

GARRISON FOREST SCHOOL

300 GARRISON FOREST ROAD • OWINGS MILLS, MARYLAND 21117

Dear Upper School Parents,

I am writing to follow up from Mr. Hughes's email about our move to online learning beginning March 26th. Before we jump into what the expectations are for our community during this online learning period, we want our families to know that we understand that this time is fraught with uncertainty. While we've worked hard to develop the online learning programs you will be seeing, we understand that families may be dealing with different circumstances. This likely will not be a perfect process. We ask your understanding--and give you ours--as we work together to make this as seamless and productive as possible for our children.

The goal of moving to an online learning solution is to ensure your student is able to continue making academic progress even though she is not able to attend classes. I have reviewed the online learning plan with students in Grizzly Gathering and will send them this information electronically as well.

Online Learning Plan

Beginning Thursday, March 26th, all Upper School students will be required to participate in Online Learning Days. Teachers will post assignments for each class scheduled to meet that day by 9:00 a.m. on their course's Schoology page. Teachers will be available for questions by appointment via Google Hangout/ Google Meet or by email. Students should review work daily and send questions to teachers by 1:00 p.m. each day. Teachers will respond that evening. Students should expect to complete 45-60 minutes of work per class that would meet that cycle day (for example, on a Day 1, only A, B, C, D, and E classes would assign work for the day). Advisors will check in with advisees electronically periodically throughout the week. Questions about online learning should be directed first to your daughter's advisor.

Student Roles and Responsibilities

- Follow consistent daily routines and timetables (ie: 8:30 wake up, 9:00 a.m. start, etc)
- Identify an effective work environment
- Reduce all distractions in your work space (ie: no cellphones, television, etc)
- Prioritize work to meet timelines and due dates.
- Be proactive! Communicate with teachers or advisors if you require additional support.
- Collaborate and support your classmates in their learning.

Academic Honesty and Integrity

- Students are expected to complete assignments with academic integrity and honesty.
- Students are expected to follow Garrison's Acceptable Use Technology Policy.

Parent Roles and Responsibilities

- Begin each day with a check-in w/your daughter
- Make a plan for consistent daily routines and timetables.
- Encourage times for breaks and physical activity.
- Identify an effective work environment.
- Encourage your daughter to communicate w/ daughter's teachers and advisors.
- Be aware of how much time your daughter is spending online.
- Set clear rules on social media times
- End each day with a check-in w/your daughter.

While this is certainly uncharted territory for many of us, I am confident that our excellent faculty and dedicated students will work together to ensure that teaching and learning continues as the situation unfolds. If you have questions or concerns, please feel free to reach out to your daughter's advisor, to me or to any member of the Upper School Administrative Team, listed below. We will also continue to send Parent Notes throughout this time to keep you updated with information, and the school will send updates as they are needed. You may also refer to the [GFS COVID-19 Response site](#), which includes an FAQ, at any time for updated information.

- Randy Beckford, Upper School Dean of Students, margaretbeckford@gfs.org
- Aminah Wells, Upper School Counselor, aminahwells@gfs.org
- Katie Baughman, Upper School Dean of Academic Development, KathleenBaughman@gfs.org
- Neda Blackburn, Upper School Digital Learning Specialist, nedablackburn@gfs.org

Warmly,
Reema Khanchandani



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300 Garrison Forest Road. Owings Mills, Maryland 21117
Ph: 410.363.1500 Fax: 410.363.8441
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