



WESTRIDGE SCHOOL

# REMOTE LEARNING OVERVIEW

**Westridge 2020-2021**



## REMOTE LEARNING OVERVIEW

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Though we long for traditional campus life and in-person classes, Westridge is ready to welcome students back into remote learning this fall with a program that has been refined and strengthened over the summer. With time to plan for this second phase, our updated program incorporates changes based on faculty insights and experiences from the spring, feedback from students and families about what worked best and what could be improved, and courses developed specifically for remote learning. All teachers have taken part in significant professional development over the summer devoted to best practices and pedagogies unique to remote learning. Students, too, will strengthen the technology skills they will draw upon this fall in the summer's Remote Learning Readiness programs.

This overview presents the highlights of our updated learning plan. It is rooted in our defined priorities of:

- **Active, Authentic, and Meaningful Learning**
- **Digital Equity**
- **Social Connections and Relationships**
- **A Learning Environment that Promotes Physical Safety**
- **Collaborative Learning Opportunities**
- **Tending to our Core Values**
- **Social and Emotional Safety and Wellness**
- **Fun**

Our schedules (see page 3) have changed significantly, and students will have more regular synchronous contact with teachers and peers. In addition to changes in academics, we are expanding opportunities for social connection this fall and we are reintroducing many co-curricular programs that are central to the girls' development and experiences at Westridge.

This learning approach and new schedule will apply seamlessly when we are able to shift to hybrid learning. And while we are excited with how far we have come over the past several months, we remain committed to reviewing and honing this program so that student learning experiences remain engaging, meaningful, and strong.

Elizabeth J. McGregor  
Head of School

Gary Baldwin  
Director of Upper School

Zanita Kelly, Ed.D.  
Director of Lower & Middle School

# Weekly Schedule

Monday, Tuesday, Thursday, and Friday will be full academic days. The divisional schedules on the following pages are up to date as of the first week of August. Should schedules be modified, students and parents will be notified, and schedules will be posted in Finals site.

Wednesdays will be devoted to community building and co-curricular activities, social emotional learning programs, student/teacher conferencing, and time for students to work on class assignments.

## Westridge Wednesdays

Our Wednesday schedule reflects the heightened importance during periods of physical separation for purposeful attention to community connection, peer engagement, and the important co-curricular elements of the Westridge program. We have reinstated our traditional co-curricular line-up, concentrating them in a single day to provide a collective day of energy and regeneration. In addition, flexible time on Wednesday afternoons for one-on-one meetings and working on assignments also supports our students' wellbeing in remote learning. Wednesday scheduling will include:



**COMMUNITY:** Upper School Town Meetings, assemblies, meetings for student leadership, affinity groups, and clubs, class meetings, Big & Little Sister events, and special events are critical to the life of the school and the individual lives of students. These present opportunities for students to engage with other students, develop and use their voices, and, of course, to have fun.



**STUDENT/FACULTY ONE-ON-ONE MEETINGS:** Wednesday afternoon flextime builds time into each students' weekly schedule to receive any personal assistance they may need, including meetings with teachers, advisors, deans, college counselors, and learning support specialists.



**PEER SUPPORT:** Afternoon flextime provides time for Peer-to-Peer conversations, Tell-a-Tiger hangouts, and online peer tutoring sessions. (Peer-to-Peer counselors are specially trained Upper School students who are available to help other students. Tell-A-Tiger is a program that pairs Upper School students with interested Lower and Middle School students to create fun and lasting friendships and maintain communication during the pandemic.)



**INDEPENDENT WORK TIME:** Feedback from both students and parents at the end of last school year included requests for additional time outside of class during which students could work on assignments. Building a flexible free period or study hall into students' schedules will help to address the additional time and psychological demands of remote learning.

