

# Sage International School of Boise

## Distance Learning Guide



2020-2021 School Year  
Grades K-12

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### Overview

As we navigate these challenging times in our community, nation, and around the globe, we are grateful to be serving the Sage International community. Whether we are having school on campus or virtually, our mission drives our practices and guides our commitment to providing high quality education and engaging students within our inclusive IB learning community. The safety and well-being of our students, teachers, staff, and families is and remains our top priority. The following principles continue to guide our planning in the Sage Network:

- Ensure students and faculty have a safe and supportive environment in which they are learning and teaching.
- Continue to deliver a world-class education that supports the whole child.
- Provide staff with training, direction, time and equipment/materials needed to accomplish the school's mission.
- Embrace the IB Learner Profile Attributes in all we do (inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced, and reflective).

Additionally, Sage is working closely with and seeking guidance from the following authorities/agencies as we continue our pandemic planning: Idaho State Board of Education, Idaho Department of Health and Welfare, and Central District Health.

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## Distance Learning Commitments

As a brick and mortar school, we understand the challenges and frustrations of distance learning. While there is no replacing the in-classroom and on-campus experiences students have in their learning journey, we are committed to making distance learning at Sage meaningful, impactful, and enjoyable. Our hope is to help each student find success and experience quality, rigorous learning experiences. As such, we make the following commitments to students and families in distance learning:

- *Communication*
  - Ongoing communication is key to successful distance learning. Teachers and administrators will communicate with families on a regular basis to ensure quality delivery of instruction and assignment information.
- *Synchronous/Live learning experiences*
  - Each program (PYP, MYP, DP/CP) will utilize synchronous meetings and lessons each day. Our goal is to have students engaged in live, in-person sessions on a daily basis.
- *Time for skills practice and development*
  - When not in a live session, students will be given appropriate time to practice skills, develop understanding, complete reading assignments, etc. Assignment details provided via Google Classroom and/or Managebac will be clear, concise, and understandable to both students and their families.
- *Flexibility*
  - We understand that distance learning requires a great deal of flexibility. While we encourage students to participate as much as possible and submit assignments/projects to their teachers in a timely manner, we understand the constraints of distance learning and will exercise flexibility and grace. We encourage students and families to communicate with teachers as needed when “life happens” moments arise.
- *Minimized use of platforms*
  - We understand that too many platforms creates confusion in distance learning. We have minimized our platforms to the following:
    - PYP = Google Classroom, SeeSaw (K-2), Zoom
    - MYP = Managebac, some Google Classroom, Zoom
    - DP/CP = Managebac, Zoom

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- *Educational Equity*
    - We are committed to streamlining our efforts in each grade level and program to ensure that students are receiving comparable learning experiences regardless of teacher, class schedule, or program. Teachers and administrators will engage in consistent dialogue and hold meetings to discuss best-practice approaches and strategies for the delivery of instruction in distance learning, practice online lesson delivery within grade level teams as needed, and assess the effectiveness of the distance learning experience on a weekly basis.
  - *Consistent Schedule*
    - Each program and class will develop a consistent, well-communicated schedule for students and families. Students will know what is expected of them each week, including when live sessions are held, when assignments are due, and when there is time for individual practice. Teachers will communicate this information via Managebac and Google Classroom.
  - *Daily/Weekly Learning Goals*
    - In all programs, teachers will provide clear learning goals tied to the curriculum and content of the unit and/or lesson. Learning goals will be connected to previous learning as well as upcoming learning relevant to each unit and/or lesson. Teachers will communicate this information via Managebac and Google Classroom.

## **Parent Expectations: Supporting Your Student's Distance Learning Experience**

Distance Learning is certainly a team effort, one in which families play an integral role in supporting quality student learning from home. The following are ways in which families can support their students during distance learning:

- Provide an environment conducive to learning, including appropriate access to technology and a safe and quiet space during the day.
- Monitor updates from the school/teachers and check in daily with your child about what they are learning and the activities they are working on.
- Engage in discussion and dialogue with your student about their learning experiences. Ask them to tell you about their learning goals and how they are meeting them; ask them about their live class sessions and interactions with their teacher(s) and other classmates; and ask them to demonstrate their learning/understanding when possible.

