



Dear Parents,

With continually evolving information and new information being given by the hour, we want to ensure that we communicate pertinent information as quickly as possible. In order to ensure that gradebooks accurately reflect student learning, we have decided to extend quarter 3 by one week. Quarter 3 will now end on April 3rd and report cards will be available April 13th.

This week at school, teachers are determining which assignments need to be accomplished to complete the quarter. They are also gaining new skills through professional development in order to be equipped to provide distance learning if required. No assignments will be due this week, and the expectation remains that next week is spring break.

The other task for students to do this week is to retrieve their school materials in order to be prepared in the event that distance learning needs to begin on March 30. Upper school families should come to campus tomorrow morning between 9:00 a.m. and noon for students to retrieve all of their binders and books from their lockers. Lower school students' materials will be ready for pick up from their lockers between 4:00 and 6:00 p.m. tomorrow or Wednesday between 11:00 a.m. and 1:00 p.m. Any upper school students unable to come tomorrow morning may also come at these times. Please note that teachers will not be available during these pick up times. Please plan to come get these supplies for the students to be prepared on March 30th should distance learning be necessary. For the health and safety of all involved, please be as quick as possible about picking up your items and do not linger or visit on campus.

If you have any questions or concerns, please reach out to one of us.

Sincerely,

Barbara Wells, Lower school and Amanda Lepson, Upper school