



## **Presidio Hill School's Distance Learning Details**

## Introduction from Lisa

Dear PHS Parents/Guardians,

Thank you for your flexibility and patience during what has been an unprecedented week. I am so grateful to have a strong, understanding, and patient community at my side during this situation—thank you. I understand how challenging and disruptive moving to distance learning can be, especially under these circumstances, and we viewed this decision as necessary to keep our community safe and healthy.

Please read the details in this document carefully, our updates will cover:

1. Logistics about Preparing for Distance Learning with PHS
2. Parent/Guardian & Student Responsibilities
3. Channels of Communication
4. Calendar for the next few weeks & PHS staff contact information
5. A Distance Learning Policy--**please sign and return by Monday, March 16th**

As you know, this information is being refined daily (even sometimes hourly), and is meant both to be as specific as possible, and still an overview of information. Grade-level specific distance learning plans and details will be sent to you on Tuesday next week; you can expect your student's school day to begin at the same time in the morning that they would begin on campus and end earlier in the day (12:30 p.m. for TK-2nd, 1:00 p.m. for 3rd-5th, 1:30 p.m. for 6th-8th). Attendance will be taken as usual. Our goal is to create a distance learning plan that is manageable for students, families (many of whom have students in multiple grades and/or other challenges), and teachers. We also need our plan to consider how to maintain a sense of community, school culture, and connection—as we have developed our plan this has remained a priority.

The term distance learning is a deliberate one; students will be learning at a distance in mission-aligned ways, not fully online. We are navigating the need for authentic connection through technology with the understanding that a healthy amount of digital access is different across grade levels. We are committed to providing your student(s) an education that continues to reflect Presidio Hill's mission, values, and progressive pedagogy as much as we are able. Our school, as you all know, values learning collaboratively and with technology as one tool among many. Our distance learning plan will utilize many different resources and will be thoughtful, integrated, and meaningful. That said, this situation is unique and is coming upon us more quickly than would be ideal to roll out a fully formed distance "school"; we will be necessarily using more technology than we may be used to. This is newer territory for us—please reach out if you have feedback, questions, or concerns at any time.

This plan is made in collaboration with many other schools—we relied on the wisdom and experience of others, as well as Global Online Academy, to distill a plan that is comprehensive and manageable for our PHS students, families, and teachers.

If you have any questions or concerns please feel free to reach out.

In partnership,  
Lisa

## Logistics about Preparing for Distance Learning with PHS

- 1. Student supplies:** PHS is working with teachers at every grade level as well as with specialist teachers (Art, Music, Spanish, P.E., Library) to determine what materials your student most needs in order to transition to an online learning plan. On **Tuesday, March 17th**, we ask that you come to PHS (pull into the white zone) during your normal dismissal window to pick up all PHS supplies. We will have a staff member hand over a tote for each student containing basic art supplies, any grade-specific books and resources provided by classroom teachers, individual student medical supplies (if you have provided them to us), library books (if requested--see below), and technology (if requested--see below). Please pick up your tote at the following time (by oldest sibling, if you have multiple PHS students):

