



# Distance Learning Handbook

Companion to the 2020-2021 High School Handbook

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# Top 5 Things to Know About Distance Learning

## Students

1. Distance learning is real school. While the classroom may look different, behavior expectations are still the same. Students are required to be in class on time, ready with any necessary materials, to complete their work on time, to follow the School's dress code, and all other related expectations of in-person learning.
2. There are additional expectations for distance learning that may be new. You will need to organize a workspace where you can write, type, and have access to all materials. When asked, turn your video on during class, use your full name for your Zoom login, and leave playing with backgrounds and filters for your own time before or after class.
3. You are expected to check your Waldorf School email and Google Classroom pages on a regular, daily basis to remain informed about assignments, events, and announcements.
4. If you need to be absent from a class, or full day of school for any reason, your parent or guardian is responsible for letting the School know. You are responsible for following up with your teacher about what you missed. Do not rely on your friends to tell the teacher. If you are having trouble connecting to class, email your teacher right away.
5. There are many adults here to support you: teachers, School Counselor, School Administration, Class Sponsors, your family members, and more. Please use them! Your teachers may be contacting your parents or guardians about things like missing homework. This does NOT mean you are in trouble - we are all working together to help you during distance learning.

## Parents

1. Distance learning is real school - please support your student in following the schedule and learning expectations, including setting up and using a workspace where they can write, type, and have access to their materials, and requiring them to be in class, on time, every day.
2. We are relying on our partnership to support your student more than during in-person learning. Your student's teachers or sponsor may be in touch with you more frequently than they would have been during in-person learning. This is to ensure steady communication between School and home, and it does NOT necessarily mean there is a problem.
3. If your student will be absent from a class or full day of school for any reason, let the School know by 8:00 AM by emailing [sforsum@waldorfschool.com](mailto:sforsum@waldorfschool.com) or calling (949) 574-7775. You can email the night before. If we do not hear from you and the student is marked absent, we will call home to inquire about their absence.
4. There are many adults ready to support your student: Teachers, School Counselor, School Administrators, Class Sponsors, etc. Please reach out if you have questions and concerns.
5. Our ability to reopen our campus for full in-person instruction will depend on Orange County remaining off of the state's COVID watch list for 14 consecutive days. We will give families ample notice before campus reopens, and families will be able to **opt in** to distance learning even after we reopen.

## Introduction

Our Mission: *WSOC offers a curriculum that meets the student's age-related capacities and fosters in each student a genuine interest in the world, an intellectual curiosity, a connection to the human spirit, and a sense of purpose in life.*

WSOC's mission guides all decisions relating to each aspect of the student experience. For the 2020-2021 school year, we look to our mission to find creative solutions to the challenges generated by the COVID-19 pandemic.

Our Educational Philosophy: Whether we are meeting face-to-face or online, WSOC is committed to creating a learning environment that promotes the physical, social, and emotional safety and wellness of our students. We challenge our teachers to ensure that students know that they are each a vital member of a learning community where they may participate as their authentic selves.

Our Experience and Preparation: WSOC is committed to ongoing investment in professional development, crisis management, and emergency response planning. Our nimble and well-trained faculty and staff enabled the School to quickly, and relatively seamlessly, pivot to an organized and enriching distance learning modality at the outset of the COVID-19 pandemic mid-March 2020. That experience guided our ongoing plans for the 2020-2021 school year. In preparation for this school year, all faculty and staff spent the summer of 2020 preparing for distance learning.

Transition Between Learning Modalities: The on-campus experience at WSOC is our preferred modality, and the School plans to safely teach all students on campus in the 2020-2021 school year, as soon as we are able to do so under state guidelines. WSOC's Learning Beyond the Classroom focuses on the value of relationships, communication, and community. We know and understand that these values are essential to all meaningful learning.

Learning Beyond the Classroom: We have found that students are best able to engage in learning and in living the School's mission when their distance learning interactions flow as seamlessly as their in-class interactions.

