

Stoneleigh-Burnham School
MORE
Meet Our Remote Experience

We look forward to a 2020-21 school year of learning, activities, and community-building. Here you will find detailed information about classes, resources, and expectations as we prepare to offer a unique learning experience with many opportunities to connect and grow.

CLASS INFORMATION

Schedule	Each class meets for a 45-minute period and again for a 30-minute period. The link to the full weekly schedule is below.
Weekly Modules	Each class will post the week's content and assignments 1-12 hours before the full-group 45-minute synchronous class meeting time. Students are not required to complete any work before the class meeting time but may preview the module if they choose.
Due Dates	All assignments are due before the next week's module opens. Teachers may set due dates for individual assignments over the course of the week. Students can expect their assignments to be returned within one week of the due date.
Office Hours	Teachers will post office hours or scheduling information on the class Overview page in Canvas.
Weekly Schedule	Please go to the SBS MORE resource for the weekly remote schedule.

To access the schedule, visit sbschool.org/more

Resources for questions	<p>For specific questions about the class: The student’s teacher.</p> <p>General questions about your child’s experience: The student’s advisor.</p> <p>Questions about the academic program: Lauren Cunniffe, Academic Dean, lcunniffe@sbschool.org</p>
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TECHNOLOGY

Devices	<p>The Technology department recommends that each student have two devices: an iPad and a Chromebook or laptop. The Technology department can lend Chromebooks to students who need a second device. Students should also have earbuds or headphones. Students will need a reliable internet connection.</p>
Platforms	<p>The School will be using Zoom as its video conference platform. Canvas is our Learning Management System where students will access all classes and co-curriculars such as clubs, athletics, advisory, and class meetings.</p>
Email	<p>The School uses Gmail to communicate with students and families. If Gmail is not accessible for some students, they may notify the Technology department and their teachers and advisor of their preferred email address. We ask that students check their email twice each day.</p>
Phones	<p>Students may not use or check their phones during class without permission from the teacher. We recommend that phones be out of reach during class times.</p>
Resources for questions	<p>tech@sbschool.org Phone # 413-834-3197 Google Chat Resource Room for students. Training and videos offered during Orientation week.</p>

GRADING/PROGRESS REPORTS

Grades	Middle School students do not receive grades and will receive narrative reports from their teachers and advisors. Upper School students will receive letter grades.
Progress Reports	Stoneleigh-Burnham issues mid-trimester and end of trimester progress reports. The Fall mid-trimester reports contain narrative reports with no grades for Middle and Upper School students; the end of Fall trimester reports contain class descriptions for Middle School students and class descriptions and grades for Upper School students. At any point in the trimester, if teachers have concerns about a student's progress, the advisor will be in touch with the family.
Resources for questions	The student's teacher or advisor. Lauren Cunniffe, Academic Dean, lcunniffe@sbschool.org

CLASS ENGAGEMENT

Screens/Cameras	<p>We ask that students have their cameras on during their synchronous class meeting times to help build community and connections to classmates and teachers. A student may occasionally ask a teacher before class for permission to have the camera off but will not be required to give a reason. If a student is not visible in class over the course of a week, the student's advisor will work with the student and family to support the student in mitigating the issue.</p> <p>Students are encouraged to use a virtual background during classes or activities that require screen time if they would like to protect their privacy.</p>
Participation	The School recognizes that there are many ways to engage with, and participate in, distance learning. Teachers will ensure that students are both challenged and supported to

	develop and use their communication skills during this period of distance learning.
Respect for self and others	We expect our students to abide by our honor code during, and outside of, Stoneleigh-Burnham classes and activities. As a learning community, our goal is to ensure that all students may pursue their education without interference.
Resources for questions	The student’s teacher or advisor. Sara Gibbons ’98, Dean of Students, sgibbons@sbschool.org Lauren Cunniffe, Academic Dean, lcunniffe@sbschool.org

