



March 9<sup>th</sup>, 2020

Dear Polaris Families:

Polaris is committed to keeping our families updated with the latest communication regarding COVID-19 and the ways in which we are attempting to reduce the spread of germs while, at the same time, following what the Center for Disease Control (CDC) has advised for all schools in terms of proactively planning for possible school closures.

First, the Polaris staff is ensuring all bathrooms are stocked with soap and all Crews have hand sanitizer. Classrooms are being sanitized daily. As additional precaution Polaris staff are also disinfecting high touch areas, such as handrails, light switches, and doorknobs, on a routine basis.

At the same time, we are actively planning for what to do if a COVID-19 outbreak happens at Polaris. The following are precautionary measures. **No students, faculty, staff, or other people in our community have tested positive for COVID-19.** The COVID-19 situation around the world and the US is changing rapidly, and while we do not anticipate a closure, we are committed to being as prepared as possible.

**Our goals for an extended school closure:**

- As always, put the health and wellbeing of our students first
- Try to ensure continuity of learning
- Foster a sense of community and connection during a closure

In the event of a closure lasting more than four days our extended closure plan will take effect. In general, the plan includes:

**Maximizing the use of online learning platforms as a primary point of communication:**

- Crew leaders will use Google Classroom as way to communicate assignments to students.
- For parent communications, we will continue to use Remind and/or other text chains created by teaches.
- Our website will house all school-wide updates for parents to access.
- Teachers may use other existing and/or new platforms we may decide to use to extend student learning (ie Reflex, RAZ kids, Kahn Academy etc).



**A three-day ramp up period will allow families and educators to settle in and get ready for online learning:**

- Day 1 out of school, Polaris Administrator preparation day – no online classes or work for students on Day 1
- Day 2 out of school, Polaris teachers virtually meet with administrators to solidify and prepare for online learning – no online classes or work for students on Day 2
- Day 3 out of school, Polaris teachers finalize lessons and launch work through Google Classroom – no online classes or work for students on Day 3
- Day 4 out of school, Polaris online learning begins. Students access online work and resources. This continues throughout the school closure.

In order to prepare for possible school closures, it is imperative we have up-to-date contact information from our Polaris families. Please take time to complete the attached form.

We are aware that a possible school closure can be stressful for everyone in our community. We are hopeful we will remain open and a distance learning plan will be unnecessary. However, we ask for your understanding and flexibility and we are committed to the same. Our families and our staff will all have different, and potentially shifting circumstances as they navigate the changes brought about by a school closure.

Situations such as this can bring about anxiety, stress and uncertainty. We will continue to work to support our students and families to the best of our ability as we all navigate the possibility of challenges ahead. Thank you in advance for your cooperation.

Sincerely,

Michelle Navarre  
Head of School