Our goals for Distance Learning are to:

- Provide structure and predictability, because these are comforting in times of stress, and they help students focus and learn.
- Create as much connection as possible by using live Zoom and video each day so that students can see their teachers and one another, and work together, approximating in-person learning when possible.
- Provide our students (and families) with a full spectrum of support.
- Preserve the WSOC Wildcat spirit as we continue to learn together!

## **Tips for Students: Staying Connected, Supported & On Track**

Engage fully in your classes and in any extra- curricular offerings.

Start each school day with a clear schedule laid out for the day, including links to all your Zoom class meetings. Google Classroom will be a major resource for organization and being prepared for all classes.

Take time during lunch or breaks to consider joining a club or creating one of your own-- these will be a great way to have fun with friends and get to know other students.

Set up your study space so that you feel organized, with materials and assignments easily accessible, and in a location where you have the ability to focus without distractions.

Remember all of the support you have: Your teachers, counselor, administration, coaches, parents, and friends are there for you.

## **Tips for Parents: Helping at Home**

More than ever, we value our home and school partnership in supporting student's learning and well-being. We look forward to partnering with families to create the best school year possible.

To support your student, we encourage parents to:

**Help establish routines:** We have intentionally created a structured school day with classes and breaks. Help your student follow this schedule, and let the School know if your student is not able to do so due to illness or other reason. Teachers post assignments in Google Classroom - these are viewable by you at your request and will help you support your student in managing their time and assignments.

**Define the physical space for your student to study:** Provide a workplace where your student can connect and focus as they attend classes and interact with school.

**Encourage physical activity and exercise:** We do not want our students only staring at computer screens all day! Make sure your student is engaging in Physical Health, Athletics, or other activities.

**Keep perspective:** Most students are not experts in distance learning, and it requires some trial-and-error to successfully navigate. Some students will thrive while others will find it challenging.

**Communicate:** We strive to be here for our students, but it is more difficult when we can't see them in person. The face time that provides such an important gauge of a student's mood, mindset, or levels of stress are not there in the same way. We rely on you to let us know if your student is having difficulties with distance learning. Whether on a technological, academic, or social-emotional level, we can provide support - but we need you to help communicate concerns to us.

## The School Day – Schedule

### Daily Instruction

Students will be following a school day schedule that runs from 8:30 AM to 2:30 PM Mondays, Tuesdays, Thursdays and Fridays. Students should treat the virtual day in the same way as when we are in-person: They should come to class on time and with their materials.

### Tuesday and Wednesday Schedules

During distance learning, Tuesdays and Wednesdays will look a little different. Main Lesson will remain online from 8:30 AM to 10:00 AM daily, for all grades.

Tuesdays - Grades 10 and 11 are invited on campus at 1:00 PM for Enrichment opportunities that include Eurythmy and Art. For students choosing to participate virtually, projects will be modified.

Wednesdays - Grades 9 and 12 have the opportunity for on campus Enrichment classes including Visual Art and Eurythmy after their morning Main Lesson, beginning at 11:00 AM. Again, participation is voluntary and alternatives will be provided for students at home.

While we are in distance learning, our Wednesday schedule for grades 10 and 11 will be a day for project-based learning, and for providing students more access to teachers. The goal is to help balance students' wellness and asynchronous workload.

## WSOC HIGH SCHOOL Main Lesson Block Schedule, 2020/21

Week of	9	10	11	12
Sep 8	Combinatorics	Ancient History	Astronomy	Calculus
Sep 14				
Sep 21				
Sep 28				
Oct 5	Anatomy	Trigonometry	Medieval History	The Essay
Oct 12				
Oct 19				
Oct 26				

