Intention

No doubt you — like the rest of us — have been thinking about what it really means to “go to Gould” and “do schoolwork” during this unexpected period of separation. Your teachers have become a solid team to help navigate learning over the next several weeks. We promise to deliver a consistent, high-quality, equitable experience to each and every one of you during this difficult time. And we need your help.

Gould Student Learning Guide Spring 2020 is designed to support and encourage you through classes and community and to keep you engaged, curious, and connected so that we emerge stronger and more united. We can do this!

This is your field guide for practices and policies for the Spring Term. Please read through it with your family and contact your advisor with questions.

Gould Academy prepares academically motivated students for college and helps them to become independent-minded, ethical citizens who will lead lives of purpose, action, excellence, and compassion in a dynamic world.
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**ASYNCHRONOUS LEARNING**
Students learn at their own pace, not all at the same time

**SYNCHRONOUS LEARNING**
Students and teachers learn together, at the same time, usually in a classroom environment created in ZOOM

**CANVAS**
Learning management system (LMS) where coursework, assignments, and due dates are available

**MODULES**
A content organization system, much like a virtual folder. Teachers will provide a new module each week.

**ZOOM**
A video conferencing platform for classes, advisory, seminar, office hours, and college counseling
Expectations for Students

Establish Daily Routines

Discovering that your classroom is now a room at your house, and that your house is filled with other family members going to school or work, is an adjustment. We all need to prepare our physical and mental spaces to make sure the class experience runs smoothly.

• Prepare for your school day 15 – 20 minutes before your first class:
  • Check in with your family and their needs.
  • Create your workspace with chargers and headphones at the ready.
  • Dress code is relaxed; no pajamas, please.
  • Create an appropriate background.
  • Reduce noise interference.

• Create a calendar or to-do list by looking at Canvas and checking email.
  • Write down any questions you need answered.

• Wellness Tips:
  • Plan your breaks and have a (quiet) snack ready.
  • Get fresh air; drink water; get exercise.
  • Work with your advisor to communicate any special needs.

Engage in Class

This is class, and your best practices in the face-to-face classroom apply in this new virtual classroom. Here are some reminders:

• Review the material prior to class.
• Be on time and mute your microphone to start.
• Be ready to connect and learn.
• Be an active participant.
• Do not back-channel or use the chat function to side-channel.
• Keep your phone out of reach.
## Learning Structure

Your learning experience will feel both familiar and brand-new. Technology will allow us to “meet” regularly, and teachers will present material in consistent, predictable ways.

### Schedule

- Classes are scheduled in Eastern Daylight Time (EDT), or Gould time.
- You are required to attend one synchronous (in-person) session per week. Teachers will teach class twice to allow for all time zones to participate.

<table>
<thead>
<tr>
<th>GOULD TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>DURATION</th>
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<td>ADVISORY</td>
<td>ASSEMBLY</td>
<td>ADVISORY</td>
<td>ASSEMBLY</td>
<td>ADVISORY</td>
<td>15 MIN</td>
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<td>CLASS DOT 1</td>
<td>CLASS DOT 4</td>
<td>CLASS DOT 6</td>
<td>CLASS DOT 2</td>
<td>CLASS DOT 5</td>
<td>50 MIN</td>
</tr>
<tr>
<td>10:30 AM</td>
<td>CLASS DOT 2</td>
<td>SEMINAR</td>
<td>CLASS DOT 7</td>
<td>CLASS DOT 3</td>
<td>CLASS DOT 6</td>
<td>50 MIN</td>
</tr>
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<td>CLASS DOT 3</td>
<td>CLASS DOT 5</td>
<td>CLASS DOT 1</td>
<td>CLASS DOT 4</td>
<td>CLASS DOT 7</td>
<td>50 MIN</td>
</tr>
<tr>
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<td>LUNCH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>30 MIN</td>
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<tr>
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<td>OFFICE HOURS</td>
<td>OFFICE HOURS</td>
<td>OFFICE HOURS</td>
<td>OFFICE HOURS</td>
<td>15-MINUTE APPOINTMENT SLOTS</td>
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<td>DEPARTMENT MEETINGS</td>
<td>FACULTY MEETINGS</td>
<td></td>
<td></td>
<td></td>
<td>60 MIN</td>
</tr>
<tr>
<td>7:30 PM</td>
<td>POP UP CLUBS</td>
<td>ADVISORY</td>
<td>POP UP CLUBS</td>
<td>ADVISORY</td>
<td></td>
<td>30 MIN</td>
</tr>
<tr>
<td>8:00 PM</td>
<td>HELP CENTER BY DEPTS STEM, ARTS, ASP</td>
<td>HELP CENTER BY DEPTS HUM, WL, ASP</td>
<td>HELP CENTER BY DEPTS STEM, ARTS, ASP</td>
<td>HELP CENTER BY DEPTS HUM, WL, ASP</td>
<td></td>
<td>60 MIN</td>
</tr>
</tbody>
</table>
Canvas

- Teachers will organize course material in one-week modules, and will release material (for preview) in two-week increments.
- Teachers will modify course content because of supplies, time constraints, and the understanding that these are extraordinary times.

