



McGehee at Home Fall 2020

Guide for Families & Students

TABLE OF CONTENTS

GENERAL OVERVIEW	3
QUICK RESOURCES	4
QUICK LINKS	4
WHAT WILL LEARNING LOOK LIKE?	7
Pre-Kindergarten, Kindergarten, and First Grade	7
Second Grade, Third Grade, and Fourth Grade	8
Fifth Grade through Eighth Grade	9
Ninth Grade through Twelfth Grade	9
LEARNING PLATFORMS & HOW TO ACCESS (BY GRADE LEVEL)	11
Join SeeSaw (PK-1st)	12
Join Google Meet via My McGehee (5th through 12th grade)	13
SUPPORT FROM YOUR SCHOOL LIAISON	15
WHO TO CONTACT?	17
EXPECTATIONS FOR STUDENTS	18
Lower School	18
Middle School and Upper School	18
EXPECTATIONS FOR PARENTS	19
General	19
Lower School	19
Middle and Upper School	20

GENERAL OVERVIEW

As we partner with local and state health officials to ensure the physical and emotional well-being of our community, our ultimate goal is to have all students return to campus for in-person learning. However, we recognize that this may not be possible for all families at different points throughout the year. While it may be difficult to fully recreate the vibrant learning environments of a McGehee education at home, we are committed to ***providing our students with robust and varied learning opportunities that align with our mission***, whether in the classroom or learning remotely.

We will do our best to create an arrangement that will work best for the particular needs of our families, our students, and our faculty. We are very grateful for your support and your patience!

Teachers, Division Heads, and School Liaisons will be available by email between 9:00 a.m. and 4:00 p.m. We thank you in advance for your patience in returning your calls or emails.

HONOR CODE: On my honor I will do my own work, uphold the ideals of my school, support Student Body Government, protect the good name and property of my school and see that all others do the same.

MISSION STATEMENT: The mission of The Louise S. McGehee School is to provide a rigorous college preparatory education to girls in an inclusive environment, which fosters self-esteem, encourages high personal standards, addresses individual student needs and emphasizes active student participation in the learning process. The program uses traditional and innovative teaching strategies to challenge students and to foster enthusiasm and a commitment to lifelong learning.

QUICK RESOURCES

If your family is electing to participate in distance learning,

or

If a student must participate in McGehee at Home due to medically-indicated quarantine for diagnosis of or exposure to COVID-19,



PLEASE CLICK [HERE](#) TO REGISTER FOR MCGEHEE AT HOME

- Parents must submit their request for switching to a Distance Learning platform in writing to the Admissions Office via the form registration linked above.
- Students may opt in to McGehee at Home for 10-school day increments. All other requests must be approved by the Admissions office and the Division Head.
- This distance learning option should not be used for common illnesses not associated with COVID-19. In those situations, students should follow the extended absence plan as outlined in their student handbook.

QUICK CONTACTS

- Teachers
 - For Lower School: you can use [gradelevel]@mcgeheschool.com
 - (ex: firstgrade@mcgeheschool.com).
 - For Middle School and Upper School teachers: you can email the teacher directly or the student's advisor.
- School Liaison for Distance Learning
 - For more immediate assistance (with login, tech support, logistics) or other types of support, contact:
 - Lower School: Megan Wills meganw@mcgeheschool.com
 - Middle & Upper School: Shannon Menge shannonm@mcgeheschool.com
 - All levels: Julee LaPorte juleel@mcgeheschool.com
- Division Heads
 - Lower School: Whitney Drennan whitneyd@mcgeheschool.com
 - Middle School: Jessica Holl jessicaholl@mcgeheschool.com
 - Upper School: Jeanné Appelget jappelget@mcgeheschool.com
- Nurse
 - Maria Meyer mariam@mcgeheschool.com