### WSOC HIGH SCHOOL Weekly Schedule, Online Learning, School Year 2020/21

	8:30 - 10:00	10:00 - 10:30	10:30 - 11:30	11:30 - 11:45	11:45 - 12:45	12:45 - 1:30	1:30 - 2:30	2:30 - 3:30	
<b>MONDAY</b>									
9th	Main Lesson	Break	ART	Break	HUMANITIES	Lunch	STUDY SKILLS		
10th	Main Lesson	Break	MATH	Break	HUMANITIES	Lunch	SPANISH		
11th	Main Lesson	Break	MATH	Break	SPANISH	Lunch	FICTIVE		
12th	Main Lesson	Break	SPANISH	Break	MATH	Lunch	ELECTIVE		
<b>TUESDAY</b>									
9th	Main Lesson	Break	PA	Break	SPANISH	Lunch	MATH	Music	
10th	Main Lesson	Break	PA	Break	HEALTH/EDUCATION	Lunch	LIBRARY (on campus)	ART (on campus)	
11th	Main Lesson	Break	PA	Break	HUMANITIES	Lunch	ART (on campus)	LIBRARY (on campus)	
12th	Main Lesson	Break	PA	Break	HUMANITIES	Lunch	SPANISH	Music	
<b>WEDNESDAY - Enrichment Classes</b>									
9th	Main Lesson		ART (on campus) 11:00-12:45			EURYTHM (on campus) 1:00-2:15			
10th	Main Lesson								SPORTS & STRENGTH & CONDITIONING 2:30-3:30 (grades 9-12)
11th	Main Lesson								
12th	Main Lesson		SENIOR PROJECTS (on campus) 1:00-2:00		EURYTHM (on campus) 12:00-12:45		ART (on campus) 1:00-2:15		
<b>THURSDAY</b>									
9th	Main Lesson	Break	SPANISH	Break	HUMANITIES	Lunch	MATH		
10th	Main Lesson	Break	MATH	Break	HUMANITIES	Lunch	SPANISH		
11th	Main Lesson	Break	MATH	Break	SPANISH	Lunch	HUMANITIES		
12th	Main Lesson	Break	HUMANITIES	Break	MATH	Lunch	ART		
<b>FRIDAY</b>									
9th	Main Lesson	Break	SPANISH	Break	HUMANITIES	Lunch	MATH		
10th	Main Lesson	Break	MATH	Break	HUMANITIES	Lunch	SPANISH		
11th	Main Lesson	Break	MATH	Break	SPANISH	Lunch	HUMANITIES		
12th	Main Lesson	Break	HUMANITIES	Break	MATH	Lunch	SPANISH		

## Attendance

Teachers will take attendance every class period. WSOC will be flexible with students who are ill with COVID-19. Clear communication between families and the School is crucial in these circumstances. Medical absences with a doctor's note do not count against the student.

### Parent/Guardians' Responsibility

If your student will be absent from a class or full day of school for any reason, let the School know by 8:00 AM by emailing [sforsum@waldorfschool.com](mailto:sforsum@waldorfschool.com) or calling (949) 574-7775. You can email or call the night before. If we do not hear from you and the student is marked absent, we will call home.

### Student's Responsibility

Students must follow up with teachers if they miss class or are late for any reason, whether it is a planned absence, illness, technology issues, etc. Students are responsible for communicating with their teachers and making up the work that was missed.

While the School fully realizes that students may miss class from time to time, it is the School's prerogative to either grant or deny make-up work based on the reason for the absence. This is not meant to be a punitive action, but rather to promote fairness among all students who are preparing and being assessed for a particular class.

## Grade Level Meetings

As needed, Class Sponsors will plan for students to virtually gather for a grade-level meeting and activities. Student attendance is required for all grade level meetings we refer to as *Class Lesson*.

## Student Support and Student Life

### School Counselor and College Counseling

Lisa Westerhout, our School Counselor, is available to provide general support to students and their families as they navigate the sometimes challenging years of high school, made even more challenging by distance learning and the COVID-19 pandemic. Ms. Westerhout is available by appointment, to consult on a broad range of concerns, such as balancing the demands of school, handling social issues, or coping with setbacks. In addition, she is available to handle a crisis if one should arise. If a situation is beyond the scope of the counseling office, the counselors may suggest that the student receive appropriate outside help. Lisa can be reached at [lwesterhout@waldorfschool.com](mailto:lwesterhout@waldorfschool.com)

Ms. Westerhout will also be available for virtual and in-person College meetings and will contact you to set up these meetings. A variety of College representatives will meet virtually with WSOC juniors and seniors during the fall semester. The visit calendar will be shared with families as it becomes available.