Grade TK & K	2:45–3:00 p.m.
Grades 1–2	3:00–3:10 p.m.
Grade 3	3:10–3:20 p.m.
Grades 4-5	3:20–3:30 p.m.
Grades 7-8	3:30–3:40 p.m.
Grade 6	3:40–3:45 p.m.
- 2. Library Books:** Jennie is offering the PHS library as a resource for your students before we move to a full distance learning program. Please fill out [this form](#) to reserve library books (they will be added to your student's work packet that will be distributed Tuesday). A few details:
  - a.** One form per CHILD, not per family
  - b.** Books are allocated on a first-come first-served basis--please be flexible!
  - c.** Five books is the maximum we can distribute at this time. Email Jennie directly if you have questions.
  - d.** To see our school's library catalog online:
    - i.** Go to <http://www.libraryworld.com/opac>
    - ii.** Enter Library Name: PHS LIBRARY (No password)
    - iii.** Put your search term into the search box and adjust the drop-down menu
    - iv.** Add up to five books to your clipboard and paste the book information in the formWe will be sending information about an online library (with ebooks) as soon as we can.
- 3. Technology Needs:** Please email [Kenta](#) and [Javier](#) if you need technology provided by PHS (Chromebook, charger, internet, printer). **Please remember that you will need one technology device for each student** (as well as yourself, if you work from home!). Please do not plan to rely on mobile phones for distance learning.
- 4. Private tutoring:** We are asking PHS teachers not to tutor (in person or online) for individual families during this time. PHS teachers will be fully committed to distance learning during our closure and we have been advised that social distancing is imperative to slowing the spread of COVID-19 and thus protecting the health and safety of our community. If you already have tutoring arrangements with a PHS teacher, you may continue those arrangements if agreed.
- 5. Childcare during campus closure:** PHS campus will be closed from Monday, March 16th through Friday, April 10th and we will not be able to provide childcare during this time. San Francisco resources (food and childcare) are available here: <https://www.dcyf.org/care>. We will do all we can to support our families, and remaining open, even in a limited capacity, is a health risk for our students, staff, and families. In the same way we ask teachers not to provide tutoring to individual families during this time, we also ask staff not to provide childcare/babysitting.

## Parent/Guardian & Student Responsibilities for Online Learning

### Parent/Guardian Responsibilities

Provide an environment conducive to learning (access to technology, safe and quiet space during daytime)

Be sure that your child(ren) are appropriately dressed, fed, and prepared for learning before distance learning begins for the day

Consistency benefits all members of a family, particularly the youngest members. Please be sure to maintain consistent morning and nighttime routines, as you would if school were in session.

Engage in conversations on posted materials, assignments

Monitor time spent engaging in online and offline learning

During synchronous online times, we ask that a parent/guardian be nearby

Support emotional balance by providing ample room and time for reflection, physical activity, conversation, and play

Communicate questions/concerns with teachers in a prompt and timely way

For technical issues, contact [support@presidiohill.zendesk.com](mailto:support@presidiohill.zendesk.com)

### Student Responsibilities

Be sure that you are appropriately dressed, fed, and prepared for learning before distance learning begins for the day

Dedicate appropriate time to learning, as guided by your teachers

Check appropriate online platforms for information on courses, assignments, resources daily

Be on time for all synchronous learning engagements/meetings and make sure a parent/guardian is nearby

Communicate questions/concerns with teachers in a prompt and timely way

Identify a comfortable and quiet space to study/learn

Engage in all learning posted with academic honesty

Submit all assignments in accordance with provided timeline and/or due dates

Ensure your own social and emotional balance by keeping healthy habits such as getting exercise, connecting with friends, sharing feelings with family

## Channels of Communication

### Vocabulary

**Asynchronous:** Class interactions happen via distance learning platform (Google Classroom, email, off-line) without real-time interaction. Students engage with class materials and complete work at their own pace, typically within a given timeframe, often using discussion boards to drive peer-to-peer engagement.

**Synchronous:** Class interactions happen in real time, at the same time. Students may virtually attend class together via video conference, livestream, or chat.

Our distance learning plan will blend synchronous contact and asynchronous work.

Methods of Communication			
Channel	Audience	Description	Tutorials
<b>Email</b>	Staff, Parents/ Guardians and Students	Leadership will use Presidio Hill School Gmail for all major communications and announcements. Collaborators will also use email to share weekly/daily plans as well as updates.	
<b>Zoom</b>	Staff, Parents/ Guardians and Students	Zoom will be our primary platform for synchronous class meetups.	<a href="#">Zoom Help Center</a>
<b>Google Hangouts</b>	Staff and Students	Google Hangouts is a back up video conferencing platform that can be used for synchronous meet-ups.	<a href="#">Hangouts Help Center</a>
<b>Other Platforms</b>	Staff and Students	Other platforms (Google Meet, Loom, Youtube, etc) may be utilized by teachers to enhance student learning. You will be notified of those platforms by individual teachers and given instructions for how they will be used in the classroom and what you will need on a class-by-class basis.	
<b>Website</b>	Community & Public	We will update the school website with the most recent email updates/communication.	<a href="#">Blog</a>
<b>Presidio Post</b>	PHS Community	We will continue our Friday Presidio Posts. These share community-wide information, including messages from Lisa. Posts will not be shared during Spring Break week.	
<b>Broadcasts/ SchoolMessenger</b>	PHS Parents/ Guardians	You will continue to receive our higher priority communications by Broadcast (accompanied by SchoolMessenger if urgent.)	

