

Dear Fuqua Family,

Please plan to come to school between 3:30 and 5:30 today or Tuesday to collect all of your child's books, notebooks, and other materials they would normally bring to class. When you arrive on campus please check in at LS/MS or US office before heading to the classrooms and lockers. You do not need to sign in. Please just let the person on duty in the office know you are on campus. We will be practicing social distancing and making every effort to welcome you on campus while also maintaining a personal space of 6ft or more.

As I mentioned previously, we will be setting up drop-off and pick-up folders for each teacher in the US and LS/MS main office areas today and Tuesday and these will move to the Gee Price office after Tuesday. A few families have expressed concerns about travel distance and/or exposure with the folder system. We completely understand these concerns and want to emphasize that this will be just one way to move information between home and school. Your child's teachers will be working with you to detail other options including but not limited to electronic transmission, mail, and establishing drop off and pick up points at locations more convenient to families in outlying areas.

Please check your email and have your child in grades 2-12 (we will be opening school email accounts for all 2/3 students) check their school email each evening. Email will be the first way teachers communicate with students and parents. Teachers will be sharing and collecting information and assignments via email or other online tools when possible. They will also be directing students to resources on class pages and to online learning tools students will be accessing as part of our distance learning initiative. If your child has forgotten their email password, please email your division head on your child's behalf to have their password reset.

By Wednesday of this week all students in grades 4-12 will need regular access to a desktop, laptop, or tablet that has a camera and a reliable internet connection. If you do not have access to a device, the school will provide one for your child. When you come by school to pick up your child's books and materials, you may also sign out a device. Our students are very familiar with accessing learning and teaching tools online, and they are accustomed to using the online resources the school has purchased and that are free to schools. If you do not have a reliable internet connection at your home, please contact your division head so an alternate plan can be developed for accessing the internet.

Teachers in grades 4-12 will be establishing Zoom accounts. Zoom is an online conferencing tool that can be used to conduct online video classes and one-on-one student help sessions. We are still evaluating the feasibility of conducting some classes and extra help sessions via Zoom. More information about how we will use this tool will be coming soon. Students will need a device with a reliable internet connection and a camera to enter a Zoom class. Again, these will be available for sign-out at school today and Tuesday between 3:30 and 5:30 if your child does not have access to one at home.

I have been very impressed with and grateful for our teachers' response this crisis. We had an excellent full faculty meeting this morning followed by equally productive division meetings. Our core teachers are ready to roll with distance learning, and they will be reaching out to students and parents via email by **Tuesday evening**. Thank you for your continued flexibility!

Sincerely,

John Melton  
Head of School