March 26, 2020

Dear DVFS Middle and Upper School Families,

On **Tuesday, March 17th** Distance DV began with flying colors! We thank those of you who completed our Families Feedback Survey and student surveys; we received a lot of encouragement along with good suggestions. Since the close of last week, the DV Educational Administrative Team has been pairing its observations with the feedback received from you and from faculty so that we can thoughtfully arrive at an adjusted Distance DV schedule (*Distance DV 2.0*) and a change in video platform from Google Meet to Zoom.

**Why an adjusted schedule and platform?** Our mindset has been informed by the reality that we will be engaged in distance learning for at least until April 6, and possibly longer. The adjusted schedule reflects strong support for the following:

- Academic classes in the morning when students are freshest for learning
- Building in more time for physical activity
- Scheduling time for student clubs and other community-building activities
- Maintaining the consistency of the previous DV schedules
- Overall reducing the amount of required “screen time”
- Maintaining office hours to give flexibility for 1:1 instruction where needed
- Best practices of distance learning that promote a mix of synchronous and asynchronous instruction, and to provide more flexibility for that balance
- **Switching from using Google Meet to Zoom for face-to-face classes, since Zoom is proving to be a significant upgrade for online meetings**

What follows is a reference guide for supporting your students in Distance DV 2.0. You will find that much of this guide remains the same as the previous guide sent out last week, with adjustments where needed. Please read through the following information carefully.

**What is Distance DV?**
Distance DV is our plan for distance learning when the need arises for our school to move to this format.

**What is the goal of Distance DV?**
The goal of Distance DV is to allow learning to be continuous for students in the event that the school needs to close its doors for a period of time.
What is the regular Distance DV schedule for Middle and Upper School students?

For the sake of consistency, the upcoming Distance DV schedule models our normal cascading schedule. The DV Planbook under this schedule will remain accurate so that students can use their planbooks as they currently do. The schedule is as follows.

9:00 - 9:15 AM Advisory
9:15 - 10:00 First Period
10:15 - 11:00 Second Period
11:15 - 12:00 Third Period
12:00 - 1:00 Lunch
1:00 - 1:15 PM Advisory
1:15 - 2:00 Movement and Community Time
2:00 - 3:00 Office Hours

What is the Distance DV schedule for the week of March 30th and April 6th?

Week of March 30th

<table>
<thead>
<tr>
<th>Time</th>
<th>Events</th>
<th>Monday, 3/30</th>
<th>Tuesday, 3/31</th>
<th>Wednesday, 4/1</th>
<th>Thursday, 4/2</th>
<th>Friday, 4/3</th>
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<tr>
<td>9:00</td>
<td>Advisory</td>
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<td>9:15</td>
<td>First Period (45 min)</td>
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<td>D</td>
<td>G</td>
<td>C</td>
<td>F</td>
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<tr>
<td>10:00</td>
<td>Break</td>
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<td>Break</td>
<td>Break</td>
<td>Break</td>
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</tr>
<tr>
<td>10:15</td>
<td>Second Period (45 min)</td>
<td>B</td>
<td>E</td>
<td>A</td>
<td>D</td>
<td>G</td>
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<td>11:00</td>
<td>Break</td>
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<td>Break</td>
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<td>Break</td>
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</tr>
<tr>
<td>11:15</td>
<td>Third Period (45 min)</td>
<td>C</td>
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<td>B</td>
<td>E</td>
<td>A</td>
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<tr>
<td>12:00</td>
<td>Lunch</td>
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</table>
### What online platforms does Distance DV use?
Distance DV will use **Zoom** as the online platform for face-to-face interaction. **Detailed instructions on how students are to join and navigate a Zoom class can be found in this Student Guide to Zoom.** Students will also use our current learning management system,
**Powerschool Learning**, for receiving messages and instruction from teachers, as well as for collaboration.

**How will students regularly engage in learning?**

Students will attend their classes and advisory virtually, as scheduled. They will do this by first joining their Zoom class via an email invitation sent to students by their teacher just before each class begins. The invitation will be directly from the teacher sent to the student’s Gmail. Having joined the class, students will receive instructions from their teacher about the learning tasks for the day. Though this is not an exhaustive list, several examples of learning tasks may include:

- virtual discussions or chats
- collaboration on Google documents
- working on assigned projects
- skill practice in multiple formats
- one-to-one virtual check-ins with their teacher

Toward the end of each class, teachers will usually check in with the students in their class using Zoom. Any assignments will be posted on Powerschool Learning. Advisory time will use Zoom so that advisors may check in with advisees virtually. Also, office hours are provided each day so that students may reach out to any teacher by email with questions or support (teachers may also arrange individual support sessions with students using Zoom during office hours).

Please note that all live sessions will be recorded and saved by teachers. We will try to provide instructional sessions to students who are unable to attend. Students may not record or take screen shots of any sessions or of other individuals online.

**How will Physical Education be managed?**

Physical education (PE) in the Middle School will be coordinated by Carole Chilton via the students' Health and PE class. PE in the Upper School will be coordinated by Athletic Director Jalal Rhamirich, who will be sending out additional information about options for physical activity and how we will track students' progress. In addition, our ABLE Director Ken Sinapius will be providing ABLE-related PE options for Upper Schoolers. For those students in the Upper School who have not participated in a sport or other PE activity this year, all PE options will count toward the the state of Pennsylvania’s PE requirement.

**What materials do students need to engage in Distance DV?**

Students will need their charged DV-issued laptop so that they can access Gmail, Powerschool Learning, and Zoom. Students may also need normal school supplies (paper, writing utensils, books), and their DV Planbooks.
What is the role of parents in supporting students to engage in Distance DV?

Parents can assist their students by first reinforcing that, while their student is not physically at DV, they are still “in school.” Help your students:

• show up to class in school-appropriate dress (DV Dress Code applies), ready to learn
• locate a quiet, appropriate space to work, with the understanding that students will need to access their computer’s camera
• ensure that what may be in the frame of your student’s camera is visually appropriate for school and approved by you

Is my student’s advisor still the point person for academic questions?

Yes, your student’s advisor will still be available for academic questions and support. Also, your student’s teachers are available for specific questions about class assignments and tasks.

Are future changes to the Distance DV schedule and format possible?

Yes. Because we cannot predict the future or potential length of time that our school might be closed, we need to remain flexible in our ability to make changes to Distance DV so that we may best serve your students under the circumstances.

What if I have any questions about Distance DV?

For questions, please contact your student’s advisor via email or contact Jim Miller (Upper School Director, jim.miller@dvfs.org, ext. 2340), Jason Seggern (Lower and Middle School Director, jason.seggern@dvfs.org, ext. 2620), or me (david.calamaro@dvfs.org, ext. 2131). Tech questions may also be emailed to support@dvfs.org.

We thank you for partnering with us as we proceed through this unique time.

In Friendship,

David Calamaro
Associate Head of School/Academic Dean