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- Encourage your student to be a good communicator and email their teacher(s) if they have questions or need clarification/extra assistance. Additionally, please reach out to our school counseling team for additional support. School counselors can be reached at [student.support@sageinternationalschool.org](mailto:student.support@sageinternationalschool.org)

## Student Expectations During Distance Learning

Students play a key role in the success of the distance learning experience. The following are specific roles and responsibilities that students can expect to engage in during distance learning:

- Dedicate appropriate time to learning.
- Engage in healthy habits to ensure your own social and emotional balance. Communicate with your family, teachers, or school counselor when you are feeling overwhelmed, stressed, anxious, nervous, etc. The school counseling team can be reached at [student.support@sageinternationalschool.org](mailto:student.support@sageinternationalschool.org).
- Establish and maintain a daily routine to support your learning experiences each day and each week. Keep a planner or calendar of some kind with a schedule of your live class sessions, upcoming assignments, learning goals, etc.
- Utilize a physical space that supports learning. Make sure it is comfortable and quiet and allows you to engage in your learning with little to no distractions.
- Get up on time, eat breakfast, and get dressed as if you are coming to campus! Ensure you are dressed appropriately and ready to engage in your online class sessions and interactions with teachers and classmates. Be on time for your live meeting sessions!
- Be IB in your online interactions with teachers and classmates. Engage in appropriate and respectful ways, and embody the IB attributes in your daily interactions.
- Complete your assignments with integrity and honesty and always follow the academic honesty policies in the student handbook and in each program ([LINK HERE](#)). Do your best to meet assignment deadlines, and be a good communicator with your teachers if you are having struggles with meeting deadlines.
- Remember to take breaks as needed! Go for a walk or do something active throughout the day.
- Follow the Sage Technology Use guidelines and policies at all times ([LINK HERE](#)).