### Clubs & Student Leadership

Students are welcome to start clubs to share their interests and passions with each other. For example, some students take up website design, learn about health and wellness, join in social activism, or express their creative side by dancing, singing, acting or writing. A Club Fair will be scheduled to showcase club activities and recruit members, but students can get started now. Students are always encouraged to



form their own clubs under advisement of a faculty/staff member. Club application forms are available in the high school office.

## Distance Learning Expectations

Remote learning is “real” school. With this in mind, many of the expectations are equivalent or analogous to our existing rules and expectations for in-person learning.

### Etiquette for Video Communications

When participating in video communications during class time, students should follow these guidelines:

- Mute your microphone if you are not talking.

# VIDEO CONFERENCING etiquette

- 1 lighting**  
MAKE SURE YOU HAVE GOOD LIGHTING SO PEOPLE CAN SEE YOU!  
-DO USE LAMPS OR WINDOW TO LIGHT YOUR SETTING  
-DO NOT HAVE LIGHTING BEHIND YOU. THIS WILL CAUSE YOU TO BE A DARK FIGURE  

- 2 sound**  
SPEAK CLEAR AND NOT SUPER QUIET!  
-DO USE A SNOWBALL MIC, AIRPODS, HEADSET, HEADPHONES WITH MIC, ETC FOR A CLEAR SOUND  
-DO NOT STICK THE MIC SO CLOSE TO YOUR MOUTH THAT THE SOUND BECOMES FUZZY  

- 3 angle**  
PLEASE CHECK YOUR ANGLE, NO ONE WANTS TO SEE UP YOUR NOSE!  
-DO USE TRIPODS, BOOKS, STANDS, ETC TO SHOW YOUR WHOLE FACE AND SHOULDERS  
-DO NOT SHOW UP YOUR NOSE, JUST YOUR FOREHEAD, OR A RANDOM SPOT ON YOUR WALL  

- 4 chatting**  
USE HAND SIGNALS, RAISE YOUR HAND, AND BE RESPECTFUL  
-DO MUTE YOUR MIC UNLESS YOU ARE TALKING, RAISE YOUR HAND TO ASK A QUESTION, OR USE THE CHAT FEATURE  
-DO NOT INTERRUPT TEACHER OR CLASSMATES, SPAM THE CHAT, OR USE STRONG LANGUAGE  


- Student’s camera must be on during sessions.

- Full face must be visible.
- Identify yourself with your first and last name.
- All items visible to participants during video communications, including virtual backgrounds, must be school appropriate.
- Be presentable and follow the School's dress code.
- Make an effort to stay in one location during a session.
- Above all, please apply basic principles of courtesy and professionalism when participating in a video communication or posting to discussion boards.

Keep in mind that online communication is not like in person communication and may have different impacts.

- As a WSOC student, you are responsible for your online presence.
- Think before posting.
- Always be respectful.
- Engage in positive dialogues and thoughtful discourse; inappropriate and/or intolerant interactions are unacceptable.
- Be kind and mindful of the feelings of others and the lasting impact your words may have once posted.

WSOC proudly embraces an accepting and supportive culture in which all community members lead with respect, live with compassion, and celebrate our unique perspectives and experiences.

### **School's Right to Record Classes**

The School reserves the right to record video, audio, and/or still image captures of or at school activities and class sessions, including virtual classes conducted via video conferencing or other means, with or without notice. For distance learning class sessions, the recording may include any video, audio, and virtual displays (computer screens) that are visible or audible to other class participants. Recordings may include a student's name, voice, signature, image, or likeness to the extent the name, voice, signature, image, or likeness is visible/audible to others who are present in the classroom or virtual environment (e.g., Zoom meeting, Google Hangout).

### **Technology Expectations for Students**

Families should verify they have reliable internet service at home. Additionally, we recommend students have the ability to physically hardwire their laptop to home routers for additional stability.