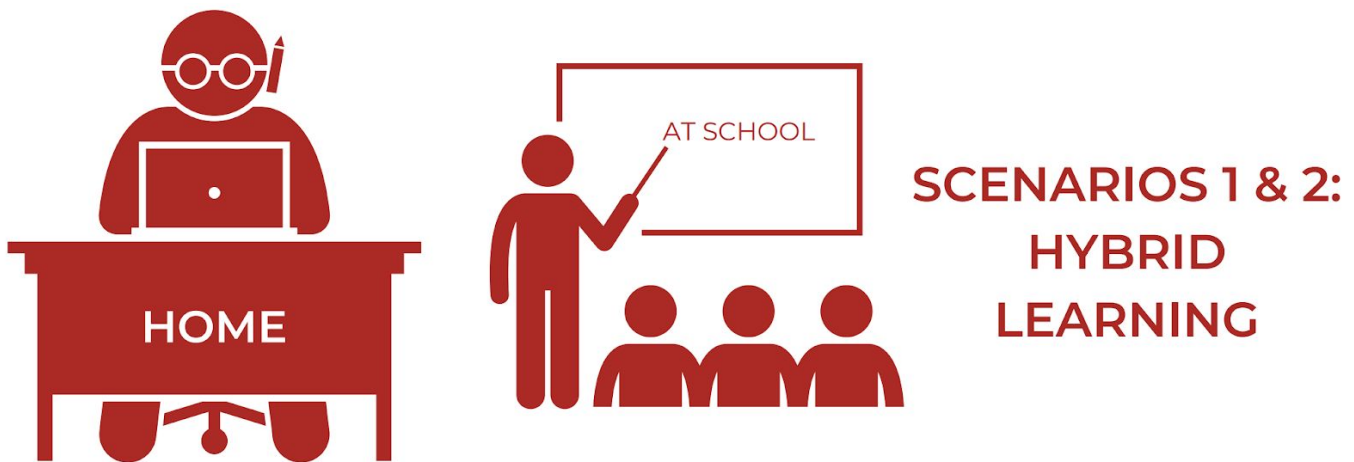
QUICK LINKS

- [Recent Communications from the School](#)
- [2020-2021 COVID-19 Parent/ Student Policies & Procedures Handbook](#)

SCENARIOS FOR DISTANCE LEARNING

SCENARIO 1 = Hybrid model (some students learning in class, others learning at home) for remote instruction due to family health concerns.

- Students may opt in to McGehee at Home for 10-day increments via the [registration form](#). All other requests must be approved by the Admissions office and the division head.
- This hybrid model should not be used for short-term (from one day through four day) illnesses not associated with COVID-19. For medical issues not related to COVID-19, parents should contact the student's teacher, advisor, and/or division head to make appropriate arrangements to follow the extended absence plan as described in the handbook.



SCENARIO 2 = Hybrid model (some students learning in class, others learning at home due to mandated quarantine of individual students).

- Per our Parent/Student Policies & Procedures Handbook,
"Given the current level of COVID-19 transmission in our community, we must plan for and expect that some students and staff members will contract COVID-19 during the school year.

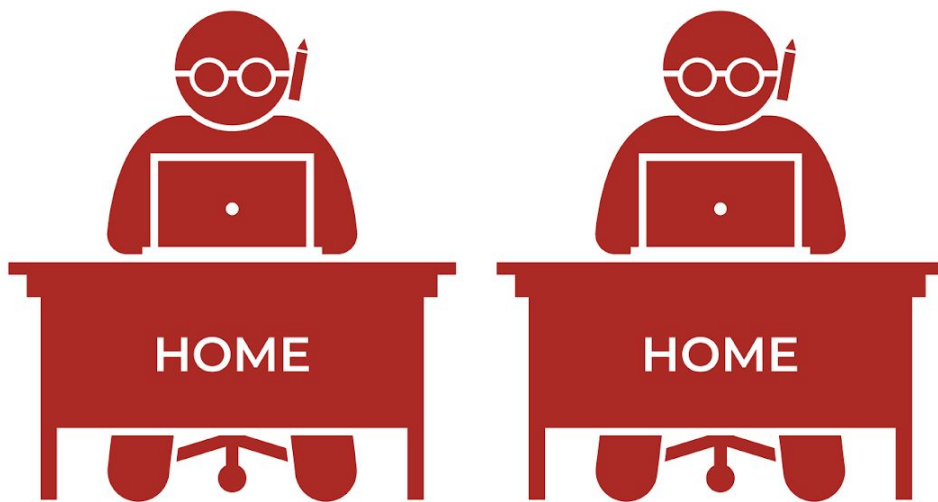
If a student, their family member, or anyone in the student's household is diagnosed with or has been exposed to someone who is suspected of having or is diagnosed with COVID-19, the School's Nurse, Maria Meyer, must be alerted immediately. The School will then consult with the Regional Medical Director to make decisions about cleaning, quarantine, and school or classroom closure.