## Distance Learning Daily Schedule

PYP (K-5*)	MYP (6-8)	MYP (9-10)	DP/CP (11-12)
<p><b>8:30-11:00am</b> <b>Live/Synchronous class meetings conducted in small groups.</b></p> <p>Small groups (7-8 students per group):</p> <p><u>Group 1</u> <b>8:30-9:00am</b></p> <p><u>Group 2</u> <b>9:10-9:40am</b></p> <p><u>Group 3</u> <b>9:50-10:20am</b></p> <p><u>Group 4</u> <b>10:30-11:00am</b></p> <p><b>11:00-12:00pm</b> <b>Lunch</b></p> <p><b>*5th grade schedules can be accessed <a href="#">HERE</a></b> *K-4 parents will be contacted by teachers for group sign-ups. *Teachers will provide detailed independent work/activities outside of live group time.</p>	<p><b>8:05am-1:15pm</b> <b>Live/Synchronous class sessions</b></p> <p><u>1A/1B</u> <b>8:05-8:50am</b></p> <p><u>Advisory</u> <b>9:00-9:45am</b></p> <p><u>3A/3B</u> <b>9:55-10:40am</b></p> <p><u>Lunch</u> <b>10:50-11:35am</b></p> <p><u>4A/4B</u> <b>11:40-12:25pm</b></p> <p><u>5A/5B</u> <b>12:35-1:15pm</b></p> <p><i>*6-8th grade teachers have the discretion to use the entire class period as needed (ie. two separate groups per period, whole group, mix of direct instruction/ collaboration).</i></p>	<p><b>8:05am -1:15pm</b> <b>Live/Synchronous class sessions</b></p> <p><u>1A/1B</u> <b>8:05 -8:50am</b></p> <p><u>Advisory</u> <b>9:00 -9:45am</b></p> <p><u>3A/3B</u> <b>9:55 -10:40am</b></p> <p><u>Lunch</u> <b>10:50 -11:35am</b></p> <p><u>4A/4B</u> <b>11:40 -12:25pm</b></p> <p><u>5A/5B</u> <b>12:35 -1:15pm</b></p> <p><i>*9-10th grade students will participate in 45 minutes of live class sessions per class, per day.</i></p>	<p><b>8:05am -1:15pm</b> <b>Live/Synchronous class sessions</b></p> <p><u>1A/1B</u> <b>8:05 -8:50am</b></p> <p><u>Wheelhouse</u> <b>9:00 -9:45am</b></p> <p><u>3A/3B</u> <b>9:55 -10:40am</b></p> <p><u>Lunch</u> <b>10:50 -11:35am</b></p> <p><u>4A/4B</u> <b>11:40 -12:25pm</b></p> <p><u>5A/5B</u> <b>12:35 -1:15pm</b></p> <p><i>*11-12th grade students will participate in 45 minutes of live class sessions per class, per day.</i></p>
<p><b>12:00-1:10pm</b> <b>Afternoon Check-Ins</b></p> <p>Groups (14-16 students per group):</p> <p><u>Session A</u> <b>12:00-12:30pm</b></p> <p><u>Session B</u> <b>12:40-1:10pm</b></p> <p><b>*Optional for K-2*</b> <b>*Mandatory for 3-5*</b></p>	<p><b>1:30-3:40pm</b> <b>Virtual Office Hours</b></p> <p><i>Individual Appointments One-on-one Check-ins Optional counseling groups</i></p>	<p><b>1:30-3:40pm</b> <b>Virtual Office Hours</b></p> <p><i>Individual Appointments One-on-one Check-ins Optional counseling groups</i></p>	<p><b>1:30-3:40pm</b> <b>Virtual Office Hours</b></p> <p><i>Individual Appointments One-on-one Check-ins Optional counseling groups</i></p>
<p><b>1:30-3:40pm</b> <b>Teacher Office Hours</b> <i>Individual Appointments One-on-one Check-ins Specials Integration Optional counseling groups</i></p>	<p><b><u>MYP/DP/CP Weekly Class Schedule</u></b></p> <p>Mondays &amp; Wednesdays = "A Day" classes</p> <p>Tuesdays &amp; Thursdays = "B Day" classes</p>		

## Active Learning Time - Recommendations per Program

The following outlines the Sage Administration's daily recommended times of active learning per program during distance learning. We encourage families to follow these recommendations as best as possible during distance learning. These recommended times include live class sessions as well as individual practice time.

PYP	MYP	DP/CP
<b>K-1st</b> = 1.5 - 2 hours	<b>6th-8th</b> = 3 - 3.5 hours	<b>11th-12th</b> = 4 - 5 hours
<b>2nd-3rd</b> = 2 - 2.5 hours	<b>9th-10th</b> = 3.5 - 4 hours	
<b>4th-5th</b> = 2.5 - 3 hours		

## Learning Platforms

The following is a breakdown of the learning platforms (Learning Management Systems) utilized by each program to support the curriculum and learning each week. Additionally, there is information about Skyward (Student Information System) where students and families can access student schedules, passwords, etc.

PYP	MYP	DP/CP
<p><b>Google Classroom</b> (a forum that allows for resources to be shared by teachers, with embedded links to SeeSaw for K-2)</p> <p><b>Zoom</b> (the platform in which we will hold 'face-to-face', whole and small group classes and office hours)</p>	<p><b>Managebac</b> (each Monday morning a 'one-pager' with each class's weekly learning targets, assignments and due dates will be shared. Assignments will be added to the calendar and grades will be posted in regularly)</p> <p><b>Google Classroom</b> (a forum that allows for resources to be shared by teachers)</p> <p><b>Zoom</b> (the platform in which we will hold 'face-to-face', whole and small group classes and office hours)</p>	<p><b>Managebac</b> (each Monday morning a 'one-pager' with each class's weekly learning targets, assignments and due dates will be shared. Assignments will be added to the calendar and grades will be posted in regularly)</p> <p><b>Zoom</b> (the platform in which we will hold 'face-to-face', whole and small group classes and office hours)</p>