COMMUNITY

Class meetings	Students will participate in synchronous, grade-level specific, weekly meetings led by their class dean or student-elected class leaders. Class meetings will include social-emotional learning and other topics taught through the Leadership curriculum. The Class Deans are: 7th grade - Bill Ivey 8th grade - Karen Suchenski 9th grade - Apple Gifford 10th grade - Hannah Richards 11th grade - Paolamantina Grullon-Livingstone 12th grade - Sara Gibbons ’98
Advisory	A weekly synchronous meeting for advisory groups. Advisors support students in all aspects of school life. Advisors also serve as the primary liaison between the school and their advisee’s family.
Housemeeting	A weekly synchronous meeting for all students, faculty, and staff where members of the community share upcoming events, give presentations, and make general announcements. Held every Wednesday.
Athletics	All students are expected to participate in the athletic block during the scheduled weekly time blocks on Monday and Friday. The athletic practices will consist of exercising, skill-building,

	and developing a deeper understanding of the activity. If a student is unable to attend a practice, they need to contact their coach and determine a plan with their coach to make up the missed session in a timely manner.
Affinity groups, clubs and organizations	These student-led groups will have scheduled meeting times during the week and on Sundays. These groups provide students the opportunity to share connections with their peers.
Activities and virtual Common Rooms	Houseparents will host activities and virtual Common Rooms during the week and weekends. These activities and gatherings foster social connections and student personal interests. All students are welcome and encouraged to attend. Listings of activities and Common Rooms will be shared every Monday in Canvas.
Resources for questions	The student’s advisor. The student’s Class Dean. Sara Gibbons, Dean of Students, sgibbons@sbschool.org Scott Gray, Director of Athletics, sgray@sbschool.org Sam Torres, Student Life and Diversity, Equity, and Inclusion Coordinator, storres@sbschool.org

TEACHING PRACTICES/ PEDAGOGY

Social Emotional Learning	Social Emotional Learning (SEL) will be woven into academic courses, advisory, and class meetings. Examples of SEL skills include time management, organization, remote learning, self-awareness, self-reflection, relationship building, and online communication.
Culturally Responsive Teaching	Culturally responsive teaching looks for ways to make curriculum and learning more responsive and relevant to who is in the classroom. This approach encourages teachers to recognize and draw upon students’ cultural identities, language/ communication skills, and background knowledge. In this method, teachers are also encouraged to utilize a diverse range of classroom materials as they develop a rigorous curriculum for all learners in the classroom.

<p>Diversity, Equity, & Inclusion</p>	<p>Over the summer, faculty set goals for new and continued DEI learning and worked with partners to stay accountable and engaged. DEI committee members developed an equity framework tool for curriculum and course planning, based on the work of Dr. Gholdy Muhammad, author of <i>Cultivating Genius: An Equity Framework for Culturally and Historically Responsive Literacy</i>, which will be a common read for faculty this school year. Our DEI work is guided by our consultants from UMASS-Amherst, Dr. Keisha Green and Alisha Jean-Denis, as well as by our SBS DEI coordinator Sam Torres and the DEI committee.</p>
<p>Professional Development</p>	<p>Teachers took a 3-week training course “Designing, Building, and Teaching for Hybrid Learning” taught by One Schoolhouse, a leader in online education, and teachers are also training in our new learning management system (LMS), Canvas. In addition, faculty have participated in a number of other summer professional development opportunities, including trainings and webinars on middle school teaching, dance education, anti-racism work, DEI, and student mental health, to name a few.</p>
<p>Trauma-Informed Teaching Practices</p>	<p>Trauma-informed teaching practices are guided by care, safety, and support for learners in the classroom. Distance learning and a global pandemic can create stress and uncertainty for students. With this in mind, we know how important the steady, engaging presence of teachers and the predictability of routines will be. Teachers will help make sure students are seen, heard, and ready to learn. Students will be supported by their teachers and advisor, as well as by our student services team (Academic Dean, Director of Counseling Services, Director of the Health Center, Dean of Students, and Director of the Academic Center).</p>
<p>Middle School Program</p>	<p>The Middle School comprises 7th and 8th grades and is grounded in the school's mission and the 18 research- and experience-based characteristics outlined in the 5th edition (2020) of the Association of Middle Level Education's publication, <i>The Successful Middle School: This We Believe</i>. Middle school is a time when exploring identity, participating in community, seeking to better understand the world, and focusing on fairness and justice all take center stage. We use these developmental characteristics and needs (which echo Dr. Gholdy Muhammad's Equity Framework) in designing, and often co-creating with our students, an integrated program that</p>