Virtual learning options will be provided to students with confirmed cases of COVID-19 and students who must be quarantined as a result of close contact with an individual confirmed to have COVID-19."
- What to do if your child has to quarantine due to exposure to /diagnosis of COVID-19?

- Contact Nurse Maria (mariam@mcgeheeschool.com) immediately.
- Register for McGehee at Home by visiting [this link](#).

SCENARIO 3 = Full remote learning (all students in a class or cohort learning from home) for an entire class/cohort.

- Should an entire class or cohort, including the teacher(s) of that class or cohort, be required to isolate themselves for a certain period of time due to diagnosis of COVID-19, students will go into REMOTE LEARNING instead of HYBRID LEARNING via MyMcGehee. Should this situation occur, you would be alerted by the School as soon as possible.
- Separate instructions will be given for REMOTE LEARNING as needed.

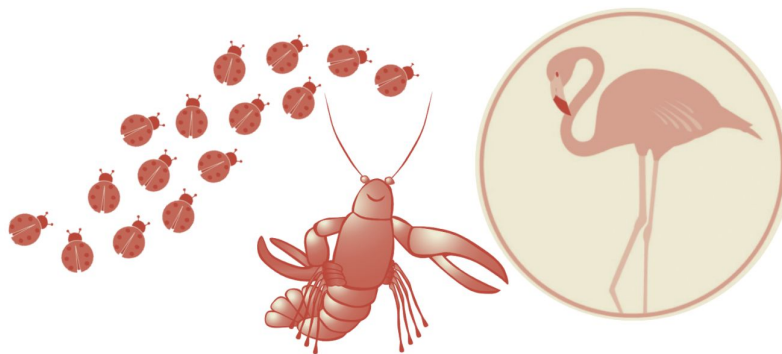


**SCENARIO 3:
REMOTE
LEARNING**

WHAT WILL LEARNING LOOK LIKE?

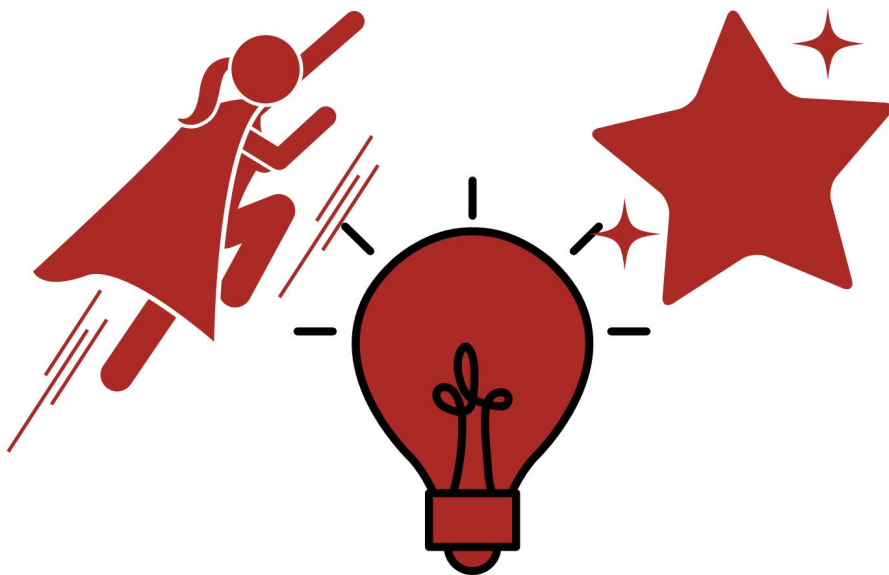
Pre-Kindergarten, Kindergarten, and First Grade

- Students will attend one live/synchronous Language Arts lesson and one live/synchronous Math lesson daily.
 - Weekly co-curricular lessons will be made available after the first few weeks of school.
 - Additional activities to be completed at a time of a student's choosing (asynchronously) will also be made available.
- Teachers will send links to their static Google Meets via SeeSaw.
 - Unless otherwise communicated, you should expect to use the same link every time you need to access a live class session.
- Your teacher will distribute schedules for live sessions, as well as a schedule of other activities to complete on your own time via email or SeeSaw.
- Other class expectations will be communicated by the teacher or School Liaison, such as
 - Material pick-up
 - Turning in work
 - Organizing time for student engagement with peer groups
 - One-on-one conferencing
- When communicating about a student's engagement with McGehee at Home, be sure to use the whole class email (firstgrade@mcgeheeschool.com, kindergarten@mcgeheeschool.com, prek@mcgeheeschool.com) as this will allow a member of that grade level team or the School Liaison to assist you as quickly as possible.
- Students and parents are asked to remember the Honor Code when completing all graded assessments.
- For formative assessments that take place during the year, arrangements will be made with the School Liaison to conduct these assessments virtually or in-person (one-on-one).
- The School Liaison will also conduct regular check-ins with students and parents.



