



BROOKLYN FRIENDS SCHOOL

March 10, 2020

Dear US Students,

Thank you for participating in your Virtual School while the school is closed as a precautionary measure because of the coronavirus. Your teachers have been learning new technology and planning with great care, intent, and purpose. Please know that although we are not together in person, we remain an active learning community.

With this in mind, please be reminded of the following plans and aware of the following required guidelines for participation in remote learning. Note that if there is an extended school closure past the day classes are to resume after spring break, which is Monday 30 March, you will receive notification and should follow the "Virtual School General Guidelines" in this email.

To Do and Know Now

- Download [Google Classroom](#) (your teachers will add you as a "student"), [Zoom](#) Video, and [Screencastify](#) to the device you intend to use regularly for Virtual School.
- On Wednesday, between 9:00 and 10:30 am, you will receive an email from your dean with your remote learning schedule.
- Prepare to log in to Zoom Video beginning 10:15 am to meet your advisor and advisory on Wednesday promptly at 10:30 am.
- This Friday, 13 March, is the first day of Virtual School/Remote Learning. Follow your individual remote learning schedule. Spring break begins on Monday 16 March and ends on 29 March.
- If you have tech issues or any questions, please contact your advisor and copy your dean.
- International Baccalaureate (IB) Diploma Programme students:
 - The International Baccalaureate Organization (IBO) is closely monitoring the coronavirus/COVID-19. As of now, exams for seniors are scheduled globally for three weeks at the beginning of May. We will keep you

informed if this changes. You may [check online for IBO questions and answers as well as updates](#) on the IB and coronavirus.

Attendance

- Note that attendance and lateness will be recorded in every remote class should we extend the closure and in advisory this Friday. Your parents or guardian must report any absences to Kristina at usaa@brooklynfriends.org.

Virtual School General Guidelines

- Log onto Google Classroom every day, Monday through Friday, except in the case of school holidays.
- Submit all assignments by their due dates.
- Email teachers with individual questions using your assigned BFS email accounts.
- Dress according to our dress code for class (i.e., no pajamas).
- 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!

I wish you all a good week and a restful spring break.

- Lisa