

Frequently Asked Questions: Distance Learning

When will campus re-open?

Currently, The Summit is operating under a Level 4 Pandemic Response. Faculty returned to work offsite on Monday, March 23rd to plan for the transition to distance learning. All classes will be offered remotely beginning Tuesday, March 24th through Friday, April 24th. The Crisis Management Team will evaluate the re-opening of campus weekly while monitoring the CDC, Springfield-Greene County Health Department, and government guidelines.

Who do I contact if I have a question during distance learning?

Administration continues to work remotely and remains available via email from 8:00 a.m. to 4:00 p.m. For general inquiries, please contact info@thesummitprep.org. For tech assistance, please contact tech@thesummitprep.org. If you have a question specific to your child, please reach out to your child's teacher or mentor.

What is the status for school events?

Effective immediately, all events hosted by The Summit or scheduled to be held at The Summit campus will be postponed or cancelled through April 24th. The Spring Concert and Grandfriends Day celebration scheduled for April 28th are also postponed. Rescheduling of events will be reviewed case-by-case and will depend on the CDC, Springfield-Greene County Health Department, and government guidelines. Please check the [school calendar](#) and the weekly [Raven Report](#) for the latest updates on cancellations and rescheduled events.

How will my child receive learning support and/or counseling support?

The Summit's distance learning plan includes resources for learning support and counseling support. Support will vary case-by-case depending on each child's specific needs. For more information, please contact your child's teacher or mentor, or The Summit's Guidance Counselor, [Becky Breckner](#), LPC. Resources will also be included in the weekly [Raven Report](#) under Counselor's Corner and on the [distance learning](#) informational page on our website.

What is the type and frequency of communication that I can expect to receive from The Summit?

Early Learners & Lower School:

- Teachers will offer daily face-to-face class meetings with their students via Zoom in grades Beginners-5
- Teachers will communicate activities and assignments by email, Google Classroom, and/or classroom blogs for grades Beginners-5
- Specials teachers will meet with students via email, Google Classroom, Zoom, and/or classroom blogs for grades Beginners-5

Upper School:

- Teachers will provide a weekly outline and post subsequent assignments in Google Classroom for grades 6-12
- Mentors will meet daily with students face-to-face using Zoom for grades 6-12
- Specials teachers will meet with students via email, Google Classroom, Zoom, and/or classroom blogs for grades 6-12
- Upper School teachers will hold remote open office hours for students in grades 6-12
Please note: Office hours are designated times for students to communicate with their teachers and ask questions in an open forum. Parents wishing to meet with a teacher should email that teacher directly to schedule an individual conference.

Administration:

- The Head of School will communicate weekly (or more often depending on situation) through email
- Resources and status updates on school events will be posted on the [distance learning](#) informational page as well as the weekly [Raven Report](#)

What if technology help is needed during distance learning?

Families needing tech assistance should email administration at tech@thesummitprep.org. Tech help will be available from 8:00 a.m. to 4:00 p.m.

With the potential of multiple devices being used simultaneously in a home, bandwidth could be taxed. It will be helpful if parents monitor so that one user isn't streaming video while another is having class via Zoom. The Summit has developed a [master schedule](#) for video conferencing in an attempt to limit overlap in multi-student households.

What is Google Classroom and how do parents interact with this application?

Google Classroom, a web-based learning environment, is frequently used by Summit students in upper elementary and beyond. Summit faculty in grades three through high school will be using Google Classroom during distance learning. When logged into Google Classroom, students are able to collaborate with peers and teachers, view class announcements, access posted class/course content, and submit work. Only authorized students, teachers, and staff members have access to Google Classroom. Google users outside The Summit network are not granted permission to any Classroom. Although Google Classroom is intended for student and teacher interaction, parents/guardians may access in the following ways:

- Parents/guardians may connect with their student to login and view Google Classroom from the student's vantage point by clicking this link <https://classroom.google.com> and having the student login with their username and password.

