

Dear Armstrong Families,

COVID-19 is an unprecedented event for all of us, bringing a level of uncertainty that makes short- and long-term planning complicated. We have continued to focus on the safety of all members of our community and developing a contingency plan that meets the academic and social needs of our students.

What became clear to us today was that a **planned** transition was in the best interest of our students, families, faculty and staff. Our Leadership Team felt, based on all the public health information and actions of other schools, that a move to At Home Learning was inevitable and that our students would benefit the most from a predictable transition.

We currently **do not have any confirmed cases** of the virus in our community. However, with an abundance of caution and keeping our students front and center, we have made the difficult decision that tomorrow, Thursday, will be the last day we will bring students to campus and together we will begin the transition into a **two-week** “At Home Learning” plan. Today was a collaborative, productive and creative day on campus that allowed faculty, staff and administrators to have dedicated time to engage in developing a meaningful academic experience for our students while at home. This preparation was a daunting task! I am deeply grateful for the faculty and staff and the incredible work they accomplished today. A special shout out to Erika Lewis, Technology Integration Specialist, and Rhonda Orr, our IT Manager, for working tirelessly and diligently to figure out how to do school remotely!

Please note the following:

Tomorrow, **Thursday March 12**, is a full day of school. This schedule includes after-school sports (we have a championship soccer game!), after-care and an important drama rehearsal. Thursday is a key day for your student to be here. The teachers will share with them the plan for At Home Learning, review and practice the technology that will support the plan, let the students know how they will stay connected as a class, pack materials and technology to take home, and transition as a community into learning at home.

Friday, March 13, no students will be on campus, our faculty and staff will continue their critical work so that we are fully prepared for Monday.

Monday, March 16, is Day 1 for the students to begin school at home. Tomorrow, you will receive details about the plan from Ms. Lyslo and Ms. Lett, including the schedule, Guidelines for At Home Learning and a tutorial for on-line learning for you, our families.

Other Decisions- we have made many of them, but for this email we will only announce the following:

The **8th Grade D.C. Trip** is unfortunately cancelled. We understand how important this trip is to our 8th graders during their last year with us and are truly disappointed that external events have made the trip unadvisable. We are trying hard to re-schedule this for later in May, but we cannot promise that we will be able to do this given availability and the uncertainty of the months ahead. If we are not able to re-schedule the trip, we will refund our parents in full.

The **7th Grade Yosemite Trip** is also sadly cancelled. We are working on a plan to take the current 7th Grade students to Yosemite in their first week of 8th Grade. Again, no promises, but this is our hope.

At this point in time, our At Home Learning plan is for a **minimum of 2 weeks**, from March 16th through March 27th. We will evaluate late during the week of March 23rd whether we are in a position to return to our regular school schedule on Monday, March 30th. The decisions for all schools on when to return to their regular schedule will be a complex one and we know we will learn a lot about what is in the best interests of our students and employees over the next two weeks. We will be in regular communication with you during the At Home Learning period. Our plan is focused on not only providing important educational continuity you're your student, but also keeping our community connected, which includes support for you as well. Stay tuned for details...

We recognize that the last week in particular has been difficult for you, and we thank you for your patience as we navigated the decisions to be made and the plans to be developed.

We will be busy over the next 2 days and may not be able to respond to questions quickly - we thank you in advance for your understanding.

If you believe your student should not be in school tomorrow please let us know and we will make arrangements for you to pick up what they need for At Home

Learning. Finally, **please** keep us informed about the health of your student (and household members) during the At Home Learning period by emailing to Jessica, as appropriate. This information is important for us to capture, especially as we make the decision to return to campus.

Thinking about all of you,
Jessica Miller
Head of School

Neil Tuch
Assistant Head of School/CFO