An essential priority of the Continuity of Learning Plan is to continue to maintain strong relationships and high expectations among students and faculty. In the case of a campus closure, Newman teaching and learning will continue through a blended model of synchronous and asynchronous engagements to ensure . . .

- **Continuity of Learning**
- **Sense of Safety & Belonging**
- **Student Well-Being**

### Frequently Asked Questions:

**What is the purpose of the Continuity of Learning Plan (CLP)?**

- The CLP has been designed to allow Newman to provide continued teaching and learning for our students during a campus closure.
- An essential priority of the CLP is to continue to maintain strong relationships and high expectations among students and faculty.
- Teaching and learning will continue through a blended model of synchronous and asynchronous engagements.
- Teachers of grades PK-12th grade students will prioritize essential curriculum and skills to ensure students' continued progress.
- For our Green Trees families, our teachers will provide resources on pedagogy, age-appropriate expectations, schedule options, learning opportunities, activities, and ideas for engaging children and supporting their continued growth.
- The mantra we have used to guide the development of our CLP is simple, clear, and flexible.

**When will the Continuity of Learning Plan (CLP) be implemented?**

- The decision to implement the CLP is made by the Head of School in consultation with key school administrators and board leadership. The factors considered in such a decision include health information and direction from public health officials and other health experts as well as data and information gathered from independent school peers locally, regionally, and nationally.
- The CLP will begin on the third school day after the decision is communicated to our community. Day 1 and 2 are built in to allow teachers and families time to make any preparations that are needed in order to be able to participate fully in the CLP.

**How will the “school day” function?**

- All communication, course assignments, agendas, updates, and reminders will be housed on the class page on iNewman.
- In an effort to maintain as much normalcy as possible, Middle School and Upper School teachers will utilize the current daily block schedule as an organizing tool. This does not mean that students will be engaged in synchronous learning in the same way as they would be on campus. However, any synchronous learning experiences that teachers choose to utilize will take place within the time allotted for that course in the daily schedule. Likewise, assessments are likely to be given in the time allotted for a course in the daily schedule.
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- For Lower School, classroom teachers will set a simplified regular daily schedule and will communicate it through the class page on iNewman.
- Green Trees teachers will communicate through the Green Trees Weebly Blog.

What if my family circumstances make it impossible for my child to participate in synchronous learning experiences?

- We recognize that each family is navigating an individual set of circumstances to support their child(ren) during implementation of the CLP.
- Flexibility is a main priority. Our teachers understand that some students will not be available for synchronous learning experiences, and not all teachers will use synchronous learning.
- When a child is unable to participate in a synchronous learning experience, teachers will handle this much as they would a class absence. In other words, teachers will work with the individual student to provide material, an update on a discussion, or other resources to ensure that the student can continue learning.
- Just as families may need some flexibility for students, teachers will also need to be given room for flexibility. Depending on a teacher’s family situation, the majority of their work day may shift outside of normal school hours. The system we have designed ensures that assignments are posted by 8:15am each morning. However, some teachers may choose to use evening hours to respond to student discussion boards or to grade materials. We ask for your understanding as all of us are balancing many competing demands while providing the most optimal learning experience possible under challenging circumstances.

How do I provide feedback if I have suggestions about the CLP?

- We recognize that the CLP is something new for all of us – teachers, students, parents, and administrators. We have worked diligently, using many resources, to create a simple, clear, and flexible plan that will allow for our students’ continued learning. However, we know that there will be things that are “bumpy” and elements that need to be “tweaked.”
- We want to emphasize that the CLP will require teachers, students, and parents to use and develop new skills. When learning new skills, mistakes are inevitable. We encourage everyone in our community to practice patience and understanding as we learn from those mistakes.
- We have sought counsel from other schools that have already instituted their version of the CLP in order to learn from their experience. One of the things we have heard is that we will best serve our students by listening to feedback and making adjustments in an incremental manner. Therefore, while we welcome feedback from our constituents and will adjustments, we will not act on all suggestions immediately.
- Feedback can be sent directly to the Division Head via e-mail. (See “Who do I Contact” section for e-mail addresses). We welcome feedback from parents, students, and teachers, as our goal is to make our CLP the best it can be.

What do I need for my child to engage fully in the CLP?

