



TMS Remote Learning Plan

The goal of our remote learning plan is to continue engagement in learning and to support relationships within our community, while also adhering to expectations for social distancing, as it is our responsibility to support broader community health. As we prepare to close our year successfully, our schedule will also shift to prioritize student-centered immersion projects at different grade levels, as well as other culminating activities.

Notes on office hours

We wanted to preserve some of the choice related to office hours while also scheduling additional contact time and support for students who need it. So during the “office hours” times, please plan to be available for the courses described. However, your teacher will let you know if you are *not* required to attend. For example, some of the IB classes will be for juniors only, and some of the 7-8 classes will be reserved for students who need support or have missing assignments. 9th grade students will be asked to attend office hours individually or may choose to do so on any given day.

If students want to check in with multiple teachers, the courses described in the afternoon will help you prioritize. Students may also check in with multiple teachers during that hour if you want to do that. In general, let’s all communicate proactively and we’ll be able to work out any conflicts and get students the help they need.

Schedule for Upper School (grades 7-12)

General structure for weeks of April 13 to May 22

Upper school (7-12) periods are below. Please note that Zoom meetings may now require a password. That cannot be shared in this document and will have to be provided by the host of the event. Please reach out to your teacher if you need support with access.

	Period 1		Period 2		Period 3		Period 4		Period 5		Period 6
11-12	Science	11-12	Spanish	11-12	English	11-12	History	11-12	Math 1 and 2	11-12	Art
9-10	History	9-10	English	9-10	Spanish	9-10	Math	9-10	Art	9-10	Music *
8	Spanish	7/8 B	History	7/8 B	Art	7/8 B	Science	7/8 B	English	8	Math
7	Math	7/8 A	Art	7/8 A	Science	7/8 A	English	7/8 A	History	7	Spanish

*[9 Science](#), [7-8 Music](#) and [11-12 Music](#) take place on Fridays



Week of April 13

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-10:15am	9:00-10:00: Homeroom and Morning Meeting	Period 1	Period 3	Period 5	7-8 Music 9 Science 11-12 IB Core
10:30-11:45am	Music and Art rotation	Period 2	Period 4	Period 6	7-10 Immersion and support, 11-12 Music
12:30-1:30pm	Music and Art rotation	Office hours 7-8 Science/Spanish 11-12 IB Art/History	Office hours 7-8 History/English 11-12 IB Core	Office hours 7-8 Math support 11-12 IB Biology	

Week of April 20

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-10:15am	Homeroom check (9:00-9:30), then Immersion	Period 1	Period 3	Period 5	7-8 Music 9 Science 11-12 IB Core
10:30-11:45am	7-8 Math 9-10 Immersion 11-12 Immersion	Period 2	Period 4	Period 6	7-10 Immersion and support 11-12 Music
12:30-1:30pm	Office Hours	Office Hours 7-8 Science/Spanish support 11-12 IB History	Office hours 7-8 History/English support 11-12 IB Biology HL, EE support for non-IB diploma students	Office hours 7-8 Math support 11-12 IB Art	Office hours



Week of April 27

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-10:15am	Morning Meeting (9:00-9:30), then Immersion	Period 1	Period 3	Period 5	7-8 Music 9 Science 11-12 Immersion
10:30-11:45am	7-8 Math 9-10 Immersion 11-12 Immersion	Period 2	Period 4	Period 6	7-10 Immersion and support 11-12 Music
12:30-1:30pm	Office Hours 7-8 Spanish support 11-12 IB Art	Office Hours 7-8 Science support 11-12 History	Office hours 7-8 History/English support 11-12 IB Biology HL	Office hours 7-8 Math support 11-12 IB Spanish	Office hours IB Bio HL

Week of May 4

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-10:15am	Morning Meeting (9:00-9:30), then Immersion	Period 1	Period 3	Period 5	7-8 Music 9 Science 11-12 Flex
10:30-11:45am	7-8 Math 9-10 Immersion 11-12 Immersion	Period 2	Period 4	Period 6	7-10 Immersion and support 11-12 Music
12:30-1:30pm	Study Hall Zoom	Office Hours 7-8 Science support 11-12 IB History	Office hours 7-8 History/English support 11-12 IB Biology HL	Office hours 7-8 History/English 11-12 IB Art	Office hours 7-8 Math support