## **Athletics**

We will begin Strength Conditioning for all students ready to participate in one of our Athletic Seasons. CIF has created a "Fall Season," which will start on November 9 and will include CIF competition play starting in December. The "Spring Season," will begin in February. If CIF decides to delay or eliminate seasons of sport for any reason, WSOC will still continue to offer an athletic program. The schedule of games for the season will be distributed as soon as we receive it. All participants are required to have a Physical Exam prior to the start of the season.



December	February	March	April	May	June
Cross Country (26) Volleyball (19)	Soccer (27)	(6) Playoffs  (20)  Basketball (12)  Golf (20)  Track & Field (20)  Wrestling (5)	Playoffs	(8) Playoffs  (22)  (29)  (29)  (15) Playoffs	Playoffs  Playoffs  Playoffs

## Campus Reopening

### Opting in to Distance Learning

Under California state order, Orange County must remain off the state COVID-19 watchlist for 14 days before any public or private school will be permitted to open for on-campus instruction. WSOC will provide families with ample warning before the campus reopens.

Upon the full reopening of the campus to students, all WSOC families will have the choice to send their student to campus for in-person learning or to remain at home for distance learning. This opportunity will remain in place at least through the first semester. **This will be an opt-in program;** if a family does not let us know otherwise, we will assume your student will be participating in on-campus learning. Your selection will be flexible and will only last for 30 days, so it will not be a commitment for the entire fall semester. Families will be able to choose which learning option is best for them based on their health needs and level of comfort.

### Protocol for Returning to Campus

WSOC will require all students and employees to complete a daily wellness screening and temperature check prior to entering campus each day. There will be an online form to submit via Parent Square. Currently, the School does not anticipate requiring a quarantine period or requiring or requesting regular testing unless a student or employee has been exposed to COVID, exhibited symptoms and/or tested positive.

The School will not require students to use a contact tracing application. We are a small community and we are fully aware of where students should be, and we will be using student schedules and designated grade level lunch/study space to help with contact tracing for students, if necessary.

Parents and students will be asked to sign a COVID release and assumption of risk waiver. We ask all families to discuss the expectations and procedures for maintaining the health and wellbeing of our entire community with their students, and to ensure that their students are making good choices outside of school. In addition, all students are required to participate in a health training so that they are familiar with our new safety protocols.

### **Campus Facilities Usage**

WSOC is fortunate to have both indoor and outdoor gathering spaces. For the 2020-2021 school year, we have made some changes to our campus facilities usage to promote social distancing and other campus health and safety protocols.

### **Classrooms**

All classrooms have been reconfigured to ensure that students and faculty will have a minimum of 6' of separation. Some classes will be moved from their usual meeting places (particularly, arts classes in the Studio at WSOC) so that they can utilize outdoor larger spaces for ample social distancing.

### **Use of Classroom Assistants for Remote Teaching**

WSOC's dedicated teachers inspire a love of learning and ensure that each student maximizes their potential. In preparation for the 2020-2021 school year, all faculty have engaged in professional development and have been offered external collaboration with Waldorf educators to prepare to deliver best-in-class teaching in both distance and in-person modalities.

Given the challenges of the current COVID-19 pandemic, some faculty may need to continue to teach in a distance modality for a period of time following our return to campus. Each impacted teacher has a unique set of circumstances, such as parenting school aged children who are also in distance learning or a needed medical accommodation relating to COVID. The School is fully supporting our phenomenal educators and enabling them to continue to engage with students and deliver the highest quality of instruction remotely.

Each faculty member who is not able to return to campus immediately will be paired with a trained classroom assistant. These classroom assistants are members of the WSOC faculty and staff and have received training in classroom management, classroom health and safety protocols, and student learning expectations. The classroom assistants will work closely with the faculty members with whom they are paired to ensure that classroom technology is working smoothly and that all students are engaged in classroom activities throughout the class period and monitor compliance with health and safety protocols. All teaching will be conducted by the faculty member via Zoom and/or Google Classroom. Assistants will be present for the full class period each day to maintain a high-quality learning environment while faculty teach remotely.















