

Episcopal Counseling Department:
Managing Online Learning in Middle and Upper School

We recognize that online learning can bring challenges to families, and want to offer support for families. Here are some strategies that may be helpful to provide structure and support, as well as brain breaks, during learning time at home:

- **Develop a routine for your child.** A consistent routine with time built in for school work and breaks can be helpful. Remember that when your child is at school, they have recess, lunch, PE and break times throughout the day. Consider involving your teenager in creating a schedule for their day. Here is a sample routine that may help you get started:
 - 7:30 Breakfast
 - 8-9am Online Learning - Middle/Upper School students should check emails and online class sites; do attendance lessons for all classes covered that day.
 - 9-9:15 Break/Snack
 - 9:15-10:15 Online Learning
 - 10:15-10:45 Break - Get outside and enjoy some fresh air. Get active.
 - 10:45-11:30 Online Learning
 - 11:30-12 Lunch
 - 12-1 Online Learning
 - 1-1:30 Conference with an accountability adult. Share your progress and seek support.
 - 1:30-2:30 Online Learning
 - 2:30-3:00 Social Time - Connect with a friend on technology or gaming.
 - 3-3:30 Wrap Up - Email teachers or classmates any remaining questions about assignments. Check to be sure all work has been turned in electronically, if needed.
- **Minimize distractions.** Children and teens can find themselves distracted by phones, televisions, and other devices. Talk with your child about ways to minimize these distractions, such as placing their phone in the kitchen during work time and making sure other devices are turned off.
- **Consider your workspace.** It is important to have a workspace that encourages learning and productivity. Some children and teens are able to work effectively in their bedrooms, but for others this space can contain distractions, such as toys, gaming systems, and other devices. Consider setting up a dedicated workspace in a common area, such as the kitchen table, which helps to minimize these distractions and allows you to monitor your child's progress.

- **Communicate with teachers.** It is especially important to monitor email and communicate with teachers since face-to-face interactions are not available.
- **Follow online learning guidelines from Episcopal.** Help your child to read, understand, and follow these guidelines to ensure there is not a disruption to their progress in their classes.

If you or your child is having anxiety symptoms or academic challenges, please reach out to your division or learning support services counselor by email for support. While students are working from home, we will be connected digitally.

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