



Dear Students and Parents,

At the moment, we are planning to open the school year on August 31 with online classes for all students at Upper Campus. Our goal is to resume in-person classes as soon as possible. We are working with the Ventura County Health Department, and we will pivot to in-person classes immediately if we get a green-light to do so.

Below you will find information about your class schedule, the Remote Learning Schedule, and Orientation. Please read carefully.

For now, we must be online and we want to share a few reminders about responsible use of technology and general protocols for remote learning before classes begin.

Ojai Valley School's technology policies are detailed in the Technology Acceptable Use Policy and Pledge form, which is included in your school online forms and on the website resources page. The following protocols should serve as a supplement to that policy and specifically address issues unique to the online classroom. Teachers will be conducting classes using GoogleMeet, and Moodle will once again provide students with class assignments, due dates and grades. New students will be provided guidance on accessing these platforms.

Please remember during distance learning that school is still in session and you are representing Ojai Valley School as a student. You are wonderful listeners, thinkers, and problem solvers and are respectful to others when you are in the classroom, therefore we expect the same behavior during distance learning.

Students are encouraged to set aside a special area as their classroom or desk area. It is important to take ownership of these spaces and decorate and organize the space to make it yours!

Just like in school, we have deadlines and high expectations for effort and class contributions. We know you can do it, just like you do when we are in the classroom. You know you can always contact your teachers if you have questions or need extra time.

It is important to have a routine. We recommend you wake up early, eat a healthy breakfast, brush your teeth and hair, and get out of your pajamas before joining your class. Keeping to a healthy routine will set the tone for the school day. Being in class online should be considered the same as being there in person.

We ask that you adhere to the following additions to our usual procedures and rules of school:

- Be seated at a table or desk and not on/in a bed
- Your appearance should be neat and clothing school-appropriate (no pajamas, towels, etc)
- Be on time with the materials you will need for class
- Keep your background noise limited, and get familiar with the “mute” button for online classes. If it is too noisy at your house, mute yourself
- Even if you are muted, please don't have a discussion with someone in the background and instead remain focused on the lesson
- Please do not eat snacks during our meetings. We have passing time in between blocks and lunch breaks built into the schedule
- Be courteous to your teachers and classmates. This includes raising your hand before speaking, not talking over another person, and not texting or using cell phones during class
- We want to be able to see all of your faces, so please keep your camera on and center yourself on the screen. Keep in mind the background and background lighting
- Make sure you are making eye contact with your teacher. Until we can meet face-to-face, this is the best we can do and we want to stay engaged and connected during online classes
- We recommend that all class links are saved to your Bookmarks for easy access to each online class
- We recommend that you keep a weekly/daily schedule printed and displayed by your work area for easy reference
- Take advantage of Office Hours. This time is a great way to clarify class content, get some individual support, or prepare for tests. Teachers are available, but you are responsible for self-advocating a need or wish to meet; enlisting the help of your advisor to help establish meeting teachers during Office Hours is a good way of setting these meetings up
- Classwork and homework will have due dates as with in-person classes. Keep a planner or reminder system on your laptop for tracking and pacing these dates

[Click here to find the remote learning block schedule.](#) Please review this schedule carefully as we will be returning to our usual class length despite being online. At the conclusion of last year, an online schedule with shortened classes was a temporary solution to the initial Covid-19 situation. Additionally, the majority of curriculum for the year had already been

presented in classes prior to this. Starting a new school year with more flexibility for both live presentations and independent work allows for new material to be taught with sufficient contact time and students to master material without additional stress of time constraints.

Mrs. Colborn will be sending you your class schedule the week of August 24, along with the first week of school schedule. We will discuss Health & Wellness during our first week of school. **For all new students, we will also host a virtual orientation on Sunday, August 30, time to be determined.** Details about the new student virtual orientation will come in a separate e-mail. Returning students do not need to attend orientation, and should attend their virtual classes starting Monday, August 31. **In addition, all seniors will be expected to attend a virtual meeting with Head of School, Mr. Floyd, Monday, August 31 at 4:00 p.m.**

We know distance learning can be a challenge, and we appreciate you doing your part to be successful and enjoy your classes. We are looking forward to a wonderful, if different, 2020-2021 school year.

Sincerely,

Craig A. Floyd
Head of School, Upper Campus