Dear Clipper Families,

We have concluded two weeks of our Distance Learning Plan at Xaverian. First and foremost, we thank our Clipper families for their continued cooperation and support as we explore these unprecedented learning experiences together. The well-being of our students and their families at this time remains in the forefront of our thoughts and prayers. Secondly, we thank our dedicated faculty, who have made this transition smooth and seamless and continue to polish and perfect the process. Needless to say, our teachers have expressed how much they miss the daily personal interactions with your sons and daughters, which we all hope to regain soon.

Our reflective academic leadership team and faculty have been consistently evaluating our distance learning protocol, which from the start of this process, has been designed in phases that appropriately respond to the ever-evolving impact COVID-19 has on our educational system. Therefore, we want to take this opportunity to provide a detailed update on our distance learning plan going forward as we face the possibility of a continued extended closure.

**Academic Conferencing**

Our previously established “Conference Calendar,” a three-day rotation based on our school colors -- Blue, Gold, and Grey, respectively (see below) -- will remain in effect and appear on the internal calendar on *The Harbor*. This conference calendar will govern how our teachers and students will interact with one another to complement the assignments, assessments, and discussions that will continue to be posted on *The Harbor*, the central platform of our distance learning environment.

<table>
<thead>
<tr>
<th>Reserved Time</th>
<th>Blue Day</th>
<th>Gold Day</th>
<th>Grey Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00-10:15</td>
<td>Block A</td>
<td>Block D</td>
<td>Block G</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00-12:15</td>
<td>Block B</td>
<td>Block E</td>
<td>Block H</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00-2:15</td>
<td>Block C</td>
<td>Block F</td>
<td>Block I</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Upon roll-out, and in response to phase one of a school closure (1 week), we introduced Zoom conferencing as an invitation for teachers to provide a more formalized “check-in” with their students in the form of office hours.

As we move into a later phase of school closure (now in the second week or later), we are now expecting students to participate in the Zoom conferences with their teachers and classmates according to the conference calendar on a regular basis. In short, school is in session; our learners are expected to engage in these live interactive conferences each time the teacher schedules a session, which, based on the rotation of classes, is once or twice a week per class. Teachers will take attendance for each conference session. Students must contact their teachers if they are unable to attend the conference due to extenuating circumstances (i.e. illness).

The 75-minute window of time as indicated on the “Conference Calendar” affords teachers the flexibility in length and start time, but not all sessions will run or need to run for the full-time. For example, a teacher with a class in Blocks A, D, or G, may schedule a Zoom session at 9:30 (not 9:00). Additionally, one day a session might last 30 minutes; another day, 45; another day, an hour, etc., depending on the objective or purpose of the conference meeting, which is a necessary and vital means of communication between teachers and students.

Teachers may also offer conference times beyond the “Conference Calendar” parameters, after 2:15, which, too, provide opportunities to meet with students for extra review; these additional sessions outside of the “Conference Calendar,” however, are optional and do not substitute for the regularly scheduled block meetings.

Academic subjects, such as music and physical education, that do not fold into the rotation of the “Conference Calendar” are equally important to the distant learning plan. Students must consult their Physical Education course on The Harbor to complete the alternative assessments offered by our PE Department. Health continues to run during its regularly scheduled block for sophomores taking the course this semester. Likewise, the Music Department has provided an after-school schedule for teachers to meet with their respective ensembles, including weekly benchmark assignments, which performers can access on The Harbor as well. Science teachers are coordinating with lab instructors (in cases where the lab instructor is a different teacher from the course teacher) on fusing virtual, interactive, inquiry-based lab experiences into the primary science class.

Although the environment is virtual in nature, Zoom conferences demand the same respect and decorum expected from our students in a traditional classroom setting.

The goal is for teachers and students to work together to ensure an effective learning environment. Therefore, our students must adhere to the following Zoom conferencing guidelines.

- RESPECT yourself, your classmates, and your teachers. In accordance with the code of conduct in our Genesis and High School Student Guides (under “Forms and Documents” on The Harbor), we expect our learners to speak, act, and interact with respect. Screenshots,
pictures, Snapchat, etc. of the teacher or classmates and any audio or video recordings are prohibited. Teachers will inform the Assistant Principal for Discipline and Operations, Mr. Michael Wilson, of any inappropriate behavior that violates any school policy. Disciplinary sanctions will be enforced if necessary.