Second Grade, Third Grade, and Fourth Grade

- Students will attend one live/synchronous Language Arts lesson and one live/synchronous Math lesson daily.
 - Weekly co-curricular lessons will be made available after the first few weeks of school.
 - Additional activities to be completed at a time of a student's choosing (asynchronously) will also be made available.
- Teachers will send links to their static Google Meets via Google Classroom.
 - Unless otherwise communicated, you should expect to use the same link every time you need to access a live class session.
- Your teacher will give you your schedule for live sessions, as well as a schedule of other activities to complete on your own time.
- Other class expectations will be communicated by the teacher or School Liaison, such as
 - Material pick-up
 - Turning in work
 - Organizing time for student engagement with peer groups
 - One-on-one conferencing
- When communicating about a student's engagement with McGehee at Home, be sure to use the whole class email (fourthgrade@mcgeheeschool.com, thirdgrade@mcgeheeschool.com, or secondgrade@mcgeheeschool.com) as this will allow a member of that grade level team or the School Liaison to assist you as quickly as possible.
- Students and parents are asked to remember the Honor Code when completing all graded assessments.
- For formative assessments that take place during the year, arrangements will be made with the School Liaison to conduct these assessments virtually or in-person (one-on-one).
- The School Liaison will also conduct regular check-ins with students and parents.



Fifth Grade through Eighth Grade

- Students will use the schedule tab on MyMcGehee to follow their daily class schedule. **TWO CLICKS TO CLASS!**
- Teachers will have devices set up in their classrooms that will allow students to attend these classes virtually and synchronously/live.
- Attendance will be required for all classes, advisory meetings, homeroom meetings, and assemblies. Attendance at Break, Lunch, and AP will be optional.
- Students are expected to remember the Honor Code when completing all graded assignments.
- Students should first contact their teacher or their advisor with any questions that they might have. The School Liaison will also conduct regular check-ins with students and parents.



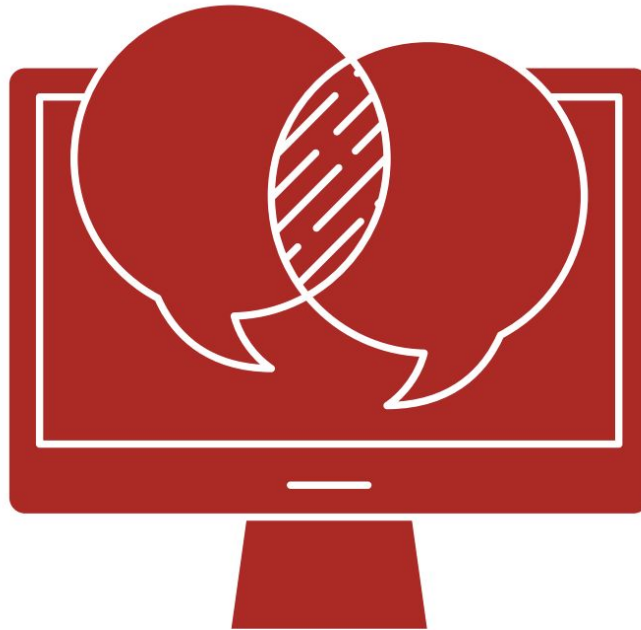
Ninth Grade through Twelfth Grade

- Students will use the schedule tab on MyMcGehee to follow their daily class schedule.
- Teachers will have devices set up in their classrooms that will allow students to attend these classes virtually and synchronously/live.
- Attendance will be required for all classes, advisory meetings, homeroom meetings, and assemblies. Attendance at Break, Lunch, and AP will be optional.
- Students are expected to remember the Honor Code when completing all graded assignments.
- Students should first contact their teacher or their advisor with any questions that they might have. The School Liaison will also conduct regular check-ins with students and parents.



