



**BROOKLYN  
FRIENDS  
SCHOOL**

March 26, 2020

Dear Students and Families,

It is with deep recognition and a great sense of humility that we write to you during this historical moment. Our humanity, our social and emotional capacity, and our natural need for social connection are all challenged under the present circumstances. Indeed, some of us are caring for and concerned about those who are ill. We are navigating caring for self, caring for our own children, caring for our loved ones—and we are simultaneously balancing the responsibilities of our professional lives during this unprecedented global crisis.

With all of this in mind, we ask that you closely review this letter and its links because it is our goal to provide an educational experience that engages the spirit of young people, takes care of their intellectual curiosities, and makes way for continued academic development while also recognizing our unique situation.

We ask families to remind students that we are a mission-driven school founded on Quaker values of respect and integrity. As we continue to navigate virtual platforms with one another, we want to remind you of our guidelines and expectations for you as students and families of [Virtual BFS](#). It is important that class time be used as effectively and efficiently as possible, and it will require students to be considerate and respectful of all members of the virtual classroom. It is also important to remember that appropriate boundaries must be maintained during remote learning, especially since we are now working and communicating from our homes. These boundaries are for the benefit and safety of us all, and they are reflected in our Student Expectations shared in this communication.

Please contact your division head directly if you have questions about the Upper and Middle Schools at Virtual BFS. Contact your child's advisor and dean for questions related to your child's attendance, overall wellbeing, or support that is needed during this time. As always, Upper School parents should reach out to our Office of College Counseling to address questions around college applications, admission, and financial aid. In addition, know that our Head of School, Crissy Cáceres, will share communication from all of our school's counselors in her letter to all families at week's end. Among other elements, this communication will detail the ways in which students and families can access our counselors for support.

We very much appreciate your flexibility during this extraordinary time in our human

history, city, and school.

Lisa Arrastia, Head of Upper School, and Glen Pinder, Head of Middle School

**\*\*[Video Message](#) from Lisa\*\***

**\*\*[Video Message](#) from Glen\*\***

**US Colleagues Binder**

- Home
- Virtual Upper School**
  - Best Practices | One-Page Primer
  - Tech Tips & Resources
  - Remote Assessment
  - Core Values of HOUS + Deans
  - US Guiding Principles
- Faculty Resources
- Student Information
  - Quakerism, Teaching, & Learning
  - Student & Family Handbook
  - US Community Roles
  - US Weekly

# VIRTUAL UPPER SCHOOL

**RESOURCES, IDEAS, COMMUNICATIONS, & MORE . . .**

*Tech Issues? Teachers [contact techoffice@brooklynfriends.org](mailto:techoffice@brooklynfriends.org). Students [contact teacher and dean](#).*

[Prep Doc](#) [US Weekly](#)

- TEACHING EXPECTATIONS
- ATTENDANCE
- PD (UPCOMING PD OPPORTUNITIES ARE IN BOLD)
- REMOTE TOOLS
- REMOTE TEACHING IDEAS
- REMOTE BEST PRACTICES

## Update Family Contact Information

Please update your contact information on [MyBackPack](#) now.

## Student Expectations | **IMPORTANT**

- Use only your BFS-assigned email account for communications.
- Phones should not be out unless instructed by the teacher.
- Photos/videos in any form should not be taken or shared including any form of social media (e.g., Snapchat, etc.).

- Dress in clothes that are not pajamas or a robe. Wear clothing similar to what you would wear to school.
- Do not video conference from your bed.
- Find a space that is optimal for learning. Be mindful and locate yourself in a space separate from family members or pets that might distract you or your classmates.
- Make every effort to sit at a table or desk. Ideally, have a wall behind you to minimize distractions of those who can see you.
- Be present during the entire class period. There are breaks between each class. The break time should be used to get beverages, food, use the restroom, and tend to other needs. Class time should not be used for these purposes.
- Please be mindful that if you are not prepared for class in the ways described above (e.g., appropriate dress, background, workspace, phones away), your behavior will be addressed with you and your family by the divisional leadership team.

## Attendance

- Teachers will take attendance in every class synchronously or by other means that can be shared with the divisional leadership team.
- UPPER School student absence: email [usaa@brooklynfriends.org](mailto:usaa@brooklynfriends.org).
- MIDDLE School student absence: email [kclinchy@brooklynfriends.org](mailto:kclinchy@brooklynfriends.org) and advisor.

## Advisory

Morning Advisory will be held each day in the US and MS. Please check your schedule for the time of advisory. Advisors will send a Zoom invite to advisees one day before the first advisory on Monday 30 March.

## Remote Student Schedule Samples

[Upper School](#)

[Middle School](#)

## Assessment + Final Grades

- No graded assessments from 30 March to 10 April as teachers and students adjust to the remote environment.
- Assessment of class-based assignments after 10 April will use best practices for assessment in remote learning environments.
- *Upper School*: Semester grades will be pass/fail, which is consistent with many independent schools, colleges, and universities across the nation.
- *Middle School*: During the upcoming weeks, the division will review its grading policies. Once we have a final determination, we will communicate with families and students.

## Remote Learning Review

During the first two weeks of Virtual Upper and Middle School, divisional leadership teams will conduct regular reviews of the remote learning environment. This will include a continuum of feedback from teachers and students that looks at all aspects of virtual schooling from scheduling and enrichment to ways to enhance the overall virtual experience for our students. As a virtual school, we are committed to remaining flexible to ensure appropriate remote learning that seeks to balance meaningful academic engagement with purposeful social connection and intentional co-curricular opportunities.

## College Counseling Update & Bespoke SAT/ACT Prep Classes

- [Video Message](#) from the Director of College Counseling, Terry Kung
- [Letter](#) from Terry Kung
- [Bespoke](#) will use [Google Meet](#) (aka Google Hangout Video)
  - ACT Course (teacher Gary Jaffe): <https://meet.google.com/srd-jbpf-ceq>
  - SAT Course (teacher Michael Beam): <https://meet.google.com/zio-tmbd-zhq>
  - Sophomore Enrichment course, section 1 (teacher Katie Patterson): <https://meet.google.com/dgh-odru-qxm>
  - Sophomore Enrichment course, section 2 (teacher Sarah Cuneo): <https://meet.google.com/nnh-fbct-hju>

## Apps and Tutorials

- [Screencastify](#)
- [Zoom Video](#) and [Zoom Tutorial](#)
- [Google Classroom/Suite](#), [Accessing Google Classroom Tutorial](#), and [Navigating Google Classroom Tutorial](#)

## Necessary Technology Equipment & COVID-19 Information

- Chromebook, Mac, PC, or tablet preferred; smartphone if no other equipment is available.
- Wired or wireless preferred; cellular less preferred but permitted.
- Please continue to refer to the [Virtual BFS Hub](#) and [BFS COVID-19](#) web pages on the Brooklyn Friends School website.
- Please contact US and MS Leadership if you are in need of any technology hardware or support with WiFi.

## International Baccalaureate (IB)

- May 2020 examinations, as scheduled between 30 April and 22 May, for Diploma Programme students, have been  **canceled**  by the IBO (the International Baccalaureate Organization).
- IB diplomas and certificates will be awarded based on students' coursework and in-program assessments. More details are forthcoming from the IBO on 27 March.
- IB coursework, most of which has been completed by students, like Internal Assessments, has been provided an extension of one month.
- World language, science, math, and some of the arts courses have IB Internal Assessments left to complete.
- [Check online](#) for IBO updates on the coronavirus.