## REMOTE LEARNING OVERVIEW

### Westridge 2020-2021

UPPER SCHOOL REMOTE LEARNING SCHEDULE 2020-2021				
Monday	Tuesday	Wednesday	Thursday	Friday
8:30 - 8:50 <b>Advisory</b>	8:30 - 8:50 <b>Advisory</b>	8:30 - 8:50 <b>Advisory</b>	8:30 - 8:50 <b>Advisory</b>	8:30 - 8:50 <b>Advisory</b>
9:00 - 10:15 <b>A Block</b>	9:00 - 10:15 <b>E Block</b>	9:00 - 9:45 <b>Town Meeting/ Class Meeting</b>	9:00 - 10:15 <b>A Block</b>	9:00 - 10:15 <b>E Block</b>
		10:00 - 10:30 <b>Activities/ Assemblies</b>		
10:25-11:40 <b>B Block</b>	10:25-11:40 <b>F Block</b>	10:30 - 11:30* <b>Clubs/ Leadership</b>	10:25-11:40 <b>B Block</b>	10:25-11:40 <b>F Block</b>
11:40-12:30** <b>Lunch</b>	11:40-12:30 <b>Lunch</b>	11:30-12:30 <b>Lunch</b>	11:40-12:30 <b>Lunch</b>	11:40-12:30 <b>Lunch</b>
12:30-1:45 <b>C Block</b>	12:30-1:45 <b>G Block</b>	12:30 - 1:00 <b>Affinities</b>	12:30-1:45 <b>C Block</b>	12:30-1:45 <b>G Block</b>
1:55 - 3:10 <b>D Block</b>	1:55 - 3:10 <b>H Block</b>	1:30 - 5:00 <b>Faculty &amp; Staff Meetings</b>	1:55 - 3:10 <b>D Block</b>	1:55 - 3:10 <b>H Block</b>

\* Two, 30-minute time slots, one each for ASB/Student Life and Affinity Heads. This allows students to be both Affinity Heads and in ASB or to be in two clubs.

\*\* In hybrid learning when students are on-campus, lunch will be available for Upper School students from 11:35-12:35. This provides students who do not have class immediately before or after the lunch period more flexibility to help minimize lunch lines.

# REMOTE LEARNING OVERVIEW

## Westridge 2020-2021

MIDDLE SCHOOL REMOTE LEARNING SCHEDULE 2020-2021				
Monday	Tuesday	Wednesday	Thursday	Friday
8:30 - 8:50 <b>Advisory</b>	8:30 - 8:50 <b>Advisory</b>	8:30 - 8:50 <b>Advisory</b>	8:30 - 8:50 <b>Advisory</b>	8:30 - 8:50 <b>Advisory</b>
9:00 - 10:15 <b>A Block</b>	9:00 - 10:15 <b>E Block</b>	9:00 - 9:45 <b>Class Meeting MS Assembly</b>	9:00 - 10:15 <b>A Block</b>	9:00 - 10:15 <b>E Block</b>
		10:00 - 10:30 <b>Activities/ Assemblies</b>		
10:25 - 11:40 <b>B Block</b>	10:25 - 11:40 <b>F Block</b>	10:30 - 11:30 <b>Clubs</b>	10:25 - 11:40 <b>B Block</b>	10:25 - 11:40 <b>F Block</b>
11:40 - 12:30 <b>Lunch</b>	11:40 - 12:30 <b>Lunch</b>	11:30 - 12:30 <b>Lunch</b>	11:40 - 12:30 <b>Lunch</b>	11:40 - 12:30 <b>Lunch</b>
12:30 - 1:45 <b>C Block</b>	12:30 - 1:45 <b>G Block</b>	12:30 - 1:00 <b>Student Government</b>	12:30 - 1:45 <b>C Block</b>	12:30 - 1:45 <b>G Block</b>
		12:30 - 1:30 <b>Flex Time</b> (work on assignments) <b>Conference Time</b> with teachers		
1:55 - 3:10 <b>D Block</b>	1:55 - 3:10 <b>H Block</b>	1:30 - 5:00 <b>Faculty &amp; Staff Meetings</b>	1:55 - 3:10 <b>D Block</b>	1:55 - 3:10 <b>H Block</b>