BEST PRACTICES FOR MCGEHEE AT HOME

- Make a schedule that fits your schedule and try to stick to it as much as possible.
 - Contact your School Liaison or teachers to help troubleshoot any issues that you may have.
 - Don't forget to establish appropriate breaks.
 - Prioritize learning early in the day, especially for younger students!
- Move around!
- Go outside!
- Read a book!
- Check in on your feelings!
- Encourage [ownership](#)!
 - Help students to understand that this is their opportunity to take charge of their learning and develop new skills that they choose.
- Begin and end the day with a simple check in!
 - What help do you think you might need today?
 - What classes do you have today? (or What will you be learning today?)
 - How will you spend your time today?
 - What did you discover today? What felt hard? What felt easy?
 - What can we (student included!) do to make tomorrow better?



LEARNING PLATFORMS & HOW TO ACCESS (BY GRADE LEVEL)

Pre-Kindergarten through First Grade	<ul style="list-style-type: none">• SeeSaw• Live sessions via Google Meet
Second Grade through Fourth Grade	<ul style="list-style-type: none">• My McGehee• Google Classroom• Live sessions via Google Meet
Fifth Grade through Twelfth Grade	<ul style="list-style-type: none">• My McGehee• Google Suite including Google Meet to join live sessions.



Join SeeSaw (PK-1st)

Visit [this website](#) or contact your classroom teachers for step-by-step instructions on adding SeeSaw to multiple devices (computer, phone, etc).

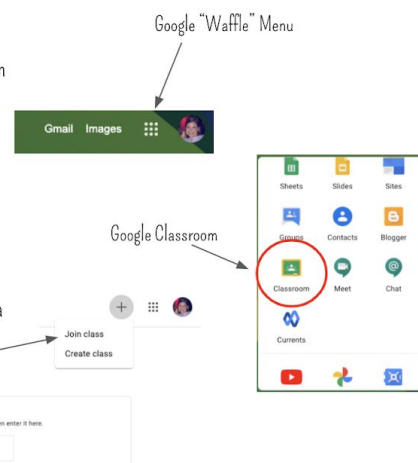


Google Classroom


Join Your Google Classroom (2nd-4th grade)

HOW TO JOIN YOUR GOOGLE CLASSROOM

1. Log in to Google using your McGehee username and password. (If you do not know your daughter's McGehee login information, please email your classroom teachers)
2. Once logged into Google, click on the Google "Waffle" menu at the top right corner of your Google browser.
3. Click on Google Classroom
4. At the top right corner of Google Classroom, click on the plus sign and "Join a Class"
5. Input the "Class Code" given by your teacher
6. You're in your classroom!



At the top of the page, you will see the Google Meet link that you will use to join in your classroom each day.



Username or Email

Next

☒ Remember me

Need your Password? Forgot your Login?

Join Google Meet via My McGehee (5th through 12th grade)

- Students in grade 5 through 12 will follow their daily schedule and join all classes live/synchronously via the Google Meet links provided on My McGehee (unless otherwise communicated by a teacher).

Join Classes Remotely

My Day
 Groups
 Resources
 News
 Calendar

Progress
 Schedule
 Assignment Center
 Course Requests
 Conduct
 Checklist

Student schedule

Thursday, May 14, 2020

today
month
week

- Day 3 (MS)

Time	Block	Activity	Contact	Details
7:55 AM - 8:04 AM	Homeroom	Homeroom 7 - 1	Frannie Buchtel	Abby Hall 4
8:05 AM - 9:14 AM	7FL	Spanish 7 - 1	Leopoldo Tablante	First Street 8
9:15 AM - 10:04 AM	7DRAMA1	Drama 7 - 1	Frannie Buchtel	Language and Performing Arts 2
10:30 AM - 11:39 AM	7STEAM2	STEAM 7 - 2	Allison Manker	Science Wing 1
11:40 AM - 12:29 PM	A	English 7 - 2	Melissa Wogan	Abby Hall 2
1:10 PM - 1:39 PM	APSL	7th Grade Service Learning - 1	Dunbar Amoss	
1:40 PM - 2:29 PM	G	World Geography 7 - 2	Erin Toomey	Abby Hall 4
2:30 PM - 3:25 PM	D	Science 7 - 2	Callie Taylor	Science Wing 4

12

- From the student login page on My McGehee, click on "My Day" in the upper left corner.

- Choose "Schedule."
- Click on your class for that particular time period (indicated by the red arrow above).

