REmote School
Family Guide
Introduction

The COVID-19 outbreak provided Ransom Everglades the impetus to establish REmote School, a robust virtual learning experience that allows for the continuation of instruction even when our students and teachers are off-site and our campuses closed. REmote School relies on easy-to-use technological tools, our teachers’ creativity and students’ ingenuity to create a vibrant virtual classroom.

It also relies on a principle that has guided Ransom Everglades since the founding of the Adirondack-Florida School in 1903, and which has long been displayed near the entry of the Pagoda and in the atrium of the middle school: Obedience to the Unenforceable. Our REmote School thrives when we are working together in a spirit of cooperation and mutual trust. It requires our families’ support, our students’ dedication to autonomous learning and a community-wide commitment to honor and excellence.

This new learning environment will be successful only if students remain true to our long-standing values of honor and integrity; what one does when "no one is watching" is vital. On that note, we offer to our families this guide to REmote School. We hope you will review it to understand the expectations we hold for our students and parents, and the roles of our faculty and staff.

Please also know we consider our REmote School a work in progress. Our expertise grows by the day, and as we learn, we strive to improve our virtual learning platform and instructional methodologies. We have fine-tuned our schedules and are seeking to add more opportunities for student and family engagement outside of traditional classroom hours. Our hope is to bring our community closer together even while we are physically separated.

We thank you in advance for your support and investment in these efforts. Don’t hesitate to reach out if you have questions.

Penny Townsend
Head of School

Updated April 15, 2020
General Expectations

1. RE is following a special REMote School daily schedule. (See appendix for the middle school and upper school schedules.)

2. Students are expected to join a Google Hangouts Meet for each of their classes three times per week. Links are posted on each teacher’s myCOMPASS class page.

3. Teachers take and submit attendance for each class meeting. Unexcused absences incur penalties as described in the Student Handbook.

4. Students are expected to complete work asynchronously outside of the three class meetings per week. This work may require independently organized group meetings, research and multimedia projects, and interaction with a variety of digital learning tools.

5. Assessments and other forms of graded student work may vary in format by teacher, but grades are calculated and submitted in accordance with the Student Handbook.
Student Expectations

REmote School Expectations

1. Attend all synchronous class meetings, via Google Hangouts Meet; when attending class meetings:
   a. Follow dress code (uniform for middle school)
   b. Use respectful and appropriate language
   c. Keep conversations on topic
   d. Limit background noise and other distractions
   e. Make yourself visible to the teacher when requested
   f. Participate fully in class discussions; avoid side conversations with other students and/or anyone else in the house
   g. Middle school students may not have cell phones in their possession during class time; upper school students may use cell phones only when directed by the teacher for instructional purposes.

2. Regularly check myCOMPASS for class assignments, which may also direct students to other digital tools.

3. Regularly check your Ransom Everglades e-mail, maintaining communication with teachers and other students via e-mail and/or myCOMPASS messaging.

4. Ask questions and advocate for yourself as necessary; distance learning requires a more active role from students in all aspects of school life. Ask teachers for extra help and individual REmote conferences when needed.

5. Adhere to the Honor Code on all assignments, per specific instructions from the teacher (regarding, for example, open-book assessments, access to non-class materials, collaboration, etc.).

6. Follow all expectations for the use of technology, as outlined in the Student Handbook.

7. Establish a regular, consistent schedule and a dedicated work space when possible.

8. Use breaks wisely: schedule meetings with teachers, work on asynchronous assignments, exercise, eat, etc.

9. During breaks, as much as possible, stay away from screens – don’t merely move from school screen time to social screen time.
Google Meet Expectations

See instructions for Google Meet in the appendix.

1. Removing other students from a Google Hangouts Meet, or actively muting their microphones, is not tolerated.

2. Students are encouraged to keep their microphones muted when not speaking. Often, unmuting one’s microphone is considered an intention to speak, much like a raised hand in class.

3. The chat field may be used to ask questions and/or respond to the comments of others; teachers should discuss with their classes how best to make use of this feature in their class context.

