



Northwood School's Transition to Online Learning

We live in a world where change is constant. This is evident now as we all work together to continue our school year at a distance in order to minimize the spread of COVID-19. The Dean of Academic Affairs and Dean of Faculty offices have actively engaged with class deans over the past several weeks to prepare for a potential shift to virtual instruction with minimal disruption.

While the uncertainty may be frustrating, this is also an opportunity for our students to acquire knowledge, and learn new skills that are relevant in today's digital world where learning is no longer limited to the classroom. We recognize that there will be a necessary transition period as students adjust to this new environment. Consequently, faculty will be available to coach and support them.

All Northwood classes will resume online beginning Wednesday, March 18th. We have outlined necessary steps for the immediate future:

1. We are currently assessing what technology is available to our students at home. Students who need a laptop or tablet will be provided with one. We will work with students who don't have access to wifi at home to find options that will allow them to engage successfully in their courses.
2. Students will receive Google training before leaving campus. This will be organized by grade and co-taught by class deans and teachers proficient in Google Classroom. Students will be working in a mock course, completing sample activities.
3. Once training is complete, students will sign a *Learning Contract* which outlines our expectations. This will be shared with parents/guardians.
4. Online versions of each course at Northwood have been created on Google Classroom. Faculty will attend two professional development days before March 18th to receive additional training on how to use Google Classroom, and to review best practices for engaging their students online.
5. All courses will be asynchronous and paced. Students can do work in their own time, but will have set due dates for all assignments and scheduled group on-line

forums and conferences. The expectations for each class will be communicated by the faculty.

6. All teachers will have pre-established office hours for questions and support to students. They will also be available via Google Hangouts by appointment.

7. Academic coaches will continue to meet with their students via Google Classroom. Coaches will set routine schedules that parallel school year hours.

8. Parents will be kept informed of student progress and any arising teacher concerns on a weekly basis.