Join Classes Remotely

13

The screenshot shows a class page for "World Geography 7 - 2 (D)". The page has a navigation bar with tabs: Bulletin board, Topics, Assignments, Gradebook, Schedule, Grading, Roster, Course recommendations, and Mastery overview. The "Bulletin board" tab is selected. Below the navigation bar, there is a "7th Grade World Geography (GEO-2)" section with the text "How did World War II and its legacies shape today's map?". Below that is an "Announcements" section with a placeholder. The "News" section features a profile for Erin Toomey, a History Teacher, with her contact information and a "MEET link" to a Google Meet. A red arrow points to the "Links" section, which contains the Google Meet link: meet.google.com/vyb-qpfx-nnm. Other sections include "Current Course Topics" (Unit 1 - Intro to Geography) and "Syllabus" (Class Policies).

- Once on your class page, you should see a link to a Google Meet (indicated by the red arrow above) that you will join for live video of your class.

SUPPORT FROM YOUR SCHOOL LIAISON

As a way to offer additional support to your family, please know that you can contact the School Liaisons for McGehee at Home.

Megan Wills (LS) - meganw@mcgeheeschool.com

Shannon Menge (MS/US) - shannonm@mcgeheeshcool.com

Julee LaPorte (LS/MS/US) - juleel@mcgeheeschool.com

- While we want to encourage our Middle and Upper School students to initiate contact with teachers for questions about their learning, we are also here to help. For tech support, help with assignments, scheduling issues, or any other questions or concerns that you might have, please reach out to us via email and we will respond as quickly as possible.
- We are also actively working to re-create community building activities in a virtual setting depending on each student's grade level and family needs.



PRIVACY POLICY (compliance with COPPA and FERPA laws)

Please be advised that all applicable FERPA and COPPA laws will be observed during hybrid and remote learning via McGehee at Home.

What does this mean for you?

- **You should not share videos or other content from your virtual classes with others as this would be in violation of state and federal privacy laws.**
- **If your daughter is not enrolled to participate in McGehee at Home, you should not join the Google Meet links provided by teachers as this would be in violation of state and federal privacy laws.**
- Parents are responsible for monitoring their child's internet activity and access while they are home. We advise you not to leave your child unsupervised during online learning.
- The image or likeness of your child/ren will not be used without your prior written authorization through the Evacuation Information and Student Permissions form. To view your response to this form, please login to My McGehee, Select Files & Form under your name (top right) and select the box for show completed forms. If you need to change your response to this or did not complete the form please contact helpdesk@mcgeheeschool.com.
- Identifiable information about your child/ren will not be shared with third parties or sold to third parties.
- Parents and children have rights in regards to what information is gathered and how it is shared, including but are not limited to: informing parents that the children need not disclose more information than necessary to participate in an activity, and that parents can review their child's personal information, refuse to allow any further collection or use of the child's information, or ask that the information be deleted.
- If you have any questions or concerns, do not hesitate to reach out to the Director of Admissions & Enrollment Management, [Julee LaPorte](#) .
- See below for more information about best practices regarding online learning security as well as how our specific learning platforms (SeeSaw and Google) adhere to these strict privacy standards.
 - [G Suite, Google Meet and Drive](#) (For 2nd grade through 12th grade)
 - [SeeSaw](#) (For Pre-Kindergarten, Kindergarten, and 1st grade)
 - [Student Privacy Policy Memo from the Department of Education](#)
 - [NAIS Legal Brief: COVID-19 Considerations: Copyright & COPPA](#)

TECHNICAL SUPPORT

- If you require a device or have questions regarding Internet service at your home, please contact your School Liaison as soon as possible so that arrangements can be made.
- If you're having trouble connecting to the Internet from your home, please see [this quick troubleshooting document](#) from our Tech Office.
- When emailing for help from the Tech Office, please be sure to use the email address techgroup@mcgeheeschool.com to ensure a quick response.



WHO TO CONTACT?

- Guidance counselors: Genie Stern genies@mcgeheeschool.com
Carlotta Pelikan carlottap@mcgeheeschool.com
- Tech support: techgroup@mcgeheeschool.com
- Parents' League: parentsleague@mcgeheeschool.com
- Front Desk: 504-561-1224
- Divisional Assistants:
 - Lower School Assistant - Loretta Krasnow lorettak@mcgeheeschool.com
 - Middle School Assistant - Emma Mountcastle emountcastle@mcgeheeschool.com
 - Upper School - Christy Stanson christys@mcgeheeschool.com

How will teachers be notified of a student's participation in McGehee at Home?