4. Students should try to attend classes from a location in their homes that limits background noise and other distractions.

5. If students encounter technical difficulties, they are expected to email their teachers immediately, and seek technical support (see below). Students may be able to join the Meet via smartphone app. At a minimum, students should dial-in to the Hangout, and participate by voice only.

Parent Expectations

1. To the extent possible, provide a clearly designated, quiet, private space for students to work that is free from distractions.

2. As appropriate for students’ ages, help students establish a regular schedule, including consistent times for waking up, going to sleep, having meals, completing homework, exercising, etc. Without the structure of on-campus school, it will be easier for students to fall into habits that impede productivity and their health and overall wellbeing.

3. Encourage students to use breaks in their day wisely; this might include encouraging consistent meal times and regular exercise; discouraging excessive phone screen time; and scheduling times for completing asynchronous work.

4. Communicate regularly with teachers, advisors, class deans and school leaders about any concerns that arise.

5. Encourage students to maintain regular interactions with peers, both in a “virtual” social setting, as well as through virtual meetings of school clubs and extracurricular activities.
6. Require students to attend all school functions, including club meetings, class meetings, assemblies and other REMote community events.

7. Ensure responsible bandwidth use in the home; especially with a more flexible schedule, it is important that leisure tasks don’t interfere with a sibling’s school work or unduly increase screen time for students, which the school has worked hard to reduce through the crafting of a revised REMote School daily schedule.

8. Encourage students to attend REboot each morning so students’ are ready for a day of REMote learning.

9. If your child is absent, follow the regular attendance procedures and email MSattendance@ransomeverglades.org or USattendance@ransomeverglades.org.

Teacher Expectations

1. Hold three synchronous class meetings per week, according to the REMote School Schedule.

2. Post all assignments/asynchronous expectations on myCOMPASS; if teachers are utilizing Google Classroom, Microsoft Teams, or other platforms, links and instructions must be clearly posted on myCOMPASS.

3. Provide timely and substantive feedback on all assignments, assessments and other course work.

4. Designate clear “office hours” at least twice per week, in which students can meet with teachers in the Google Hangouts Meet virtual classroom.

5. Be available for one-on-one meetings, as requested by students, during typical school hours.

6. Attend all virtual section, department, campus and faculty meetings.
Athletics, Counseling and Student Life Expectations

1. The Department of Athletics & Physical Education will:
   a. Offer the REboot program each day: an optional program to help students wake up and get ready for school.
   b. Meet all PE classes, developing programs for students to exercise at home and ensuring that students have the opportunity to satisfy their PE requirements.
   c. Offer Strength and Condition sessions Monday, Wednesday and Friday at 4 p.m., designed for student athletes but open to all students.
   d. Organize team meetings once per week.

2. The Counseling Department will:
   a. Develop and encourage activities that support students’ mental health.
   b. Be available to students as needed. Ransom Everglades understands the importance of providing students access to social/emotional support and the school’s counseling department will do the best that it can to meet students’ needs by using a HIPPA compliant platform. Isis Perez-Gonzalez, director of counseling at the upper school, and Susy B. Diaz, middle school counselor, are available for REmote drop-in consultations via RE’s video conferencing platform that works with Apple and Android phones, iPads and web browsers. It is understood that our counselors cannot control if there is someone else in the room with your child, so confidentiality may be limited.

   Drop-in hours for virtual counseling support for both upper and middle school students are as follows:

   **Upper School**
   Mondays: 10:50 a.m. - 12:50 p.m.
   Wednesdays: 10:50 a.m. - 12:50 p.m.
   Fridays: 11:50 a.m. - 12:50 p.m.
   During these dedicated times, students and parents can video conference with Mrs. Perez-Gonzalez through this link: [https://doxy.me/mrspg](https://doxy.me/mrspg).

   **Middle School**
   Tuesdays: 2:30 - 4 p.m.
   Wednesdays: 2:30 - 4 p.m.
   Thursdays: 2:30 - 4 p.m.
   During these designated times, students and parents can connect with Mrs. Diaz through this link: [https://doxy.me/mrsdiaz](https://doxy.me/mrsdiaz).

