

Upper School Advice for Continuity of Learning (COL)

How can I stay organized at home?

- Did you have a system that worked for you this school year to keep track of your homework such as a paper planner or an app? Continue with this same plan! [Write down](#) all of your assignments and due dates every day.
- Have a schedule for when you are going to be doing your nonsynchronous work and stick to it. Just like you do on regular school days, have the same routine every day so that you get into a solid routine. I am attaching a [daily schedule](#) that you can use to help you stay on track!
- Print out your long term COL schedule and post it where you can see it. Put an alarm in your phone for 10 minutes before every one of your synchronous classes are meeting so that you do not lose track of time.
- Create a workspace where you can sit at and be productive for a long period of time. Have a water bottle, your laptop and charger, headphones, notebooks, and all of your necessary materials ready to go in this spot. At the end of each day, straighten up and prepare your space for tomorrow's work. Do not do your work while sitting on your bed!
- Be proactive and look ahead at your syllabus to identify any important due dates. This way you will be able to avoid procrastinating, and also give yourself time to communicate with your teacher about any questions you may have about the assignment.
- Eliminate distractions! Turn off all notifications on your phone, turn off the TV, and exit out of any tabs that are not school related on your computer. Another way to combat digital distraction is to install website blockers. Two programs you should try are [Cold Turkey](#) and [Freedom](#) which help eliminate distractions by blocking the apps or websites that compete for your attention such as Instagram, Tik-Tok, and Snapchat.

Be Flexible and Patient

- COL is going to take time to adjust to. Be patient with yourself and your teachers while we all adjust to this new way of learning.
- If you are having trouble, **ask for help!** You can always [email Ms. Epstein](#) to set up a zoom call to talk through strategies to help you with time management, organization, and study skills from home.
- Stay motivated- academic success depends on both skill and will! Think about what motivates you and what your goals are, then remember that the work you are doing now will help you succeed in those goals.

Have extra time?

- Exercise! Go for a nature walk (while being socially distant), run, practice your sports outside, do yoga. It is important to move your body for at least 30 minutes a day to stay active and healthy.
- Dr. Easterling sent out a lot of [great information](#) to help with self care, mental health, and meditation- use these suggestions to stay focused and calm during this challenging time.
- Cook or bake! This is a great stress reliever and a fun way to learn a new skill.

- Explore the arts- draw, paint, sing, play an instrument, put on a play for your family.
- Read for pleasure! This is the perfect time to dive into the book that's been on your nightstand or bookshelf for a long time.
- Journaling- this is a weird and challenging time, write about it and how it is making you feel.
- Remember- it is OK to feel bored. Take this quiet time to reflect and relax.

Stay Connected

- Check and answer your email at least two times a day! This is the main form of communication from your teachers so make sure to stay actively engaged through email.
- You may feel that you're on your own with COL. Keep in mind that the same students you were taking in person classes with for the first half of the semester are also taking the class with you now! When appropriate and with permission from your teachers, form study groups using Zoom, Google Meet, or FaceTime to keep in contact with your classmates.
- Call, zoom, or facetime with your friends. Socialization is a big part of your normal day, so keep it that way! Make sure to check in on your friends and family during this time.

As always, please feel free to contact Ms. Epstein, Dr. Easterling, or your advisor for support in managing your learning needs, organization, and daily structure during Continuity of Learning.