	focuses on learning as a continual process, meeting each student where they are and helping them grow.
The International Baccalaureate Programme	SBS offers the IB Diploma Programme (DP) to 11th and 12th grade students. According to the IB organization, the DP aims “to develop students who have excellent breadth and depth of knowledge – students who flourish physically, intellectually, emotionally and ethically.” The curriculum is comprised of 6 subject groups: Studies in Language and Literature; Language Acquisition; Individuals and Societies; Sciences; Mathematics; the Arts, and the IB “core,” which includes a Theory of Knowledge Course; the Extended Essay; and self-directed learning in Creativity, Activity, and Service. Students in grades 7-10 are introduced to the critical thinking and academic skills needed for success in the IB DP.

PARTNERING WITH FAMILIES

Overview of communications	<p>The weekly Snapshot (SBS newsletter shared by email) includes:</p> <ul style="list-style-type: none"> A calendar of upcoming events. Videos and reports on class activities. Important updates and messages from the School. <p>Watch for webinars/info from:</p> <ul style="list-style-type: none"> Apple Gifford on learning support Ellen Carter on student wellness Sara Gibbons on community activities Sam Torres on opportunities to learn more about our ongoing work in Diversity, Equity, and Inclusion.
Support during distance learning	The Student Services team meets weekly to ensure that students needing support are identified so that a plan can be created in partnership with advisors and families.
Total weekly synchronous and asynchronous class time (including	<p>Middle School: 3 ½ - 3 ¾ hours <i>maximum</i></p> <p>Grades 9 and 10: 3 ¾ - 4 hours <i>maximum</i></p> <p>Grades 11 and 12: 4 ½ - 5 hours <i>maximum</i></p>

homework)	
Work Space	We understand that family spaces vary and it may not be possible for your child to have a dedicated work space but we do encourage students to find a quiet space for their work where they feel comfortable.
Creating helpful routines at home	We recommend that families help their children create consistent routines in order to arrive at classes ready for their academic day. This may include consistent sleep routines, attending to self-care, regular meals, exercise, and time away from screens.
Attendance	Students are expected to attend all synchronous class meeting times as indicated on their schedules. Please notify attendance@sbschool.org if your child will be absent.
Resources for questions	The student's advisor. Sara Gibbons, Dean of Students, sgibbons@sbschool.org Apple Gifford, Director of Academic Center, agifford@sbschool.org Ellen Carter, Director of Counseling, ecarter@sbschoool.org Jenny Potee, Director of Health Services, jpotee@sbschool.org Lauren Cunniffe, Academic Dean, lcunniffe@sbschool.org

ADDITIONAL INFORMATION

Weekly schedule: sbschool.org/more
Master Books/Supplies List
To communicate important or urgent student health or wellness updates: Call Reception at 413-774-2711 Email the student's advisor Call Sara Gibbons at 413-774-2711 ext. 315

FALL CALENDAR

Orientation Week	Tuesday, September 8 - Friday, September 11
Convocation and First Day of Classes	Monday, September 14

To access the schedule, visit sbschool.org/more

All School Day Off	Wednesday, October 14
Mid-Trimester Progress Reports to Students/Families	Tuesday, October 27
Family Weekend	Friday, November 6 - Saturday, November 7
Full Day of Classes/End of Fall Trimester	Friday, November 20
Winter Trimester Classes Begin	Tuesday, December 1
End of Trimester Progress Reports	Friday, December 4
Full day of Classes/Break begins	Friday, December 18