March 20, 2020

Dear Upper School Families,

As we wrap up our first week of distance learning, I want to thank you for the positive feedback and many supportive emails I have received. Our teachers have been working very hard to create a sense of structure and normalcy for our students, and they have been heartened seeing their faces and hearing their laughter on Zoom calls.

As we head into week two of distance learning, we will be asking your child to provide us feedback about how distance learning is going for them. Please encourage them to check their email and respond to the survey so that we can make modifications in a timely manner if need be.

As we move forward, and especially if we must continue distance learning after spring break, we will make adjustments to the daily and weekly schedule. We are especially mindful of balancing screentime and workload.

Please note a few important reminders:

- Class meetings online should be treated with appropriate seriousness. Whether in chat or on camera, students are expected to have an academic mindset, just as they would during in-person instruction. Students are expected to arrive on time and be present for all class activities.
- Students should get up, get dressed and have breakfast before the first class so that they can be fully present.
- Students should work in a place where they can be productive, free from distractions. Students should sit at a table or desk rather than a couch or bed. Some students may need supervision or gentle reminders to stay on task - for this reason, setting up in a common space, rather than a bedroom, can be helpful.
- During Zoom discussions, students should keep their video on and should be seen on camera (unless given permission by a teacher to turn it off). Students may select appropriate background settings, but they should not change them during class. All students should keep their microphones muted until prompted by teachers to contribute to discussions.
- Students should take advantage of the breaks and longer lunch to get off of technology entirely, and perhaps even go outside.

Next week’s schedule will again follow a regular Monday-Friday schedule. The week after next is only a two day week, as the Upper School spring break is scheduled to begin on Wednesday, April 1. Wishing you all a safe and healthy weekend.

Best,

Amy

Amy Wintermeyer, Head of Upper School
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