Students interested in setting up a meeting with their school counselor should email Mrs. Perez-Gonzalez at iperezgonzalez@ransomeverglades.org or Mrs. Diaz
at sdiaz@ransomeverglades.org to coordinate schedules; these meetings will use the same links above for video or audio calls.

The Ransom Everglades Counseling Department will continue to be “on call” to support families around urgent matters that arise, as they always are; the primary contact person for any matters that merit immediate attention is RE Director of Counseling Isis Perez-Gonzalez, who can be reached on her work cell, 305 397 4437, during the academic day.

3. The **Dean of Students at the Upper School** and **Associate Head for Student Life at the Middle School** will:
   a. Communicate with families immediately regarding any attendance and/or student conduct concerns.
   b. Help to direct families and students to appropriate school resources, as necessary.
   c. In collaboration with the campus heads, manage the virtual school calendar.
   d. Work to establish continuity in the programming of Making Caring Common, High Resolves, and Health Information Partnership (HIP).
   e. Oversee the health and safety of the students.
   f. Address disciplinary issues.
   g. Help to identify students who are not engaging effectively with REmote School.
   h. Maintain appropriate decorum in the learning environment.

### Technology Staff Expectations

1. The **Technology Staff** will:
   a. Provide on-demand technical support for faculty and students via email and phone ([VCtechsupport@ransomeverglades.org](mailto:VCtechsupport@ransomeverglades.org); call 305 460 8808), and the AnyDesk platform that will allow the technology staff to access laptops remotely.
   b. Develop tutorials and provide support for faculty and staff regarding classroom and instructional tools.
   c. Seek out additional platforms and solutions that may enhance the REmote School experience, and make suggestions and recommendations to faculty members and school leaders.
Library Staff Expectations

1. Continue to curate and make available digital resources, including access to periodicals, research databases, e-books and any other resources that might supplement teaching and learning.

2. Serve as a resource for both faculty and students for materials, research tasks and other library support.

College Counseling Expectations

1. Support seniors through the remainder of the admissions process, including advising and responding to questions from students and parents, making calls to college admissions offices, etc.

2. Guide juniors through the early stages of the process, including holding one-on-one meetings with advisees and parents, and helping families to best understand the current state of college admissions.

3. Hold virtual class meetings and other programs, making a best effort to recreate as much as possible all previously planned programming in a virtual environment.

4. Keep up-to-date and offer advice on standardized testing, including AP testing, given the current disruptions to the school year.

5. Assume responsibility for the coordination of standardized testing for RE students, whether in virtual or physical environments.
REmote School Honor Council Guidelines

While REmote School is in session, the following will replace the corresponding sections on pages 19-20 of the Student Handbook:

THE HONOR COUNCIL (Upper School)
The Upper School Honor Council is made up of three faculty members at large (drawn from a pool of department coordinators, class deans, and senior faculty members), and the Dean of Studies who oversees the proceedings.

HONOR VIOLATIONS: PROCEDURES AND CONSEQUENCES (Upper School)
When a teacher suspects that a student has violated the Honor Code, the teacher is required to promptly consult with the department chair before speaking with the student, unless the suspicious activity occurs during an in-class assessment. If the teacher and department chair determine that further investigation is required, they will meet with the student to determine whether the incident should be reported to the Dean of Studies and the Head of the Upper School. If the teacher and department chair determine that the student will be charged with an honor violation, the department chair will meet with the Dean of Studies and the Head of the Upper School to determine the next step. The Dean of Studies and the Head of the Upper School, in consultation with the Head of School, determine what further action is warranted, and/or whether the charges should be dismissed.

If the charge is not dismissed, an honor case can proceed in one of two ways. For a first offense, if the infraction is minor and the student admits guilt, the Dean of Studies may determine the level of consequence in consultation with the Head of School and Head of the Upper School. For all other offenses, the Honor Council will convene.

