

## Middle School Students and Families:

I hope this letter finds all of our families safe and sound and adapting to “sheltering!” Not exactly what we expected for a spring break and are not what we are looking forward to in the immediate future! The next three months will be challenging for us as students, teachers, and families. We are all in uncharted waters developing new relationships with each other and working to understand the nuances of eLearning. Things are going to be asked and expected of each of us that never have been before. We need to support each other with openness, flexibility, patience, and understanding.

Over the next several days you will be receiving several documents from the school to lay out the path forward. The Middle School TEAM has been working for almost three full weeks preparing for the possibility of a school closure. As you will read several times, we intend to start slowly, first working out any technology kinks, next moving through some review lessons and finally introducing new material. The time frame for this will vary for each class.

The Middle School will be holding three academic classes each day. To maintain our community, we will begin each day with homeroom and finish each day with time for individual meetings with teachers. As always, there will be a short break mid-morning. You will receive a Frequently Asked Questions document on Monday to help you through establishing your home-school environment.

Daily attendance is expected in each class. If your child is sick, please notify Mrs. Mannarino by email. One really good aspect of eLearning is that each day’s lesson will be recorded and uploaded onto the appropriate Google Classroom for review.

Our daily schedule is below. The first week we will have classes on Tuesday, Wednesday, Thursday and Friday. That week only academic classes will meet. Specials and seminars will not meet. Beginning in the second week and continuing until we return to campus, we will have academic classes on Monday, Tuesday, Thursday

and Friday. We will begin to integrate some seminars and art into the schedule beginning the second week. If a student does not have a class at a particular time, that student has free time.

3/24-3/27

<b>Time</b>	<b>Tuesday 3/24</b>	<b>Wednesday 3/25</b>	<b>Thursday 3/26</b>	<b>Friday 3/27</b>
<b>8:15-8:25</b>	Homeroom	Homeroom	Homeroom	Homeroom
<b>8:30-9:15</b>	P1	P4	P1	P4
<b>9:20-10:05</b>	P2	P5	P2	P5
<b>10:05-10:25</b>	Break	Break	Break	Break
<b>10:30-11:15</b>	P3	P6	P3	P6
<b>11:15-12:00</b>	Student Support	Student Support	Student Support	Student Support

3/30-until return to HDS

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>8:15-8:25</b>	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
<b>8:30-9:15</b>	P1	P4		P1	P4
<b>9:20-10:05</b>	P2	P5		P2	P5
<b>10:05-10:25</b>	Break	Break		Break	Break
<b>10:30-11:15</b>	P3	P6		P3	P6
<b>11:15-12:00</b>	Student Support	Student Support		Student Support	Student Support

Note that on Wednesday, after we meet for homeroom, the morning is left free to connect with individual teachers and complete assignments. Individual teachers will communicate with each of their classes how to schedule time to meet between 8:30 and 12:00.

We will be using Zoom for video conferencing. If you are using a school Chromebook, I strongly urge you to connect it to your home network as soon as possible to work out any connection problems. For homeroom and each scheduled class, a link to a Zoom web meeting will be posted in the individual teacher's Google Classroom. Zoom accounts are free, and it is easy to register for one. It is not necessary to have a Zoom account to attend a class. Between now and Tuesday morning you might want to establish an account and try a Zoom chat with a friend. The software is easy to navigate. If you have trouble connecting through Zoom, you may email Mrs. Mannarino. She will be available at a special support email address: [technology@hancockdayschool.org](mailto:technology@hancockdayschool.org) to provide assistance.

As always your first point of contact should be the appropriate classroom teacher. You may also reach out to Madison Mannarino, Tricia Guggenheim, or me for support. I look forward to working with everyone during this challenging time.

Howard Crawford  
Middle School TEAM