Tuesday, July 21, 2020

Dear Parents,

The safety and well being of our families is first and foremost during this difficult time. The administrative team and I have worked diligently to plan for our upcoming school year while still providing our students with a quality education which endeavors to develop the talents and potential of each student. At this time we have developed a plan to reopen school. Below you will find our plan for reopening. Please look for more detailed policies and procedures to come home next week.

- Our school year will begin on Wednesday, August 12th. The first three days of school (August 12 - August 14) will be half days. Lower School will dismiss at 11:45AM while Middle and Upper school will dismiss at 12:00 PM.

- All students have the option to remote into their classes from home. Please note if you choose remote learning your student must continue remote learning for the entire first quarter. If your child wishes to change to in person instruction that change can be made at the start of the second quarter or the start of any subsequent quarters. Any student who starts in person instruction and wishes to move to remote instruction will be allowed to do so upon my approval of request.
• Pre-Kindergarten through 8th grade will come back to school with in person instruction. We have only accepted a limited number of students in each class. Student desks have been placed approximately 3 - 4 ft apart in all classrooms and all desks are facing forward. Students will stay self contained in their own classrooms and will utilize their own supplies instead of community supplies. Teachers will wear masks or face shields. Specials (music, p.e., art, ect.) will be limited this year with those teachers coming to our student’s classroom. Lunch must be brought from home and students will eat lunch in their classrooms. School lunches will not be prepared at school through at least the first semester. Students will be allowed to go to recess with only their teacher and their classmates. Equipment will be wiped down after each use. Please note that bathrooms and classrooms will be wiped down throughout the school day. Handwashing and hand sanitizer will be a big part of our daily routine. Finally, all water fountains are closed. Students should bring a clear water bottle to school each day.

• Our high school students will come back to school on a hybrid plan. Students whose last names begin with the letter A - J will attend in person school on Mondays and Wednesdays while students whose last names begin with the letters K - Z will attend in person school on Tuesdays and Thursdays. All high school students will learn remotely on Fridays. When high school students are at home they will be required to follow their normal class schedule and remote into their classes. Instruction will progress as it normally would throughout the week. For example if I was a high school student I would be at school in class on Monday, but while I am at home on Tuesday I will still have to remote into each class during the regular class time. I would be a part of the class remotely and be responsible for notes, activities, classwork, homework, and answering and asking questions just as if I was in class. Attendance will be taken at the beginning of each class period. High school students will also eat
lunch in their classrooms and must bring a home lunch as lunches will not be prepared at school through the first semester. High school students will not be using lockers this year. Students will be allowed to utilize bookshelves in classrooms and of course personal bookbags. This hybrid plan allows classes to be smaller and students to be farther apart. All desks in high school have been placed 3 - 4 feet apart and they are all facing forward. Handwashing and hand sanitizing will be encouraged throughout the day as well as frequent cleaning of classrooms and restrooms. Finally, all water fountains will be closed and students will need to bring a clear water bottle to school each day.

- While we love having visitors and parents on campus to read to our students, share lunch, etc., it is important for us to limit the number of people on our campus. At this time we are going to limit parents and visitors to the front office.

- Masks or face shields will be worn by teachers when working with students. Pre-K - 5th grade masks will be recommended, but not mandatory. Grades 6 - 12 will be asked to wear masks for the majority of the school day.

- Outside (fast food) delivery will not be allowed. This will include parents dropping off fast food for their children. A few lunch items such as lunchables, uncrustables, and peanut butter crackers will be available for purchase should a student forget their lunch.

- Parents partnering with our teachers and administration is always a vital part of our school year. It will be important for you to check your child’s temperature each day before coming to school and make sure they are free of COVID 19 symptoms and have not been exposed to COVID 19. If your child has a temperature of 100.4 they must stay
home and be free of fever for 72 hours before returning to school. It will also be important to notify our school office if your child is sick.

- Additional information will be provided before the start of school regarding additional procedures for students and or teachers who are exposed to COVID 19 or become sick while at school.

Everyday we learn more about this virus. Memorial Day School is following the guidelines of Governor Kemp’s Executive orders, the Georgia Department of Public Health, the Centers for Disease Control, and the American Academy of Pediatrics to ensure the safety of our students and teachers.

Please feel free to contact me with any questions or concerns regarding our school preparedness plan. It is important we all work together to have a successful year.

I pray that you and your families stay safe and stay well,

Jennifer Farris
Head of School