## REMOTE LEARNING OVERVIEW

### Westridge 2020-2021

6 <sup>TH</sup> GRADE REMOTE LEARNING SCHEDULE 2020-2021				
Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:20 <b>Homeroom</b>	8:00 - 8:20 <b>Homeroom</b>	8:00 - 8:20 <b>Homeroom</b>	8:00 - 8:20 <b>Homeroom</b>	8:00 - 8:20 <b>Homeroom</b>
8:30 - 9:30 <b>Humanities or Math</b>	8:30 - 9:30 <b>Spanish or Science</b>	8:30 - 9:30** <b>Study Skills Technology Council</b>	8:30 - 9:30 <b>Chorus or Math</b>	8:30 - 9:30 <b>Spanish* &amp; Strings* or Humanities</b>
9:30 - 10:15 <b>Snack/ Recess</b>	9:30 - 10:15 <b>Snack/ Recess</b>	9:30 - 10:00 <b>Snack/ Recess</b>	9:30 - 10:15 <b>Snack/ Recess</b>	9:30 - 10:15 <b>Snack/ Recess</b>
10:15 - 11:15 <b>Math or Humanities</b>	10:15 - 11:15 <b>Spanish or Science</b>	10:00 - 10:30 <b>Big/Little Sister Events All-School Assemblies/ Activities</b>	10:15 - 11:15 <b>Math or Chorus</b>	10:15 - 11:15 <b>Humanities or Art</b>
		10:30 - 11:15 <b>SALC or Student Clubs</b>		
11:15 - 12:30 <b>Lunch</b>	11:15 - 12:30 <b>Lunch</b>	11:15 - 12:30 <b>Lunch</b>	11:15 - 12:30 <b>Lunch</b>	11:15 - 12:30 <b>Lunch</b>
12:30 - 1:30 <b>Strings or PE</b>	12:30 - 1:30 <b>Humanities or Math</b>	12:30 - 1:30 <b>Flex Time 1-on-1 Meetings with Peer Tutors or Teachers or work on assignments</b>	12:30 - 1:30 <b>Science or Humanities</b>	12:30 - 1:30 <b>Math or Art</b>
1:30 - 1:45 <b>Break</b>	1:30 - 1:45 <b>Break</b>	1:30 - 5:00 <b>Faculty &amp; Staff Meetings</b>	1:30 - 1:45 <b>Break</b>	1:30 - 1:45 <b>Break</b>
1:45 - 2:45 <b>PE or Strings</b>	1:45 - 2:45 <b>Math or Humanities</b>		1:45 - 2:45 <b>Science or Humanities</b>	1:45 - 2:45 <b>Math or Strings* &amp; Spanish*</b>

\* Classes with \* are broken into 30 minutes blocks so students will either be in a full hour class or in two, 30-minute class blocks.

\*\* Students will either be assigned to additional classes (Study Skills, Technology, Council) or have time to work on at home assignments.