- 6th-12th students all have a school-issued device, unless a family has chosen to use a personal device. This will be a critical tool in the CLP.
- Families in PK-5th grades need to have access to a device to receive lesson plans, and in some cases for students to use for instructional purposes. Students do NOT need their own personal devices at these grade levels. We recommend parent supervision for any use of a family device for online learning in Lower School.
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- If PK-5th grade families do not have a reliable family device, we ask that you fill out this FORM so our technology department can assist you.
- All families will need a reliable Internet connection. If your family does not have a reliable Internet connection, please fill out this FORM so our technology department can assist you.
- We encourage you to designate an appropriate space for your child to work from home. (See next question for more details). In thinking about an appropriate space, consider utilizing “public areas” of your home. Parental supervision and/or awareness is an important component of successful online learning for students even in Upper School.

What are the protocols for engaging in distance learning?

- The good news is that most of the protocols are really just our regular community norms.
- Communication should be thoughtful.
- Communication should be reflective of our Core Values.
- Students and teachers should think of the online teaching and learning environment as their “classroom,” and therefore, should “speak” to each other in ways that they would if face-to-face.
- Likewise, if engaging in synchronous or asynchronous learning using video, students and teachers should work from an appropriate location – i.e., not in a bedroom or bathroom – and should dress appropriately for a school environment.
- Communication between school personnel and students should only take place through official channels – i.e., iNewman, school e-mail, or the school Remind app for teams and other groups.

Who do I contact with a problem?

- If you are having a problem with technology, contact our Virtual Help Desk. If you are using a school-owned machine, our technology staff will be able to “drop in” to your desktop to see what’s causing your problem. If you are using a personal device, the help desk will do their best to troubleshoot with you via e-mail.
- If you have questions about class work or requirements, contact your child’s teacher directly via e-mail.
- If you have questions about your child’s overall performance, contact your child’s classroom teacher (GT, LS) or advisor (MS, US).
- If you have questions about your child’s social-emotional well-being, academic support, or health-related questions, please contact our counselors (LS: courtneycostello@newmanschool.org; MS: mimiryan@newmanschool.org; US: michellegoehring@newmanschool.org ), learning specialists (LS: anakurt@newmanschool.org; catyjohnson@newmanschool.org; bridgethagan@newmanschool.org) or school nurse (erinfriend@newmanschool.org).
- If you have questions or feedback about the CLP, contact your child’s Division Head. (Green Trees: ellenmartinez@newmanschool.org; Lower School: kaymason@newmanschool.org; Middle School: elizabethhecker@newmanschool.org; Upper School: robynmccormick@newmanschool.org)
- If you have questions about any “big picture” matter related to Newman, contact the Associate Head of School: kimwargo@newmanschool.org
- Any other questions should be directed to the person you would normally contact if campus were open. All school personnel will be working during implementation of the CLP.
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Will the School follow the calendar of holidays during the implementation of the CLP?

- While scheduled events that take place on campus during the implementation of the CLP will be canceled, postponed, or moved online, the basic school calendar will remain intact.
- The CLP will begin on Wednesday, March 18. Monday and Tuesday will be days for teachers and families to prepare for successful implementation.
- Green Trees and LS conferences will be postponed. Thursday and Friday (March 19-20) will be regular school days using the CLP.
- We will continue with plans for our Professional Development Day on March 23rd. Teachers will meet and work virtually, and there will be no assignments or work for students on that day.
- Spring Break will take place as scheduled, beginning on April 10 and concluding on April 19. Classes will resume (most likely in-person and on-campus) on April 20.

What about important end-of-year traditional events?

- We understand the importance of our traditional Newman events, and will continuously evaluate the context and circumstances to balance the priority of keeping our community safe and holding important milestone events.
- We will communicate with our community when any decisions about milestone events are reached.

How will the School communicate with parents and students during the CLP?

- Teachers will provide at minimum a weekly update to parents through the class page on iNewman or the Green Trees Weebly blog.
- Advisors in MS and US will communicate at least twice per week with advisees (one synchronous and one asynchronous communication).
- Division heads will communicate regularly and as needed with individual parents, grade-level parents or with all parents through e-mail.
- The Head of School and Associate Head of School will provide periodic updates to the entire School community through e-mail or video messages.