*\*\*We are working to identify ways for our parent/guardian community to remain connected. Please stay tuned for information from the PGA about methods of communication and connections for parents/guardians.*

## PHS Calendar of Closure and Contact Information

### Calendar of Closure

Presidio Hill School's distance learning plan will go into effect on Wednesday, March 18th, and continue through at least the end of our Spring Break, Friday, April 10th. If necessary, we will continue our distance learning until it is safe for your students and the PHS staff to return to school. We will update you at the end of March about continuing our closure, or ending it as planned.

#### March 16th - March 20th, 2020

**Monday, March 16th - Staff Training; no classes for TK-8th**  
**Tuesday, March 17th - Staff Training; no classes for TK-8th**  
 Wednesday, March 18th - Distance Learning TK-8th  
 Thursday, March 19th - Distance Learning TK-8th  
 Friday, March 20th - Distance Learning TK-8th

#### March 23rd - March 27th, 2020

Monday, March 23rd through Thursday, March 26th - Distance Learning TK-8th  
**Friday, March 27th - Staff Training; no classes for TK-8th**

#### March 30th - April 3rd, 2020

Monday, March 30th through Friday, April 3rd - Distance Learning TK-8th

#### April 6th - April 10th, 2020

Spring Break - No classes for TK-8th, No Camp

### PHS Contact Information

<b>Grade-specific learning questions</b>	Classroom Teachers Specialist Teachers ** Check the <a href="#">PHS Directory</a> for individual staff emails**
<b>Tech Support</b>	Javier Perez, Director of Technology <a href="mailto:support@presidiohill.zendesk.com">support@presidiohill.zendesk.com</a> <a href="mailto:Javier@presidiohill.org">Javier@presidiohill.org</a>
<b>General Distance Learning Questions</b>	Lower School: Tony Cifra, Director of Lower School <a href="mailto:cifra@presidiohill.org">cifra@presidiohill.org</a> Middle School: James Wygant, Director of Middle School <a href="mailto:James@presidiohill.org">James@presidiohill.org</a>

## PHS Distance Learning Technology Agreement

Media and Technology are an essential component of Presidio Hill School's distance learning plan, and will be used to help support our learning and deepen our understanding on certain topics. When using technology, all students must follow the guidelines below.

- PHS technology is to be used for school assignments only
- Students are responsible for caring for the technology tools
- All food and drink should be kept away from technology devices
- All technology communication should always be in respectful and appropriate language
- *Never* share your personal information (full name, address, or telephone number)
- Always receive permission before posting any information online
- Any PHS logos and pictures can only be used if you have permission from the Head of School
- If in doubt... ask an adult!
- TK-2 students may only use technology with direct supervision of an adult.
- 3-8 students may use technology independently with permission of an adult.
- When using material (images, video, or text) that has been created by others in your own work, it must be cited and documented according to the instruction and guidance provided by teachers.

### At-home distance learning etiquette

- When meeting for advisory or class via a live format (Zoom, for example), set yourself up at a desk or table, if possible. No meetings while lying in bed!
- Get dressed for online class as though you are going to school (be in comfortable clothes, but not pajamas)
- Be fully present for all meetings and engage in all classwork assigned to you. Stay off of other devices during school hours unless instructed by a teacher.
- Conduct yourself as though you are sitting in a classroom at PHS. Remember, we are still at school, and your academic and personal conduct counts!

**Please acknowledge your family's review of this document  
via the form linked [here](#).**