

Dear Lower School Families,

We hope this finds you in good health. The teachers and administration at BWL have been working tirelessly over the past couple of weeks to create a meaningful and manageable at-home curriculum for our students. This curriculum is designed to be done on a schedule that is convenient for your child and your family. We ask for your patience and partnership as we undertake this endeavor, as we know this is new for all of us, and we are all learning as we go about what works best for everyone.

Lessons: Teachers will send out a daily plan of activities, and post assignments to eBoard by 8:30 a.m. each day. (See below for how to access eBoard) Your child may work on these assignments at their convenience. Please make a schedule that works for your family and home situations. All lessons will be pre recorded. We made the decision for Lower School learning to be asynchronous based on several reasons: we recognize our students may not have individual devices assigned to them and would need a guardian's device, and possibly assistance to go live, and children's schedules may need to be more flexible based on who may be caring for them. Homeroom, reading, and math teachers will be posting lessons and activities daily, while specialist teachers will post one or two times per week, in keeping with the lower school schedules.

Accessing eBoard: While teachers will email the plans the first few days, the expectation going forward will be that you check eBoard for each subject once per day. Eboard can be accessed by clicking this link: https://www3.eboard.com/eboard/servlet/DSReportServlet?SITE_NAME=bwl (you may choose to bookmark this for easy access) or by going to www.bwl.org and following these steps: Once on the BWL homepage, in the upper right hand corner click on "quicklinks." Scroll all the way down and click "eBoard" to access all teacher pages.

Completing and Turning in Work: We anticipate that not every family has a printer in their home. If this is the case for your family, and work is assigned that is not in a workbook, please feel free to copy questions on to any piece of paper in order for your child to complete

the work. Assignments should be turned back into homeroom teachers as soon as they are completed, and within the week they are assigned, by “scanning” the work and emailing it to the assigning teacher. There are a variety of free “scanner” apps available for iPhone and Android, and the quality of the images scanned makes it easier for teachers to see the work students are doing, as opposed to taking a picture on the phone and emailing it to the teacher. Scanner apps also allow you to create one pdf for multiple pages of student work, making the assessment process more streamlined for teachers. Teachers will email back with brief comments or areas for improvement on each assignment.

Due Dates: Teachers will expect to receive Reading and Math work from students nightly. Other homeroom and any specialist assignments should be submitted by Friday evening the week they are assigned. After this point, assignments may no longer be posted in order to make space on the eBoard for the next week’s plans.

Our Communication Plan: Homeroom teachers will send you an email by 8:30 a.m. each morning for the first few mornings with a schedule for the day, and directing you to their eBoard page for pre recorded video mini-lessons, practice worksheets, and enrichment games and videos. Going forward, you and your child should plan to access the eBoard at your convenience once per day to see updated content. The eBoard page for each grade contains tabs for Subject Specialists’ classes, who will also post assignments and videos once or twice per week. Please note that Science and Computer Science have their own eBoard pages, with tabs for each grade. Teachers will also be available via email each day from 8:30 a.m. until 3:00 p.m. to answer any questions that you or students may have.

Virtual Meetings with Teachers: While our instruction will not take place live, Lower School teachers will make themselves available at certain predetermined times during the week for short, virtual 1-1 “check-in” meetings with individual students via the app Zoom. These are optional and will be offered on a sign-up basis with each teacher. We believe the teacher-student interaction will help students maintain a connection to school, will allow teachers to answer questions individual students may have, and will provide a much needed personal

connection during this period of isolation. In addition to the curriculum, the BWL Online website will provide additional resources and educational websites that your child can browse at their leisure should they need enrichment.

Please keep in communication with your child's teachers and alert us if you have any concerns.

Finally, on behalf of the entire BWL faculty and staff, I would like to thank you for your partnership. Time and time again, the word community comes to mind when I think of our school and all its constituents. Indeed, we are all in this together. If you have any questions, please do not hesitate to reach out. Wishing you good health.

Best,

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