**Skyward** is our "student information system" for all students at Sage. Skyward shares student schedules, parent contact information, Managebac passwords (for secondary students) and daily attendance. If you need a password to access Skyward please reach out to Mackenzie George ([mackenzie.george@sageinternationalschool.org](mailto:mackenzie.george@sageinternationalschool.org)) or Katie Ashby ([katie.ashby@sageinternationalschool.org](mailto:katie.ashby@sageinternationalschool.org))

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## **Support for Students with IEPs, 504 Plans, and/or EL Plans**

### **Special Education and IEPs**

Students on IEPs in grades K-5 should participate in scheduled live/synchronous learning times with their classroom teacher(s), just as when they attend school in person. Inclusion and involvement in the general education classroom are important values during on-campus learning as well as in distance learning.

Students on IEPs in grades 6-12 will attend live/synchronous class sessions following the A day and B day schedules on page 5 of this plan.

Teachers and service providers will contact families of students on IEPs to share plans for providing special education instruction, services, and supports through distance learning. This may include additional live/synchronous sessions with teachers, paraprofessionals, and/or service providers (speech-language pathologist, occupational therapist), as appropriate.

If your child's IEP or 3-year evaluation is due during the distance learning period, their case manager will contact you to make arrangements for how to complete these processes. Meetings may be held virtually or by phone to ensure that we are following public health protocols.

### **504/EL Plans**

Students on 504 and/or EL plans should participate in scheduled live/synchronous learning times with their classroom teacher, just as when they attend school in person. Inclusion and involvement in the general education classroom is an important value during on-campus learning as well as in distance learning. Case managers will contact families of students on 504/EL plans to share plans for providing services and supports related to these plans through distance learning.

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## **Assessments and Grading During Distance Learning**

With the start of a new school year that includes a unique learning environment Sage teachers will utilize and follow the established grading and assessment policy ([LINK HERE](#)). We understand the inherent struggles associated with distance learning. Therefore, Sage administration and teachers will continue to operate with maximum flexibility when conditions arise that impact your student's ability to complete school work. Sage staff will work diligently to monitor all student progress with the expectation that parents and students will communicate with teachers/administrators regarding any concern. In addition, teachers commit to reaching out to students and families regarding missing work or concern for student attendance/participation.

To support student success related to assessments and grades, the Sage administration has incorporated feedback from staff and families that establishes a structured daily schedule with teacher-led instruction. Additionally, time has been set aside for, in varying cases, mandatory and optional 'office hours' to provide further student support.

## **Social-Emotional Support During Distance Learning**

Sage International is committed to protecting and preserving the emotional and social well-being for all of our students. Through the implementation of frequently scheduled synchronous group meetings as well as one-on-one counseling sessions using the Zoom platform, we are offering a safe, consistent, and empathic place for students to connect with each other and their school counselors. We understand the enormous impact the pandemic had and continues to have on our physical, emotional, and financial health and we will continue to update and provide our Sage families with available resources within the community and our school. Please know, the emotional/social needs of each and every one of our students is just as important to us as their educational needs. The student support team will work in conjunction with teachers and staff to advocate on behalf of our students and ensure they are receiving the best possible care and consideration when it comes to their mental health. With an ever changing and evolving environment, flexibility

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is key and we are prepared to adapt and adjust accordingly. The plan outlined below is fluid and adjustable and we will make any necessary changes based on the needs of our students and families.

**Groups:** Offered Monday-Thursday during the lunch block; groups will be based on grade level programs as well as topic-specific interests. We will start the groups by keeping the group topics flexible and used as a time for students to connect socially/emotionally with each other. Groups will be student-led with the counselor as facilitator and mediator. This will be a good place for counselors to see students in group settings and encourage one-on-one Zoom meetings with counselor(s) if more personalized attention is needed.

Appointments can be made via email and take place during the 1:30-3:30pm timeframe. As groups are made and arranged, counselors will reach out to families to discuss any group sessions that are planned to be topic specific. If counselors begin to see a pattern in a specific topic as they interact with student groups, they will narrow the focus and work more specifically through certain topics as needed for individuals or groups of students.

