClassroom:** Daily announcements outlining each day's learning activities will be posted to students' NetClassroom class pages for the classes scheduled to meet each day (per the usual daily rotation; see below).

**Email:** Students should check their school email addresses on a regular basis.

**Google apps (G-suite):** Google Docs, Slides, Classroom, as appropriate

**Plan Book:** Assignment calendar used by many middle school teachers to link assignments

**Zoom:** Our video-conferencing tool for daily class meetings

**Other iPad apps, AP Classroom, and textbook online resources:** As appropriate to each class

## Upper school schedule

<b>9-11a.m.</b>	Teachers and learning resource center available by email and for extra help and conferences by appointment
<b>10:30-11 a.m.</b>	Morning music bell for band, chorus and strings
<b>11-noon</b>	Lunch and break
<b>Noon-3:15 p.m.</b>	Scheduled class meetings and advisory/school meetings as outlined below

## Upper school class meeting schedule

TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7
12-12:30 p.m.	A	F	D	B	G	E	D
12:30-12:35 p.m.							
12:35-1:05 p.m.	B	G	E	D	A	G	E
1:05-1:10 p.m.							
1:10-1:40 p.m.	C	C	F	C	C	F	C
1:40-1:45 p.m.							
1:45-2:05 p.m.	Study hall and/or community time						
2:05-2:10 p.m.							
2:10-2:40 p.m.	D	A	G	E	B	A	F
2:40-2:45 p.m.							
2:45-3:15 p.m.	E	B	A	F	D	B	G

### Student expectations

Though students are learning in a new way and engaging with their teachers and classmates in a digital environment, they must continue to follow Norfolk Collegiate's conduct expectations and Honor Code.

- Communication: Students should remember to embrace the ideas of others, show respect to classmates and teachers, and participate in all digital learning activities.
- Dress: More casual dress is appropriate for on-line learning; however, students are still expected to be in clothing that does not distract or take away from the learning environment. Students will be creating videos, talking in real-time, and conferencing with others, so they should consider their audience and dress accordingly.
- Preparedness: Be prepared each day. Students should:
  - Set a daily routine and find a space to work that will allow them to be most successful in the digital learning environment. Gather all class materials before class begins.
  - Charge devices at night so they are ready for the next day.

- Check NetClassroom daily for teacher directives under “Class Announcements,” and check school email each day.
- Missing Class: If students are unable to attend class, they should contact their teachers the day of the absence and check NetClassroom for missed work and assignments.
- During online class sessions (Zoom) or other video or online communication (e.g., FlipGrid, Google Classroom, etc.), students should:
  - Limit Noise. Microphone should be on mute unless the student is speaking. Students should wait for teachers to call their names before responding in a Zoom session.
  - Consider the background. Students should avoid showing inappropriate or overly personal material in the background.
  - If possible, avoid having pets, siblings, or other family members in the room during real-time classes or when creating videos for assignments to avoid distraction.
  - Avoid eating during “real-time” classes or videos created to share with others.
  - Take notes during Zoom classes or when watching teacher-recorded videos; there will be important information to remember, and note-taking helps students stay focused.
  - Participate respectfully with teachers and peers. Remember that online voice is important and represents who students are in this digital learning atmosphere.
  - Recording other students or teachers is prohibited. Teachers may record sessions for review purposes.
  - Become familiar with Zoom and other digital platforms (e.g., how to turn on and off video and audio and adjust volume level).
  - Ensure written responses are appropriate for a classroom setting when commenting or chatting on any on-line platform.
  - Reach out to teachers immediately if there are problems with the digital platforms. Everyone wants to help you make this a successful transition.
- Honor Code: Students will continue to follow the Norfolk Collegiate Honor Code in their digital learning activities.
- Responsible Use Policy: Students will continue to abide by the Norfolk Collegiate Responsible Use Policy and to exercise good digital citizenship.

**Homework expectations**

Students will be expected to engage in homework activities for the classes they meet with that day. These assignments are extensions of what students started during their virtual class meeting time, and they will be turned in the day of the next class meeting unless otherwise stated by the teacher. Students will also continue reading class novels outside of scheduled class “meeting” times.

**Assessments**

Teachers will monitor student progress through both formative and summative assessments. Assessments may include self-reflections, presentations, and final creative products in addition to more traditional tests and quizzes taken during our digital learning periods. Advanced Placement teachers will continue to prepare students for those exams using released sample test items as appropriate.



## **Technical assistance**

For assistance with website and NetClassroom log-ins and/or passwords, please contact Bev Shore at [bshore@norfolkcollegiate.org](mailto:bshore@norfolkcollegiate.org).

For assistance with digital learning and/or accessing digital learning tools/apps, please email [digital\\_learning@norfolkcollegiate.org](mailto:digital_learning@norfolkcollegiate.org).

## **Contact information**

Please see additional school closure information and contact links at <https://www.norfolkcollegiate.org/schoolclosureresources>.

### **Lower school**

Academic concerns: Your child's teacher  
Cleteus Smith, head of lower school  
[csmith@norfolkcollegiate.org](mailto:csmith@norfolkcollegiate.org)  
Dr. Catherine Thomson, lower school dean  
[cthomson@norfolkcollegiate.org](mailto:cthomson@norfolkcollegiate.org)

Social-emotional concerns: Jan Weintraub, middle school counselor  
[jweintraub@norfolkcollegiate.org](mailto:jweintraub@norfolkcollegiate.org)

Daily absences: Debra Kraus, lower school administrative assistant  
[dkraus@norfolkcollegiate.org](mailto:dkraus@norfolkcollegiate.org)

### **Middle school**

Academic concerns: Your child's teacher  
Charlene Loope, interim head of middle school  
[cloope@norfolkcollegiate.org](mailto:cloope@norfolkcollegiate.org)  
Jill Archer, middle school dean of students  
[jarcher@norfolkcollegiate.org](mailto:jarcher@norfolkcollegiate.org)

Social-emotional concerns: Jan Weintraub, middle school counselor  
[jweintraub@norfolkcollegiate.org](mailto:jweintraub@norfolkcollegiate.org)

Daily absences: Christian Van Deven  
[cvandeven@norfolkcollegiate.org](mailto:cvandeven@norfolkcollegiate.org)

## **Upper school**

Academic concerns:

Your child's teacher  
Anne Claywell, head of upper school  
[aclaywell@norfolkcollegiate.org](mailto:aclaywell@norfolkcollegiate.org)

Social-emotional concerns:

Helen Younce, upper school counselor  
[hyounce@norfolkcollegiate.org](mailto:hyounce@norfolkcollegiate.org)

Daily Absences:

Kelly Verostic, upper school receptionist  
[kverostic@norfolkcollegiate.org](mailto:kverostic@norfolkcollegiate.org)