## REMOTE LEARNING OVERVIEW

### Westridge 2020-2021

5 <sup>TH</sup> GRADE REMOTE LEARNING SCHEDULE 2020-2021				
Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:20 <b>Homeroom</b>	8:00 - 8:20 <b>Homeroom</b>	8:00 - 8:20 <b>Homeroom</b>	8:00 - 8:20 <b>Homeroom</b>	8:00 - 8:20 <b>Homeroom</b>
8:30 - 9:30 <b>Language Arts/ Herstory or Math</b>	8:30 - 9:30 <b>Math or Art</b>	8:30 - 9:30* <b>Study Skills Technology Council</b>	8:30 - 9:30 <b>Strings or Spanish</b>	8:30 - 9:30 <b>Science or Chorus</b>
9:30 - 10:15 <b>Snack/ Recess</b>	9:30 - 10:15 <b>Snack/ Recess</b>	9:30 - 10:00 <b>Snack/ Recess</b>	9:30 - 10:15 <b>Snack/ Recess</b>	9:30 - 10:15 <b>Snack/ Recess</b>
10:15 - 11:15 <b>Math or Language Arts/ Herstory</b>	10:15 - 11:15 <b>Language Arts/ Herstory or PE</b>	10:00 - 10:30 <b>Big/Little Sister Events All-School Assemblies/ Activities</b>	10:15 - 11:15 <b>Math or Strings</b>	10:15 - 11:15 <b>Chorus or Language Arts/ Herstory</b>
		10:30 - 11:15 <b>SALC or Student Clubs</b>		
11:15 - 12:30 <b>Lunch</b>	11:15 - 12:30 <b>Lunch</b>	11:15 - 12:30 <b>Lunch</b>	11:15 - 12:30 <b>Lunch</b>	11:15 - 12:30 <b>Lunch</b>
12:30 - 1:30 <b>Science or Spanish</b>	12:30 - 1:30 <b>Art or Math</b>	12:30 - 1:30 <b>Flex Time 1-on-1 Meetings with Peer Tutors or Teachers or work on assignments</b>	12:30 - 1:30 <b>Language Arts/ Herstory or Math</b>	12:30 - 1:30 <b>Language Arts/ Herstory or Math</b>
1:30 - 1:45 <b>Break</b>	1:30 - 1:45 <b>Break</b>	1:30 - 5:00 <b>Faculty &amp; Staff Meetings</b>	1:30 - 1:45 <b>Break</b>	1:30 - 1:45 <b>Break</b>
1:45 - 2:45 <b>Spanish or Science</b>	1:45 - 2:45 <b>PE or Language Arts/ Herstory</b>		1:45 - 2:45 <b>Spanish or Language Arts/ Herstory</b>	1:45 - 2:45 <b>Math or Science</b>

\* Students will either be assigned to additional classes (Study Skills, Technology, Council) or have time to work on at home assignments.

## REMOTE LEARNING OVERVIEW

### Westridge 2020-2021

4 <sup>TH</sup> GRADE REMOTE LEARNING SCHEDULE 2020-2021				
Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:20 <b>Homeroom</b>	8:00 - 8:20 <b>Homeroom</b>	8:00 - 8:20 <b>Homeroom</b>	8:00 - 8:20 <b>Homeroom</b>	8:00 - 8:20 <b>Homeroom</b>
8:30 - 9:30 <b>Chorus or Art</b>	8:30 - 9:30 <b>Language Arts/ Social Studies or Math/ Science</b>	8:30 - 9:30* <b>Extra Technology Help/ Extra Help with Teachers (by appointment)/ Flex time to work on home assignments</b>	8:30 - 9:30 <b>Math/ Science or Language Arts/ Social Studies</b>	8:30 - 9:30 <b>Math/ Science or Language Arts/ Social Studies</b>
9:30 - 10:15 <b>Snack/ Recess</b>	9:30 - 10:15 <b>Snack/ Recess</b>	9:30 - 10:00 <b>Snack/ Recess</b>	9:30 - 10:15 <b>Snack/ Recess</b>	9:30 - 10:15 <b>Snack/ Recess</b>
10:15 - 11:15 <b>Art or Chorus</b>	10:15 - 11:15 <b>Math/ Science or Language Arts/ Social Studies</b>	10:00 - 10:30 <b>Big/Little Sister Events All-School Assemblies/ Activities</b> 10:30 - 11:15 <b>SALC or Student Clubs</b>	10:15 - 11:15 <b>Art or Math/ Science</b>	10:15 - 11:15 <b>Language Arts/ Social Studies or Math/ Science</b>
11:15 - 12:30 <b>Lunch</b>	11:15 - 12:30 <b>Lunch</b>	11:15 - 12:30 <b>Lunch</b>	11:15 - 12:30 <b>Lunch</b>	11:15 - 12:30 <b>Lunch</b>
12:30 - 1:30 <b>Language Arts/ Social Studies or Math/ Science</b>	12:30 - 1:30 <b>Technology or PE</b>	12:30 - 1:30 <b>Flex Time 1-on-1 Meetings with Peer Tutors or Teachers or work on assignments</b>	12:30 - 1:30 <b>Language Arts/ Social Studies or Technology</b>	12:30 - 1:30 <b>PE or DEAR /Library</b>
1:30 - 1:45 <b>Break</b>	1:30 - 1:45 <b>Break</b>	1:30 - 5:00 <b>Faculty &amp; Staff Meetings</b>	1:30 - 1:45 <b>Break</b>	1:30 - 1:45 <b>Break</b>
1:45 - 2:45 <b>Math/ Science or Language Arts/ Social Studies</b>	1:45 - 2:45 <b>PE or Technology</b>		1:45 - 2:45 <b>Technology or Art</b>	1:45 - 2:45 <b>DEAR/ Library or PE</b>

\* 9:00-9:30 - Occasional meetings with Tell-A-Tiger Groups .