**One-on-One Zoom Appointments:** These will be scheduled and requested through the student support email or the individual emails of the counselors (listed in the Staff Contacts section of this document). One-on-one time will be during the 1:30-3:30pm block, Monday through Thursday, with an approximate meeting timeframe of 30 to 45 minutes. In each individual meeting, the counselor will remind the student of the confidentiality expectations and requirements between students and school counselors (school counselors are mandatory reporters, maintaining confidentiality, etc.), the same as if the meeting were on campus.

**Parent Contact/Parent Meetings:** Parents may contact the student support team or their child's counselor to set up a meeting. These meetings will ideally be scheduled outside of the student designated times (as referenced above).

**Weekly Newsletter:** A scaled down version of the student support newsletter from last year will be sent in a similar format and fashion to all students and families. This newsletter will focus mainly on resources available both at Sage and in the community.

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## Staff Contacts

Please reach out to the following contacts as needed for *program-specific* questions/needs during distance learning:

<b>PYP (Grades K-5)</b>
<i>Eric Wakild - PYP Director</i> <a href="mailto:eric.wakild@sageinternationalschool.org">eric.wakild@sageinternationalschool.org</a>
<i>Kadie Johnson - PYP Coordinator</i> <a href="mailto:kadie.johnson@sageinternationalschool.org">kadie.johnson@sageinternationalschool.org</a>
<b>MYP (Grades 6-10)</b>
<i>Zach Parker - MYP Director</i> <a href="mailto:zach.parker@sageinternationalschool.org">zach.parker@sageinternationalschool.org</a>
<i>Mimi Trevino - MYP Coordinator</i> <a href="mailto:mimi.trevino@sageinternationalschool.org">mimi.trevino@sageinternationalschool.org</a>
<b>DP/CP (Grades 11-12)</b>
<i>Brandy Fitzwater - DP/CP Director</i> <a href="mailto:brandy.fitzwater@sageinternationalschool.org">brandy.fitzwater@sageinternationalschool.org</a>
<i>Andrea Reak-Blythe - DP Coordinator</i> <a href="mailto:andrea.reak@sageinternationalschool.org">andrea.reak@sageinternationalschool.org</a>
<i>Guy Falconer - CP Coordinator</i> <a href="mailto:guy.falconer@sageinternationalschool.org">guy.falconer@sageinternationalschool.org</a>
<b>OTHER CONTACTS</b>
<i>Marianne Palaia - School Nurse</i> <a href="mailto:marianne.palaia@sageinternationalschool.org">marianne.palaia@sageinternationalschool.org</a>
<i>Hillard McMorris - School Counselor (PYP/MYP)</i> <a href="mailto:hillard.mcmorris@sageinternationalschool.org">hillard.mcmorris@sageinternationalschool.org</a>
<i>Jennifer Hart - School Counselor (MYP/DP/CP)</i> <a href="mailto:jennifer.hart@sageinternationalschool.org">jennifer.hart@sageinternationalschool.org</a>
<i>Brianna Gerro - Registrar</i> <a href="mailto:brianna.gerro@sageinternationalschool.org">brianna.gerro@sageinternationalschool.org</a>
<i>Emily Boles - Special Education Director</i> <a href="mailto:emily.boles@sageinternationalschool.org">emily.boles@sageinternationalschool.org</a>
<i>Vatvey Ung - 504/EL Coordinator</i> <a href="mailto:vatvey.ung@sageinternationalschool.org">vatvey.ung@sageinternationalschool.org</a>

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## Thank You

We extend our deepest gratitude to the Sage Community. While times are tough, this community is strong. Our partnership with you is what allows our community to thrive. Thank you for sticking with us and trusting us with providing a world-class education to your children. We look forward to growing even closer as a community and celebrating success throughout the year.



*Sage International School of Boise engages students within an inclusive IB learning community, challenging all members to take risks and contribute locally and globally through open-minded inquiry.*