

Dear Upper School Students and Parents,

We hope this letter finds you healthy and safe and that you have found ways to pass the time that have provided distraction and comfort.

As we near the start of BWL Online Learning, we wanted to share a few updates and reminders.

1. Online classes will begin on Monday, March 30th. Individually, teachers will be emailing their students a proposed schedule of live sessions and will continue to use PowerSchool to post assignments and grades. Upper School teachers will meet with their students in a Zoom class and offer live office hours a minimum of once a week, as well. Students' schedules will remain consistent with the schedules they have followed all year. (For example, a Zoom math class will meet during a slot when that math class has been meeting to this point.)
2. As you may be aware, due to the increased demand, PowerSchool is currently undergoing functionality issues that are affecting its performance. Should this continue through the next few weeks, teachers will be using email to communicate assignments with their students, and we'll make other adjustments, as appropriate.
3. There will be no online classes on holidays - Passover (Thursday, April 9th), Good Friday (Friday, April 10th) or Easter Monday (Monday, April 13th).

If, once school resumes, you have questions or concerns, please contact us through email and we can set up a Zoom conference to allow further discussion.

We anticipate there will be some bumps in the road with this process, and we will do our best to respond to them as effectively and efficiently as possible. We *all* look forward to reconnecting with the students!

Be well,

Curtis March  
*Director, Upper School*

Julia Weidinger  
*Co-Director, Upper School*

Dear Parents,

As you know, Birch Wathen Lenox will be closed starting Wednesday, March 11th. Classes are set to resume Monday, March 30th, following spring break. However, in the event school remains closed, online instruction will begin March 30th. You will be notified should this happen. Please be assured that we are well prepared for such a possibility, and we have established the following guidelines for on-line learning:

- (1) Faculty will provide content, instruction and assignments for their classes. All assignments, videos, etc., will be available on PowerSchool.
- (2) Every Upper School teacher will have at least one live meeting and one live extra help session a week. Different teachers may have different approaches. Middle School teachers may have more frequent live meetings each week.
- (3) The school day will follow our current schedule; online meetings will occur during the time the teacher's class typically meets.
- (4) Faculty will send an initial email to students and parents describing how their classes will be conducted.
- (5) The class schedule and outline for the week will be communicated at the beginning of each week on PowerSchool. There will be a contact block on the teacher's PowerSchool page for each class and section that will contain this information and the link to the Zoom meeting.
- (6) Assignments will be posted daily on PowerSchool. Grades will be updated weekly on PowerSchool.
- (7) Teachers will maintain regular contact with their students and will make themselves available for online extra help through Zoom once a week.
- (8) Advisors will be in touch with their students on a weekly basis to see how things are progressing.

Please see below for protocol for accessing Zoom. This will be shared with all Middle and Upper School students.

### **STUDENT PROTOCOL FOR ZOOM USAGE**

Below are steps to use the Zoom application for online learning. Your teachers may request that you sign on to Zoom following your regularly scheduled class times.

**Zoom sessions will be treated similarly to regular classes. Please remember to uphold the school's Code of Conduct and Acceptable Use Policy through behavior and assignments!**

### **SIGNING ON & CLASS SESSIONS**

1. Click your teacher's personal link for class via PowerSchool Learning (Their link will be the same each time!). Teachers will post this link, as well as a weekly schedule on each class' PSL page.
2. Click Join Meeting.

3. If you have a question, please go to the PARTICIPANTS tab at the bottom of the page and then click RAISE HAND on the bottom right hand corner.
4. You may also type a question through the chat function.
5. Your teacher will be able to enable your sound so you can ask a question
6. At your regularly scheduled class time, according to the schedule of classes posted on PSL, you can click the link and join your class.
7. You are expected to be signed in by the start time of class and can be marked tardy if not.

### **BEHAVIOR PROTOCOL**

1. When your teacher is speaking, the expectations are the same as in a regular class session.
2. You should raise your hand when you'd like to speak and your teacher will call on you.
3. Do not have conversations with other students without instruction from your teacher.
4. Do not use your phone or other device during class sessions.
5. Have your television and/or music turned off during class.
6. Chat function will only be used with instruction from your teacher.
7. Students are not permitted to use Zoom for other purposes.

***AS ALWAYS, TEACHERS CAN DEDUCT PARTICIPATION POINTS IF YOUR BEHAVIOR ISN'T UP TO EXPECTATIONS.***

### **WHEN ZOOM DOESN'T WORK...**

1. Check your internet connection.
2. Restart your computer
3. Try another device: iPhone, iPad, or a parent's laptop following the protocol listed above.
4. If all else fails, you are responsible for emailing your teacher immediately to set up a time to discuss the missed lesson.

***IF YOU CANNOT SIGN ON, YOU MUST EMAIL YOUR TEACHER IN A TIMELY MANNER AND PARTICIPATION WILL NOT BE DEDUCTED FROM YOUR GRADE.***

We know that despite our extensive preparation, there may be difficulties during this process. Please know that we will all work together to ensure the instruction for Birch Wathen Lenox students remains consistent, appropriate and thoughtful. We will maintain regular communication and are available via email for questions or concerns you may have.

Sincerely,

Curtis March  
*Director, Upper School*

Lori Kennedy  
*Director, Middle School*