

Dear Middle School Parents,

We hope you and your family are safe, happy and healthy. Over the last few months, we have done our best to ensure your sons are also safe, happy and healthy while in school.

Unfortunately, our live interactions and ability to focus on the social and emotional aspects of the in-school environment are changing very soon. Therefore, we are required to shift from the space and time of in-person meetings to school interactions that will proceed in the virtual classroom. Over the past few months, we built strong relationships with the boys that will help us keep continuity and trust during this shift. Please know, we all are hoping to return to school as soon as possible and will continue our best to work together to further the boys education and follow the mission and vision of The Haverford School.

Starting on Monday, November 23, we will start online learning. While we have done this once already, it by no means that our process will be perfect. We learned a lot in March, April and May regarding what worked and what needed fixing. We received great feedback from students, teachers and parents to improve our online platform. We adjusted our schedule based on what we learned. We took professional development courses to improve our pedagogy. Finally, we studied best practices for teaching virtually. As good as our program was in the spring, we will be even better next week. Yes, we expect there will still be areas that need improvement or create unforeseen issues, but we will be ready and prepared to work tirelessly for our students.

A majority of our online information is found on our learning management system, Canvas. All our teachers have sites for their classes that include links to Google Meet sessions, homework, assignments, announcements and learning resources. All the boys will be prepped this week regarding the expectations of how to use these resources and where to find the materials required for their classes. Canvas is not new to the Middle School and we are confident that it will streamline our process as the main provider for information for the boys in Virtual Haverford.

We are planning to continue to grade our students as we have over the past few months. Contrary to some of the expectations from the spring, we believe that the boys are capable of keeping current with our grading expectations to date. We learned last spring that most of our boys could handle the work and some even did better than expected. However, if we discover that we need to make some subtle changes or adjustments to our grading system, we will be sure to let you know.

The following information is dedicated to our shift from in-school teaching and learning to Virtual Haverford. It includes details about our schedule, expectations, resources and communication. Much of this information is also included in our [Continuity of Learning](#) website. As we return to the world of online education, please continue to share your concerns with our teachers as well as with me as we work to engage the boys in learning.

Schedule

The school day will start each morning with a homeroom period at 8:15 a.m. All students are expected to attend dressed and ready for school. Dress code is casual. Your son's advisor will

share the Google Meet link for homeroom. Once attendance is taken, students will be dismissed to their first period class that begins at 8:30 a.m.

Our schedule will continue to follow our current format of a 5-Day, Monday thru Friday, fixed schedule. We do this to assist both our students and teacher in developing a routine for their classes and balancing expectations at home regarding family. Our schedule is below and has a few small changes to our current schedule that include our class periods on Wednesday, our Community Periods and sports.

Regular Schedule					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:15 - 8:25	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
8:30 - 9:30	A-Block	E-Block	B-Block (8:30-9:25)	G-Block	D-Block
9:45 - 10:45	B-Block	F-Block	C-Block (9:35-10:30)	A-Block	E-Block
10:45 - 11:15	Office Hrs	Office Hrs	D-Block (10:40-11:35)	Office Hrs	Office Hrs
11:15 - 12:00	Lunch/recess	Lunch/recess	Lunch/recess (11:35-12:15)	Lunch/recess	Lunch/recess
12:00 - 1:00	C-Block	G-Block	E-Block (12:15-1:10)	B-Block	F-Block
1:15 - 2:15	D-Block	A-Block	F-Block (1:20-2:15)	C-Block	G-Block
2:15 - 3:15	Homework	Homework	Homework	Homework	Homework

We are adjusting our Wednesday schedule to accommodate fewer minutes of screen time and one less class after lunch. As you know, on Wednesday we have five classes while all other days of school have four. This allows us to complete three cycles (A-block through G-block) each week, however, it makes Wednesdays our most mentally taxing day. Therefore, while we exist in Virtual Haverford, we will shift to shorter class periods on Wednesday and we will move one period to before lunch. This will ensure we end every class day at 2:15 p.m. and continue to have three class meetings per subject every week.

The first two weeks, and hopefully the only two weeks, of Virtual Haverford will dedicate all our Community Periods to Office Hours so that teachers can assist any students who have early concerns or problems following our online protocols. If we are to continue Virtual Haverford past two weeks, we will let you know how our Community Periods will change.

Unfortunately, we cannot continue to offer sports for the boys during Virtual Haverford. We have kept track of every sports period this fall and know exactly how many we have been able to have as well as who has missed sports due to the weather. Once we return to school, we will return to sports immediately in our current format. If at some point we can have competitive sports this year, we will shift our program, make teams and get to work.

Expectations

We expect the boys to attend morning homeroom, be present for all classes and do their best. Virtual Haverford is school and all school expectations and rules apply. If your son misses homeroom, we will reach out. If your son misses class, we will let you know. If your son is missing school due to an excused absence for any reason, please let us know.

Computer at Home

For Virtual Haverford to be successful at home requires that all students have a working computer at home with high speed internet access. Each computer also needs a working microphone as well as a working camera. While students may attend classes using their phones, a computer is a better option.

If your son requires a school computer for work at home, please let us know. We have a form that needs to be completed by our parents and then we can release the computer to your son at the end of school on Friday. If your son is not in school this week and still needs a computer, we can set his computer aside for pick up. While our teachers are welcome to be on campus to work and teach from their classrooms, we still have a no visitor policy so all parents who come to campus to pick up their son's materials must schedule an appointment through Mrs. Giovinazzo or Dr. Greytok

Attendance

Virtual Haverford, like in-person school, comes with a host of expectations to maximize engagement and minimize frustration and behavioral missteps. For the next two weeks, we expect the boys to attend each and every class, from live homeroom sessions in the morning, to synchronous and asynchronous classes throughout the school day.

Discipline/Online Behavior

Students who struggle or even fail to follow school guidelines and online expectations will be removed from classes and reported to the office. This will require a parent call with either the Dean of Students or the Head of Middle School before the student will be permitted to return to classes.

We sincerely appreciate all your support as we begin Virtual Haverford again and welcome all your thoughts, concerns and feedback.

Take care and here is to returning to in person school as soon as possible,

Jay Greytok