March 17, 2020

Dear Sarah Banks Middle School Families:

Thank you for your continued patience as we work through this unprecedented time. Below are today's updates related to some common questions, Google Classroom, and expectations for students. As we transition to online learning, please know we are doing our very best to work out the issues in the system, trying to support our own families, and communicating as quickly and efficiently as we can.

All teachers should be live and posting in their Google Classrooms beginning tomorrow, Wednesday, March 18. Many started today, but we were still working out a few issues today as well.

**Answers to Common Questions**

**Google Classroom Questions** - If you have questions related to Google Classroom, please contact the teacher via email. All teacher emails are listed on our school website staff page. If you do not get a response from a teacher after 24 hours, please reach out to administration.

**Building Access** - We no longer have access to the building. Should we be able to provide access to the building in the coming weeks, I will notify parents of those hours.

**Scheduling Sheets, Field Trips, Deadlines, Sports, etc** - Everything has been placed on hold for now. New updates related to all scheduled items will be provided when new information becomes available.

**Expectations for Students**

1. All students should join the administration Google Classroom and the Google Classroom of their counselor.
   - Administration Join Code: z5fnczb
   - Counseling
     - 6th Grade: zW2eabj
     - 7th Grade: ovqz6gu
     - 8th Grade Mrs. Turner: s4e6zrh
     - 8th Grade Mrs. Ickes: zW2eabj
2. All students should join the Google Classroom for all of their classes. Use the Google Join Codes for Sarah Banks Middle School to access class codes for all teachers and non-teaching staff.

3. All students should be accessing the Google Classrooms each day and completing the learning opportunities provided by their teachers.

4. Teachers will post learning opportunities by 9:00 a.m. each day and will track student participation and completion. Teachers will also provide feedback to students when appropriate.

5. Students should regularly check their @students.wlcsl.org email as many teachers will communicate with students directly through email in addition to Google Classroom.

6. Students should use appropriate behavior when commenting on Google Classroom pages. Any student who does not exhibit appropriate behavior will be muted and the administration will be notified by the teacher.

**Helpful Resources**

- [District Website](#)
- [Accessing Google Classroom Video Tutorial](#)
- [Comcast offers free internet services](#)
- [District Chromebook Pick Up](#)
- [Food Distribution Information](#)
- [Parent Guide to Google Classroom](#)
- [Letter from the Director of Special Services](#)

Sincerely,

*Michelle Kalhorn*

Principal