- Should a student enroll in McGehee at Home, the School Liaison will notify the teachers of that grade

EXPECTATIONS FOR STUDENTS

The following guidelines are for when students are well and attending online lessons. If a student is registered for McGehee at Home but is ill, please alert your Division Head so that she can be counted as absent and rest/get well quickly!

- Lower School
 - **Because there is so much variation in developmental growth between PK and 4th grade, please be sure to check with your teacher for grade-specific student expectations.
 - Students should come to class ready to learn!
 - Students and parents are asked to remember the Honor Code when completing all graded assessments.
 - Be dressed and prepared for class with all of your supplies handy.
 - Students are required to turn in the daily reading, writing, and math assignments via their teacher's preferred app or to the teacher when weekly supplies are picked-up from school.
 - Have a parent turn off the video and audio for bathroom breaks.
 - Students will be graded and receive weekly feedback about their progress.
 - Joining the live sessions will be considered mandatory for 2nd, 3rd, and 4th grade
- Middle School and Upper School
 - Participate in all classes, including homeroom, advisory, seminars, and all assemblies unless otherwise instructed.
 - Students are asked to remember the Honor Code when completing all graded assessments.
 - Come dressed and prepared for class with all necessary materials.
 - Don't forget that you're "in class"! Be sure to turn off your video and your audio when you are eating, drinking, going to the bathroom, etc.
 - Talk to your teachers about specific requirements and expectations for your class.
 - If distance learning, arrive to the MEET on time with camera and microphone enabled for the start of the meet for roll call and attendance. You will be marked tardy if late.
 - For repeated technical problems from the same student, the student will be asked to report her problem to the advisor, parent, division head, and tech office for troubleshooting.
 - If an absence is pre-planned (for athletics or otherwise), it is your responsibility to complete all assignments before the absence. For instance, if you have a planned absence for last period, but have a quiz scheduled, you should make arrangements to take it earlier in the day or your planned absence may be revoked.
 - If you are unexpectedly absent or tardy, it is your responsibility to make up all work and get notes, assignments, and announcements. You may use My McGehee, talk to

a classmate, email from home, and/or schedule time with your teacher. You should be resourceful first, then ask questions for confirmation and follow-up. Assignments due while you are absent should be completed in a timely manner.

- In some cases of missed class, you may be asked to turn in written work to receive credit for a missed class activity.
- Some work is due at the start of class in order to be used during class, which means 8 AM. Some work is due by the end of the day, which means 4 PM. Pay attention to both due dates and times, which will also be listed in MyMcGehee. Assignments which are not ready or submitted by the due date and time are considered late. Use your studies for work coming due, not for work due that day!
- Assignments which are not ready or submitted by the due date and time are considered late.
- If you are distance learning but not sick, you are expected to have all assignments on time with the rest of the class, submitted as indicated in My McGehee.

Other expectations or questions of online etiquette may be communicated to you by your teachers! Always ask if you have any questions!

EXPECTATIONS FOR PARENTS

- General
 - Make sure that your child has what she needs to have a great day of learning.
 - Nutritious meals, an adequate and undisturbed workspace, and appropriate clothing.
 - The student should complete work independently. Remember the Honor Code!
 - If you have any questions or concerns, please be sure to contact the child's teacher and the school liaison. We appreciate your patience and your support!
 - Be sure to keep student devices muted unless they are speaking and be sure to monitor your conversations when devices are not muted.
- Lower School
 - For Pre-K through 1st grade
 - Parents will likely have to help their children login and access the appropriate links.
 - Most lessons should not require intensive supervision, but it is highly recommended that one adult remain in the general area of the student to provide assistance when needed.
 - For 2nd through 4th grade
 - Students should be getting more adept at logging into their devices and accessing the appropriate links without intensive supervision.
 - Lessons should not require close supervision, but it is highly recommended that one adult remain in the general area of the student to provide assistance when needed.

- Middle and Upper School

- Students should be able to complete their work independently, including accessing the appropriate links for live learning.
- To help develop self-advocacy and a sense of agency, students should initiate the first contact with their advisor or teacher if they have questions about what they are learning or how to access the materials. For younger students, parents may assist or offer support in this process, but it is important that students take the initiative to problem solve on their own first.