- Participants must present themselves appropriately. They must sit up, have their faces in clear view, wear appropriate clothing, and be in a space with proper lighting. Distracting classmates and interfering with a teacher or peer’s presentation/question are unacceptable.
- Participants should remain focused, engage in the interaction, and utilize the Zoom features appropriately. Use the “raise hand” or chat feature to ask a question. “Mute” your audio if background noise on your end becomes intrusive to the conference. Only the stock virtual backgrounds may be used; do not create and use your own. Refrain from using other devices during the session.

### Academic Communication

Our teachers will continue to monitor their email from Monday through Friday. If a student or parent has a concern or question, our teachers are ready to help and will make every effort to respond to a student or parent email within 24 hours during regular school hours.

Furthermore, as stated in the previous section, our school portal, The Harbor, will continue to serve as the primary means of communication between teachers, students, and parents. Parents are encouraged to check The Harbor regularly and to set up the notifications feature by clicking on the “set-up” options next to “Announcements” and then checking off “Academics”, “Advisory” and “Community” in “My Groups” and “My Child’s Groups” (if applicable). Teachers will continue to use following features on The Harbor to communicate with their students and parents:

- **Bulletin Board Announcements**: Teachers will continue to lay-out distance learning expectations, work objectives, and Zoom appointments.
- **Assignments**: Teachers will continue to post work that their students are required to submit AND for alerting students about Zoom conference appointments. Students must adhere to the teacher’s submission deadlines. If a student is having difficulty with doing so, an email to the teacher is necessary in keeping the lines of communication open.
- **Topics**: Teachers will continue to use this storehouse for resources (i.e. teacher notes or presentations, videos, links, etc.) that apply to a unit of study or topic.
- **Discussion Board**: Although not applicable to all academic disciplines, teachers may use this feature to post class discussions on a given topic or question

In addition to The Harbor and Zoom, our teachers are integrating other technology platforms that best align with their course content and student skills-reinforcement. From teacher-created screencast videos to continued student-centered engagement tools, platforms include Slack, Flipgrid, teacher-created YouTube video tutorials, and the Google Suite, to name a few.
General Guidelines for Student and Parent Support

- **Daily School Announcements and Prayer:** Students and parents can still access daily school announcements and participate in school prayer by visiting the Xaverian Announcements page each morning.

- **School Counseling Department:** Xaverian is taking every step necessary to ensure that our students still maintain open lines of communication with their school counselors. If a student wishes to speak with a counselor, or a parent wishes to reach out themselves, please email the counselor directly. You can also email the Director of School Counseling, Mrs. Meghan Woods at mwoods@xaverian.org. An e-conference session, through Zoom, can be made available based on the schedules of both the student and the counselor. Our teachers have been informed to contact our school counseling department if they detect any issues or concerns on their end.

- **After-school Tutoring:** Beginning Monday, March 30, our after-school tutoring program will recommence from Monday through Wednesday from 2:45-3:45. Please consult the interactive calendar at the bottom of the Xaverian Announcements page on The Harbor for the respective Zoom links to each class.

- **Second Semester Grading:** Grading, assessments, and homework may be different than those in the traditional framework. Teachers will share expectations as we progress in our distance learning setting.

  As previously announced, in an attempt to ease concerns about grades, we have combined quarters three and four. Retroactive to March 16, grades 6-12 transitioned into a semester grading schedule. This means that Quarter 3 and 4 will be combined. There will be no report card for Quarter 3, but rather one semester report card upon conclusion of the year. Final grades will be decided from semester 1, semester 2, midterm and final exam averages.

- **AP Exams 2020:** Students in Advanced Placement classes will be sitting for the exams, albeit under different circumstances than we would have expected a month ago. AP Exams will be administered as online exams, 45 minutes in length, and will be taken on your personal devices. (Please note: AP Computer Science Principles will submit a portfolio; refer to your teacher’s instructions for that exam format.) Further, please note:

  - Students will be tested on material that was covered through March. Your teachers will be able to answer more specific information about what curriculum will be covered on a specific exam.
• College Board will be releasing the actual dates for all AP exams in the coming weeks. We will communicate exam dates to you once we have been informed.

• College Board is offering free ONLINE REVIEW COURSES beginning this Wednesday, March 25. These reviews are given live by AP teachers across the country, but will be recorded so that they can be viewed at your convenience. If there is a review given at the same time as a scheduled Xaverian *Zoom* conference with your teachers, the Xaverian conference takes precedence. You can view the recorded reviews at another time.