Week of May 11

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-10:15am	Morning Meeting (9:00-9:30), then Immersion	Period 1	Period 3	Period 5	7-8 Music 9 Science 11-12 Flex
10:30-11:45am	7-8 Math 9-10 Immersion 11-12 Immersion	Period 2	Period 4	Period 6	7-10 Immersion and support 11-12 Music
12:30-1:30pm	Study Hall Zoom 7-8 Spanish support 11-12 IB History	Office Hours 7-8 Science support 11-12 IB Math	Office hours 7-8 History/English support 11-12 IB Biology HL	Office hours 7-8 Math support 11-12 IB Spanish	Office hours 7-8 History/English



Week of May 18: Close for classes, prepare for Immersion presentations, present, close the school year

Monday	Tuesday	Wednesday	Thursday	Friday
9:00-9:45: Morning Meeting, including Senior Slideshow 9:45-10:45am: Period 3 10:55-11:55am: Period 2 12:30-1:30pm: Period 1 (Note the different order!)	9:00-9:30: "Move-up" event for grade 7 (with Jamie H.) Immersion check-in for grades 8-12 (with advisors) 9:30-10:30am: Period 4 10:45-11:45am: Period 5 12:30-1:30pm: Period 6	Immersion work day. Structure will be communicated by Immersion advisors. Plan to be in a synchronous setting from 9:00-11:45, though this is subject to change.	9:00-11:30: 9-12 Immersion Presentations 9-10: 9:00-9:45 11-12: 10:00-11:30 12:30-3:00pm: 7-8 Immersion Presentations	9:00-11:30am: 7-8 Immersion Presentations 11:45: Closing event
1:45-2:30: Office hours	1:30-2:00: Office hours 3:30-4:30pm: Grades 9-12 materials pickup opportunity*	12:30-1:30: Office hours <i>(Note: back to the normal time. Be sure to check in if you need help!)</i>	3:30-4:30pm: Grades 7-8 materials pickup opportunity*	

*TMS will be able to work with families after May 22 to pick up materials, so this is not the only opportunity.

Tools for communication and learning

Platform	Use
Zoom (https://zoom.us/)	Zoom will be used for remote synchronous classes, meetings and sometimes, for office hours. Some classwork will occur synchronously (at the same time) and some work will be done asynchronously (at different times). Please read the details below.
Email	School email will be used to communicate regularly, as usual.



Blackbaud	Each course landing page will have the information students will need to learn remotely. This will be our Learning Management System for 2020-2021, and we'll be using it on a limited basis right now to get used to it.
-----------	---

Student, Family and Teacher Expectations

Students	• Follow the expectations for social distancing in the interest of community health. • Check Blackbaud and email on a daily basis. • Show up for synchronous learning when scheduled. • Complete assignments on time and do your best work. • Use office hours and email to communicate with teachers if you need help. • Turn off your screens for some hours of the day and find opportunities to exercise. • Attend video lessons in TMS dress code and in a space free of distractions.
Families	• Hold students to the expectations for social distancing in the interest of community health. • Support a daily routine for engaging in learning activities. • Reach out to teachers/staff with suggestions and concerns. • Notify your child's teacher if they need to turn in an assignment late or miss a class. • Establish times for your student to turn off screens and encourage physical activity.
Teachers	• Follow the expectations for social distancing in the interest of community health. • Learning materials will be posted on Blackbaud or a site linked through Blackbaud, such as Google Classroom. • Establish and post clear expectations for submission of assignments (e.g., send your Math assignment by 10:00am). • Attend virtual Office Hours as scheduled. • It is the teacher's discretion to share a phone number. • Dress and prepare appropriately for video conferences (with students and colleagues). While many of these conferences will be hosted in homes, the setting should be cultivated to recreate a school-appropriate environment. • Take attendance for synchronous classes. • Maintain records of participation and completion of activities and assignments.



Additional expectations and notes about video conferencing	During video conferences, we expect students to be on video and for the teacher to manage mute settings. If students determine they need to turn off or otherwise manage their audio and video, they should “Chat” privately to the teacher that they are doing this and a timeline for it. For example, “I am not feeling well and am taking a break for 5 minutes”. Students may have their video turned off if they are not meeting expectations (e.g., dress code, distracting behavior). Teachers will give students time to correct this, then will get them back on video after brief time appropriate to the situation and determined by the teacher.
---	---

Please contact Jamie Hozack (jhozack@telluridemtnschool.org) or your teacher if you have questions.