



BROOKLYN FRIENDS SCHOOL

March 10, 2020

Dear Middle School Students & Families:

We write with important details in helping our Middle Schoolers be successful online learners for the remainder of the week. Many students have already diligently completed their [Remote Learning Student Schedule](#) and shared it with their advisor - thank you! This schedule is important, as we will not convene classes at the normally scheduled times. We will, however, convene classes according to the Ten Day Cycle.

Tomorrow, Wednesday March 11th, Day 8 students will be logging on to a Zoom meeting with their advisor or co-advisor. This will be happening from 10:30AM - 11AM. All students must attend. They will receive a link with an invitation to the meeting through their BFS email account. In addition to this Zoom meeting, students should spend Wednesday morning setting up their Google Classroom account and getting acclimated to the technology tools we will be using for the remainder of the week. Below are helpful documents and tutorials for them to watch. We recommend that after each video, students try to accomplish what the video has instructed. Videos can be rewatched as many times as needed. Classes will begin in the Middle School on Thursday morning, with a demo / "trial run" of the first four periods of the day. Fifth and Sixth graders will only have three classes, as their lunch schedule is during fourth period.

Pre-Learning Tutorials and Technology Information

Please note that all of these items should be viewed and completed by Wednesday morning at 10:30AM:

As yesterday's communication indicated, students need to have access to [Screencastify](#), and [Zoom Video](#) on their primary learning device at home.

- Here is a [Zoom Tutorial](#), so students know what to expect.
- Here is a tutorial on how to [Access Google Classroom](#).
- Finally, a video on how to [Navigate Classes in Google Classroom](#).

**Please Note: If any of these videos do not immediately open when clicked, you can select the blue download button, and they will open in another tab on Google Chrome.

Time-Table for Instruction

Here is our [Middle School Schedule](#) again for the remainder of this week. Students will engage in taking their first remote classes on Thursday morning. These will serve as “demo classes,” and if students have any technical difficulties navigating lessons online via Google Classroom, they can complete these lessons. Should they have any questions during the lessons, they can post to Google Classroom or they can email their teachers. Friday, Day 10, will be a full day of remote learning.

Remote Learning General Guidelines

- Log onto Google Classroom every day, Monday through Friday, except in the case of school holidays. Check your BFS email every day as well.
- Submit all assignments by their due dates.
- Email teachers with individual questions using your assigned BFS email accounts.
- Dress appropriately for class and as if you were coming to school.
- Focus only on class when class is in session.
- Be considerate of the visible and audible background of where you are seated during classes.
- Enjoy learning remotely!

Technical Help

If students are having any trouble with technology tools, accessing their Google Classroom account, etc. please email Dakota Benedek at [http://dbenedek@brooklynfriends.org](mailto:dbenedek@brooklynfriends.org). If students don't see one of their classes on Google Classroom, they should email their teacher first.

Finally, we wish to thank all of you and your children for your patience, dedication, and flexibility during this extraordinary time. Since last week, when the School began preparations pro-actively for Remote Learning, we have been blown away by our teaching colleagues' resilience and brilliance. While we cannot replace the sense of community, relationships, and rich learning environment students experience in the building, we are continuously impressed by the talent of our teacher. We know you will be too.

Please note that if your child is needing any additional support during this time, concerning their emotional response to these circumstances or any fear they may be experiencing regarding the COVID-19 virus, those responses are normal and developmentally appropriate. Crissy will be sending an all-school communication tomorrow with updates from the School and resources to support your child's wellbeing.

We wish you all a joyous, restful, and rejuvenating Spring Break. Stay healthy.

In friendship,

Glen Pinder & The Middle School Leadership Team