

# Distance DV

## Guide for Students & Parents

MIDDLE & UPPER SCHOOL

March 13, 2020

Dear DVFS Middle and Upper School Families,

On Thursday, March 12, the DV faculty engaged in a Distance Education Summit planning for **Distance DV, to begin on Tuesday, March 17th**. While so many unknowns currently exist regarding the future impact of COVID-19, we aim to be as thoughtful as possible in providing some structure and a sense of normalcy for students, even if in-person interaction and instruction is not possible. The following letter is to first, help you clearly understand our plans to maintain continuity of instruction, and, second, serve as a reference guide in supporting your students.

### **What is Distance DV?**

Distance DV is our plan for distance learning when the need arises for our school to move to this format.

### **What is the goal of Distance DV?**

The goal of Distance DV is to allow learning to be continuous for students in the event that the school needs to close its doors for a period of time.

### **What does the current Distance DV schedule look like for Middle and Upper School students?**

For the sake of consistency, the upcoming Distance DV schedule models our normal cascading schedule. The DV Planbook under this schedule will remain accurate so that students can use their planbooks as they currently do. The schedule is as follows.

9:00 - 9:15	Advisory Check In
9:15 - 10:15	First Block
10:30 - 11:30	Second Block
11:30 - 12:30	Lunch
12:30 - 1:00	Advisory
1:00 - 2:00	Third Block
2:00 - 3:30	Office Hours

### **What is the schedule for the week of March 16th?**

The schedule for the week of March 16th is as follows:

Monday, March 16th:

faculty prep/no school for students

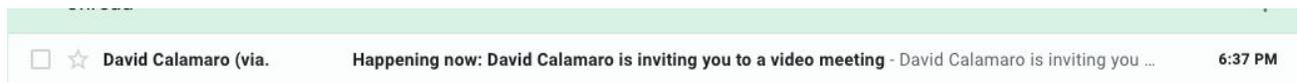
Tuesday, March 17th:	Virtual BCD Day
Wednesday, March 18th:	Virtual EFG Day
Thursday, March 19th:	Virtual ABC Day
Friday, March 20th:	Virtual DEF Day
Monday, March 23rd:	Beginning of Spring Break/End of Winter Trimester

## What online platforms does Distance DV use?

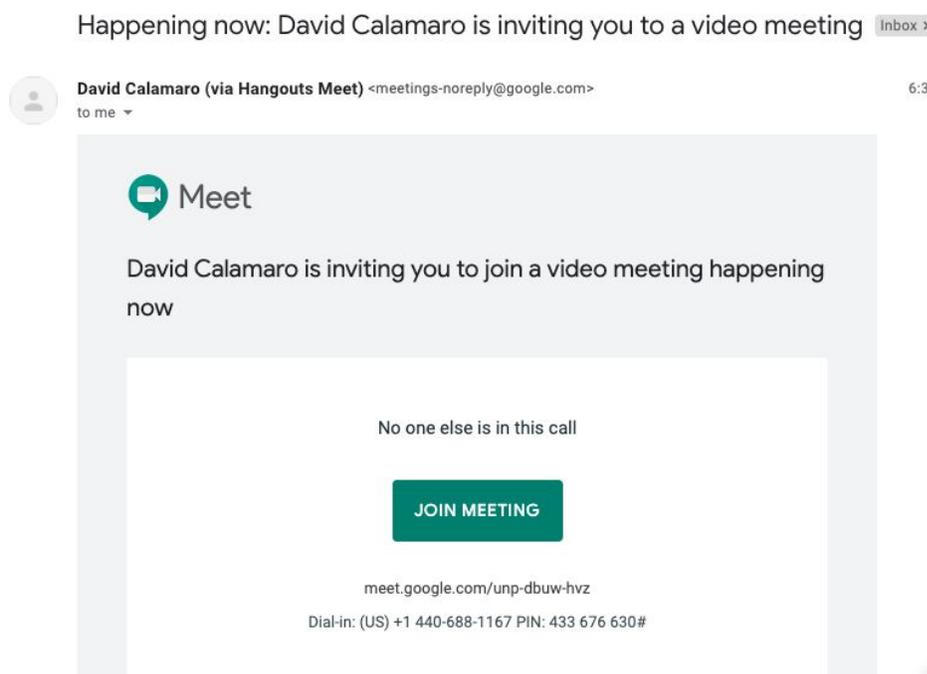
Distance DV will use **Google Meet** as the online platform for face-to-face interaction. Instructions on how students are to join a Google Meet class are included in this letter, and we are reviewing and testing Google Meet with our students on Friday, March 13. Students will also use our current learning management system, **Powerschool Learning**, for receiving messages and instruction from teachers, as well as for collaboration.

## How will students regularly engage in learning?

Students will attend their classes and advisory virtually, as scheduled. They will do this by first joining their Google Meet class via an email invitation sent to students by their teacher just before each class begins. The invitation will be directly from the teacher sent to the student's Gmail, and it will look like this:



Students will open the email and see this:



Students simply click the button labeled “JOIN MEETING.” Having joined the class, students will receive instructions from their teacher about the learning tasks for the day. Though this is not an exhaustive list, several examples of learning tasks may include:

- virtual discussions or chats
- collaboration on Google documents
- working on assigned projects
- skill practice in multiple formats
- one-to-one virtual check-ins with their teacher

Toward the end of each class, teachers will usually check in with the students in their class using Google Meet. Any assignments will be posted on Powerschool Learning. Advisory time will use Google Meet so that advisors may check in with advisees virtually. Also, office hours are provided each day so that students may reach out to any teacher by email with questions or support (teachers may also arrange individual support sessions with students using Google Meet during office hours).

Please note that all live sessions will be recorded and saved by teachers. We will try to provide instructional sessions to students who are unable to attend. Students may not record or take screen shots of any sessions or of other individuals online.

A more extensive user guide for Google Meet can be found here: [Google Meet Student and Family Guide](#)

## **What materials do students need to engage in Distance DV?**

Students will need their charged DV-issued laptop so that they can access Gmail, Powerschool Learning, and Google Meet. Students may also need normal school supplies (paper, writing utensils, books), and their DV Planbooks.

## **What is the role of parents in supporting students to engage in Distance DV?**

Parents can assist their students by first reinforcing that, while their student is not physically at DV, they are still “in school.” Help your students:

- show up to class in school-appropriate dress (DV Dress Code applies), ready to learn
- locate a quiet, appropriate space to work, with the understanding that students will need to access their computer’s camera
- ensure that what may be in the frame of your student’s camera is visually appropriate for school and approved by you

## **Is my student's advisor still the point person for academic questions?**

Yes, your student's advisor will still be available for academic questions and support.

## **Are future changes to the Distance DV schedule and format possible?**

Yes. Because we cannot predict the future or potential length of time that our school might be closed, we need to remain flexible in our ability to make changes to Distance DV so that we may best serve your students under the circumstances.

## **What if I have any questions about Distance DV?**

For questions, please contact your student's advisor via email or contact Jim Miller (Upper School Director, [jim.miller@dvfs.org](mailto:jim.miller@dvfs.org), ext. 2340), Jason Seggern (Lower and Middle School Director, [jason.seggern@dvfs.org](mailto:jason.seggern@dvfs.org), ext. 2620), or me ([david.calamaro@dvfs.org](mailto:david.calamaro@dvfs.org), ext. 2131). Tech questions may also be emailed to [support@dvfs.org](mailto:support@dvfs.org).

We thank you for partnering with us as we proceed through this unique time.

In Friendship,

David Calamaro  
Associate Head of School/Academic Dean