# Class Format & Assessment

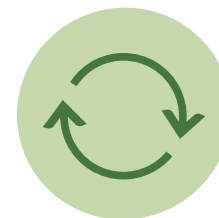
All divisions will shift from the office hours format of the spring to formal class periods this fall. While teachers will have flexibility within their class periods, all classes will begin with a synchronous opening, include periods of collaborative work and individual or asynchronous work, and end with a closing, synchronous touch-base. While the remote learning pedagogy is, by necessity, different than that of in-person classes at Westridge, both combine periods of instruction, student collaboration, and independent learning.



**Live connection  
each class**



**Increased  
student  
collaboration**



**Appropriate balance  
synchronous/  
asynchronous**

- **FULL-CLASS SYNCHRONOUS MEETINGS.** Our remote learning platform, Microsoft Teams, now has a 7X7 video grid so that all students will appear on-screen at the same time during class. In addition, with Teams' new Together Mode teachers can place all participants in a shared background, making students feel as if they are sitting in the same room with their classmates. We are thrilled to combine these upgrades with the student safety features and technology integration options for which we selected Teams.
- **BLENDED LEARNING MODEL.** This fall, we will embrace a pedagogical model focusing on blended learning that prioritizes dynamic learning, content analysis, personal connections, and discussions for synchronous class time. More direct content delivery via recorded lessons from teachers, curated videos, reading, and the like, happens asynchronously and forms the basis for synchronous interactions. (Note: this model is different from the "flipped classroom," in which synchronous or in-person class time is devoted to homework.)
- **ASSESSMENT.** For the 2020-2021 school year, Westridge will resume traditional grading policies for both remote and hybrid learning. Letter grades will be assigned for grades 7-12. Lower School students will continue to receive developmentally appropriate numeric scores to indicate progress toward mastery.



# Class Format & Assessment

(CONTINUED)

- **PROJECT SUPPLIES.** If permitted within current safety requirements, Westridge will provide some supplies to facilitate hands-on learning projects remotely (e.g. for STEM projects, makerspace activities, and Lower School science labs). Families will receive an email invitation to sign-up for a pick-up time before the start of school and when needed throughout remote learning.
- **ATTENDANCE.** Remote learning expectations for attendance and being on time to class will be the same as our in-person expectations. Attendance will be taken at the beginning of all classes. If a student will be absent, please contact the attendance hotline at 626.799.1053, ext. 324.
- **DRESS-CODE.** Uniforms are not required. Students are encouraged to dress comfortably within free dress guidelines, which state that students are permitted to wear clothing of their choice provided that it is appropriate to a school setting, neat, and in good repair. Shirts must have sleeves and provide full coverage; skirts and shorts must be fingertip length or longer. Pajamas are not permitted.





# Student Support & Wellness

The social isolation, stress, and uncertainty of the pandemic are factors for all of us. Students also face the added complexity of learning from a distance. When we can shift to hybrid learning, new and strange safety procedures will also be unsettling for some. Because of this, this summer's faculty professional development included a focus on social emotional learning support during remote learning.

We ask all families to reach out to their division director, advisor, dean, or learning support specialist at the first sign that a student is struggling emotionally or academically in the structure of remote learning. Our team, which will expand this fall with a learning support specialist dedicated to Lower and Middle School students, is available to you. Learning support specialists will also proactively reach out to students and work with faculty to identify students who might need additional resources.