- All student activity in Classroom is documented under student login and accessible to classroom teachers.
- Parents/guardians will receive and may accept an email invitation from faculty to receive email summaries. Receipt and acceptance of one invitation will allow parents/guardians access to all student classes. Invitations expire within 120 days.
- Upon accepting the invitation, parents/guardians may select email frequency (daily/weekly).
- Parents/guardians can unsubscribe to remove themselves from Google Classroom at any time.
- Email summaries will include missing work (work that's late at the time the email was sent), upcoming work (work due today and tomorrow for daily emails or work due in the coming week for weekly emails), and class activity (announcements, assignments, and questions recently posted by teachers). Parents seeking additional information or clarification should email teachers directly.
- While students are encouraged to communicate with their teachers via Classroom or email, parents should use their personal email when communicating with teachers.

Additional information can be accessed at [Classroom email summaries for guardians - Classroom Help](#) and [Guardian email summaries FAQ - Classroom Help](#).

What is the attendance policy during distance learning?

Teachers will be tracking student engagement. Students who are not participating in class meetings, advisory, turning in required assignments, or otherwise engaging with the provided content will be first contacted by their classroom teacher. If participation does not improve, administration will contact parents, followed by the guidance counselor, and in cases of extreme absenteeism, a conference may be scheduled with the Head of School.

Early Learner attendance will be measured by participation in class meetings, engagement with teacher provided activities, and parent communication.

Lower School attendance will be measured by participation in class meetings, engagement with teacher provided activities, completion and submission of required assignments, and parent communication.

Upper School attendance will be measured by participation in advisory and office hours, completion and submission of required assignments, student-teacher communication, and when applicable, parent communication.

What is the plan for standardized testing such as the ERB and CPAA?

Due to the extension of distance learning through April 24th, The Summit is cancelling standardized ERB testing for students in 3rd-8th grades. We will evaluate and determine whether or not to move forward with the spring CPAA assessment for students in PreK-2nd grades as things progress. As we plan for standardized testing for the 2020/21 school year, we will keep you informed of scheduling.

How can I support my child during distance learning?

The Summit understands that a shift to a distance learning approach will require students and families to make adjustments. A continued partnership with parents and guardians is a vital part of ensuring success. Teachers and administration are all available to support and guide students (and parents) should they need help. Below are some guidelines to help students achieve success with distance learning.

Establish a Regular Schedule for Your Child & Stay Engaged with Their Learning

As The Summit transitions to distance learning, it will be important for adults to help students establish and maintain a routine and structure for their day, beginning with a regular sleep schedule. While some of our students may want to stay up late and sleep in, establishing a regular routine will help retain a sense of normalcy. Be sure to help your child build in “breaks” during the school day, encouraging them to stand up and move around so they are not remaining sedentary throughout the day. Check in with your child periodically throughout the day to ensure your child is successfully engaging in distance learning. The Summit has outlined these [guidelines](#) to help students and parents establish a distance learning routine. For additional support, please reach out to your child’s teacher or mentor.

Time Management

Students may need assistance with time management as they adapt to new schedules and routines. Please reach out to your child's teacher or grade level mentor for guidance on suggested schedules, required assignments, and student progress.

Create a Study Space for Your Child

Productive learning relies on a conducive environment. We recommend that you create a separate, quiet space in your home for your child to study, such as an open area in the family living space (kitchen table, dining room, etc.) to avoid isolating your child and to allow you to monitor your child’s learning and screen activity. A room with strong wireless connection, if available, will also be important.

Stay in Communication with Your Child’s Teachers

Your child’s teachers will maintain regular communication. The frequency of the communications will depend on your child’s age, developmental stage, and level of

independence. Please see the **What is the type and frequency of communication that I can expect to receive from The Summit?** section of this document for more information about specific communication plans for your child's grade level. For additional support, please contact your child's teacher, mentor, or school administration.

Wellness: Encourage Physical Activity and Movement and Monitor Student Stress

Physical movement and exercise are vital to maintaining physical and mental health, reducing stress and anxiety, and improving concentration and focus for more effective learning and retention. Parents should reach out to the guidance counselor for advice as needed to manage stress for both students and families. The health and wellness of our students is of the utmost importance to us, and students will continue to participate in physical education activities. Breaks, off-screen time, and physical activity are all encouraged as part of The Summit's distance learning plan.

Help your Child Maintain Social Contact with Peers

It will be very important for your child to maintain communication with their friends and peers during distance learning. Encourage your child to interact with friends through Facetime, phone conversations, or by writing letters. Social interactions, such as virtual lunch buddies or study groups, will help your child stay connected and feel a part of the school community.

*Adapted from <https://www.sidwell.edu/> and <https://www.gds.org/>