Workload & Submission

- For each class, students should expect to spend 1 hour of synchronous time per week and 2 additional hours of work for grades 9/10 and 3 additional hours for grades 11/12.
- Faculty will limit due dates on assignments to the evening before synchronous classes at 9pm EDT.

Office Hours

Students will be able to “attend” Office Hours with their teachers by signing up for an appointment through Canvas scheduler. Your teachers will make 15-minute appointments available for sign-ups.

Final Exams & AP Exams

- There will be no final exams or “Fake Finals Week.” We promise!
- Due to changes to the exam format and as yet unknown health and safety disruptions, AP exams are optional for Gould students in Spring 2020. (Refunds are available to students who opt-out via your College Board account.) Before opting out, students will want to consider:
  - Discussing the content that will now be covered with your AP teacher (in many cases, the course content has been pared back)
  - Whether you feel prepared academically and emotionally
  - Seniors: whether or not your chosen college will accept your AP course credits, should you earn them with a 3, 4, or 5

Final Exams & AP Exams (cont.)

- Juniors & Seniors: You will still earn AP credit on your Gould transcript whether or not you take the AP exam.
- Consulting your college counselor with any questions
- AP teachers will support students who still wish to prepare for and take their AP exams.

Seminar & Advisory

- Advisory groups will meet synchronously, and time-zone adjustments will be made as needed. You are expected to attend two advisory group ZOOM meetings each week.
- Your advisors will also check in with you individually each week.
- Seminar programming will continue. ZOOM meetings and content will be shared on Canvas.

College Counseling

- Your college counselors are still here for you! Ms. Davis, Ms. Robitaille, and Ms. Libby will post available ZOOM appointments in Google Calendar and make the calendar available for you to sign up at a time that is convenient for you and your family.
- We will also continue to meet during Seminar blocks.
- Our annual College Planning Panel and Workshops for juniors, sophomores, and their families will still take place. We have wonderful admissions directors and deans ready to meet with you via ZOOM. Stay tuned for additional details.
- As always, email any questions to your college counselor.
Shared Agreements and Reminders

We are all learning new ways to communicate, connect, and learn. If we all agree to the following, we will create a positive learning environment together.

Video Conferences & Uploads

- Turn on your video camera during a video class. If your internet is spotty, switch to audio and let your teacher know in the chat function of ZOOM.
- Follow teacher guidelines about keeping your microphone on or muted.
- When speaking, realize that others might be trying to speak as well. Pay attention to body language and raise your hand — either literally or virtually.

Communication

You are used to connecting with teachers in passing and in the classroom. Teachers are still available, but you need to use new ways to schedule time.

**CANVAS**

- Use the Canvas email feature to contact a teacher about course work.

**EMAIL**

- Use email for advisory and general inquiries.
- If you cannot access Gmail please contact the Technology Office (helpdesk@gouldacademy.org) from your personal email account. We will arrange to forward email sent to your Gmail (@gouldacademy.org) to your personal account.

Communication (cont.)

- Be clear in your subject line: “Hey! I need help.” or “Email me! Thanks!” is not enough information for your teachers to understand how to help.
- Identify yourself by your first and last name, and be clear about what you need.

**OFFICE HOURS**

- Use the daily schedule to identify Office Hours, and sign up for a face-to-face meeting with your teacher using Google Calendar.

Academic Honesty

All Code of Conduct rules about academic honesty still apply. Our expectation is that you adhere to these principles. If you are confused, rushed, or need help with work, reach out to your teacher. We understand this is hard.

Tech Help

It’s possible that you might run into some glitches with technology. If you experience an issue, please choose from one of the options below to get help:

**Call 207-824-7999**

(8 am – 4 pm EDT, Monday through Friday)

Send an email to helpdesk@gouldacademy.org

(If you send an email, a ticket will be generated to track your technology issue.)