## STUDENT SUPPORT CONTACTS

**Dr. Lisa Carruthers, Psy.D.**

Director of Counseling &  
Student Support  
lcarruthers@westridge.org

**Cynthia Conteas-Wood, RN, M.P.A.**

Director of Health & Wellness  
cconteas-wood@westridge.org

**Tami Millard, M.A., M.Ed.**

Upper School Learning Support  
Specialist  
tmillard@westridge.org

**Susie Murdock, M.Ed.**

Lower & Middle School Learning  
Support Specialist  
smurdock@westridge.org

**Sarah Simon, M.A.**

Human Development Coordinator  
ssimon@westridge.org

**Regina Wei, M.A., M.A., MFT**

Human Development Teacher  
rwei@westridge.org

**Bonnie Martinez, M.A.**

Upper School Dean of Student Support  
bmartinez@westridge.org

**Masami Hansen**

Lower & Middle School Dean  
of Student Support  
mhansen@westridge.org

# Technology

Strong educational technology, technology support, and digital equity are the foundation of our remote learning program. The school's one-to-one laptop program and comprehensive help desk system are integral to traditional learning and essential to student learning while remote.



**LAPTOPS.** All students in grades 4-8 receive devices from the school. Students in grades 9-12 use personal devices that meet program requirements including a camera for synchronous learning and meetings. By now, all students should have their devices. If you do not, please contact Help Desk immediately.



**WIFI.** Home wifi should support access to synchronous learning and other online activities. If a student encounters consistent issues with their connection, please contact the Help Desk to see if the school can help remedy the situation.



**HEADSETS.** To aid communication the school will supply headsets for all school-issued laptops (grades 4-8). Headsets are recommended for all students, but due to the variety of devices in the Upper School, students will need to supply their own.



**CENTRALIZED ASSIGNMENTS & COMMUNICATION.** This year, the Lower and Middle School will centralize access to course materials and assignment collection through Microsoft OneNote Class Notebook. Lower



School students will have a single electronic Class Notebook with tabs populated by teachers for each course. Middle School students will have a OneNote Class Notebook for each class. In the Upper School, content and assignment delivery and collection will continue through Finalsite. Class meetings will continue through Microsoft Teams, which provides the option for files to be distributed to and collected from classes.

**TEAMS ETIQUETTE.** To decrease class distractions, we will enforce the use of blurred or standardized backgrounds. Teachers can now also implement the Teams Together Mode to place all students within the same background. In addition, all students must turn their camera on during synchronous class activities, unless they receive explicit approval from their teacher to turn their camera off.



**TECH SUPPORT.** Tech support is available for any question or need. No issue is too small or too big – our team is here to make sure learning isn't interrupted.

helpdesk@westridge.org  
Monday-Saturday, 8 am-8 pm

# Terminology

■ **REMOTE LEARNING/TEACHING:** Remote learning occurs when the learner and instructor are separated by time or distance and therefore cannot meet in a traditional classroom setting. Note this is not synonymous with a “virtual classroom,” in which all learning activity takes place in live interaction online.

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■ **ASYNCHRONOUS:** Class activities that do not happen in real-time. Students may access information, demonstrate learning, communicate with classmates and teachers on their own time. Most online courses are a blend of synchronous class meetings and asynchronous activities. The benefits of asynchronous learning include flexibility of place and time, self-pacing, support for different learning styles, and time for reflective thinking.

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■ **BLENDED LEARNING:** An approach to learning that combines face-to-face and online learning experiences.

■ **SYNCHRONOUS:** Class interactions that happen in real-time, at the same time. Students may virtually attend the class together via videoconference, livestream, or chat. Westridge uses Microsoft Teams for synchronous meetings. Most online courses are a blend of synchronous class meetings and asynchronous study/work.

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■ **SCREENCAST:** A digital video recording of a teacher’s or presenter’s computer screen, usually including audio narration. Screencasts are a form of instructional video. Screencastify, Loom, and PowerPoint are common tools of screencasting.

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■ **VIDEO CONFERENCE:** A virtual meeting in which participants in different locations can communicate with each other with audio and video. Westridge uses Microsoft Teams for this function.