Prior to the Honor Council convening, the Head of the Upper School will inform the student and the student’s parents or guardians that the student has been charged with an honor violation. The Head of the Upper School will explain the future course of action including, as applicable, the process for further investigation, and the procedure for the convening of the Honor Council. Students will be asked to submit a written statement to the Honor Council, for the Council to consider while considering the case.

The Honor Council will consider the facts of the case, as presented by the Dean of Studies, as well as the written statement of the student charged with the violation. If the Honor Council has any questions for the student, they will reach out through the Head of the Upper School. If the Honor Council determines that an honor violation has not occurred, all parties will be informed and the matter will be dropped. If the Honor Council determines that a student has violated the Honor Code, the Honor Council will decide on the appropriate consequences. These consequences may include, but are not limited to, loss or reduction of credit for the work in question, forfeiture of leadership positions during the school year, suspension, and/or
separation from the school. The Head of School will make the final decision regarding the consequences for the student. Once a final decision has been made, the Head of the Upper School will notify the student and the parents or guardians, both verbally and in writing. Confidentiality is expected from all parties — students, faculty and parents/guardians — from the opening of the investigation to the final decision.

Students who are determined to have committed an honor violation will always be placed on honor warning for at least one year. Students on honor warning will be removed from the roster of any honor society of which they may be a member, and are not eligible to be inducted or re-inducted into any honor society for one year from the date of the infraction. Students on honor warning are not eligible to serve in leadership positions (see Student Leadership Positions, in the Student Handbook). Should a student who has been on honor warning have future honor code violations, the student’s previous status on honor warning will be a factor considered by the Honor Council and school leaders in determining consequences.
## MS REmote School Schedule (Revised 3/25/2020)

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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</thead>
<tbody>
<tr>
<td>8:00</td>
<td>REboot</td>
<td>REboot</td>
<td>REboot</td>
</tr>
<tr>
<td>8:20 - 8:25</td>
<td>Advisory</td>
<td>Advisory</td>
<td>Advisory</td>
</tr>
<tr>
<td>8:30 - 9:20</td>
<td>Period 1</td>
<td>Period 2</td>
<td>Period 1</td>
</tr>
<tr>
<td>9:45 - 10:35</td>
<td>Period 3</td>
<td>Period 4</td>
<td>Period 4</td>
</tr>
<tr>
<td>10:40 - 11:00</td>
<td>Advisory</td>
<td>Advisory</td>
<td>Advisory</td>
</tr>
<tr>
<td>11:00 - 12:10</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:20 - 1:10</td>
<td>Period 5</td>
<td>Period 6</td>
<td>Period 5</td>
</tr>
<tr>
<td>1:10 - 1:30</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
</tr>
<tr>
<td>1:30 - 2:20</td>
<td>Period 7</td>
<td>Period 8</td>
<td>Period 8</td>
</tr>
<tr>
<td>2:30 - 3:15</td>
<td>Office Hours/Individual Meetings/Extra Help/Extended Testing Time/Clubs, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:15</td>
<td></td>
<td>Collaborations (faculty meetings, etc.) as needed</td>
<td></td>
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</tbody>
</table>

**Friday**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00</td>
<td>REboot</td>
</tr>
<tr>
<td>8:15 - 8:20</td>
<td>Advisory</td>
</tr>
<tr>
<td>8:25 - 9:05</td>
<td>Period 1</td>
</tr>
<tr>
<td>9:10 - 9:50</td>
<td>Period 2</td>
</tr>
<tr>
<td>10:00 - 10:40</td>
<td>Period 3</td>
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<tr>
<td>10:45 - 11:25</td>
<td>Period 4</td>
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<tr>
<td>11:30 - 12:00</td>
<td>Lunch</td>
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<tr>
<td>12:05 - 12:45</td>
<td>Period 5</td>
</tr>
<tr>
<td>12:50 - 1:30</td>
<td>Period 6</td>
</tr>
<tr>
<td>1:40 - 2:20</td>
<td>Period 7</td>
</tr>
<tr>
<td>2:25 - 3:05</td>
<td>Period 8</td>
</tr>
<tr>
<td>3:10</td>
<td>Extra help, etc.</td>
</tr>
</tbody>
</table>

**General notes & expectations**

- Although synchronous class time has been reduced to three meetings per week, classes may include significant asynchronous work, including group projects that may require independently-arranged group meeting times.
- In addition to allowing for lunch, rest, and exercise, the Advisory/Lunch period is also designed for students to engage in one-on-one meetings with teachers, complete testing as necessary, and work on independent tasks.
- Faculty and students are encouraged to use the Lunch period, as well as time after school, to coordinate club meetings and other activities.
- REboot: an opportunity for wellness and fitness, led by our physical education department, open to the entire community (check REmote School resources for access).
- Monday, Wednesday, Friday at 4 p.m.: RE Strength and Conditioning.
## US REmote School Schedule (Revised 3/25/2020)

<table>
<thead>
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<td>Advisory</td>
<td>Advisory</td>
</tr>
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<td>8:30 - 9:25</td>
<td>Period 1</td>
<td>Period 2</td>
<td>Period 1</td>
<td>Period 2</td>
</tr>
<tr>
<td>9:45 - 10:40</td>
<td>Period 3</td>
<td>Period 4</td>
<td>Period 3</td>
<td>Period 4</td>
</tr>
<tr>
<td>10:50 - 12:50</td>
<td>Lunch, clubs, one-on-one meetings, extended time testing</td>
<td>Lunch, clubs, one-on-one meetings, extended time testing</td>
<td>Lunch, section &amp; campus faculty meetings, one-on-one meetings, extended time testing</td>
<td>Lunch, clubs, one-on-one meetings, extended time testing</td>
</tr>
<tr>
<td>1:00 - 1:55</td>
<td>Period 5</td>
<td>Period 6</td>
<td>Period 5</td>
<td>Period 6</td>
</tr>
<tr>
<td>2:15 - 3:10</td>
<td>Period 7</td>
<td>Period 8</td>
<td>Period 7</td>
<td>Period 8</td>
</tr>
<tr>
<td>3:15</td>
<td></td>
<td></td>
<td><strong>Collaborations (faculty meetings, AP Reviews, etc.) as scheduled</strong></td>
<td></td>
</tr>
</tbody>
</table>

### General notes & expectations

- Although synchronous class time has been reduced to three meetings per week, classes will include significant asynchronous work, including group projects that may require independently-arranged group meeting times.
- Separate science lab periods will not meet. For some AP science classes, an additional meeting time per week might be necessary for lab-related work, at the discretion of the teacher.
- In addition to allowing for lunch, rest, and exercise, the Flex Time is designed for students to engage in one-on-one meetings with teachers, complete testing as necessary, and work on independent tasks.
- Students are encouraged to use the Flex Time, as well as time after school, to coordinate club meetings.
- On Fridays, lunch should be planned for students’ “regular” lunch periods (4, 5, or 6).
- REboot: an opportunity for wellness and fitness, led by our physical education department, open to the entire community (check REmote School resources for access).
- Monday, Wednesday, Friday at 4 p.m.: RE Strength and Conditioning.
Student Access to REmote School

Video Instructions
Your child can log into myCOMPASS and watch this video.

Step-by-Step Instructions

1. At the time for each scheduled class, log into myCOMPASS.
2. Choose “My Day” and click “Schedule.”
3. Click on the class name of your scheduled class or advisory period.
4. Select the link on your teacher’s Bulletin Board to enter your teacher’s virtual classroom. (If the link is not “live,” cut and paste the link into a separate window to enter.)
5. Make sure you enable your microphone and camera (it’s a good idea to “mute” your microphone during class until you wish to speak so that background noise is minimized).
6. When you are ready to join, click the green “Join” button.
7. (optional) If your computer’s microphone is not working, then you may call in on your phone. To do so, click “meeting details” and use the phone number and PIN provided to join your class.
8. Repeat this process at the beginning of each class on your schedule.