May 30, 2020

Good afternoon,

I hope everyone is doing well and staying safe. We are nearing the completion of this virtual learning experience and I am thankful for all the support from our entire school community. Parents can drop off completed work and pick up any items belonging to your children June 8, 9 and 10. These dates need to be firm as turning work in after this can delay report cards and jeopardize promotion to the next grade level. In addition, we need to report information to the Department of Education.

If work has not been completed during this remote period, your child will need to complete a summer packet to determine whether or not your child will be promoted to the next grade, including high school. Any outstanding work should be turned in during this time to be graded and avoid additional summer work for promotion. This also would jeopardize moving to the next grade at a new school in the event of a transfer since all records would be updated to indicate a lack of progress for the student. Students who demonstrate a lack of progress will be notified and provided a schedule for the summer work completion program. A schedule of the summer program will be provided in the event it is necessary.

Below is important information with regard to times, dates and other items:

- **You will return the work to each individual school your child(ren) attend.** Moore students’ work will go to Moore, Seabrook students’ to Seabrook, and Woodruff students’ to Woodruff. This is a change in previous drop off but this time we are also giving you the students’ belongings and we need to have each school utilized for that purpose.

- **Return times will be from 8:30am to 12:15pm on the 8th, 9th and 10th.** You may bring your child(ren) with you as some or maybe all staff will be on site for a wave by to provide some semblance of closure to the end of the year. Please keep in mind we need to keep everyone moving along and no one can get out of the cars due to CDC guidelines. Any violations would force us to cease and desist this operation. There will be individuals at each school such as we have in the past to assist in getting the packet from you and providing you with your child(ren)’s belongings.

- **There will be a new traffic pattern for entry to keep a traffic flow and not back up traffic on route 77.** We will have traffic monitors in place to direct you.
• There will be one entrance for Moore School and Seabrook School and that will be the two-way entrance on the other side of Complete Care. Cones and other barricades, along with personnel will be in areas to keep an organized traffic flow. The main bus loop will be unobstructed for those parents who have students in more than one school. Teachers and Parents will not be able to gain access to Moore School or Seabrook School Parking lots via Moore School’s entrance, the drop off entrance, or the Seabrook School entrance between Seabrook and Woodruff School.

• Woodruff School will have the main entrance blocked as well and the exit will be coned off into a two-way street to provide for organized flow of traffic that will keep things moving along as well.

• Grades will be posted in GENESIS for grades 4 through 8 on June 17. Parents in grades pre-k to 3 will be given the opportunity to pick up report cards on June 17 and 18 and more information on that will be provided.

• Office staff in each school will be available for calls Monday through Friday beginning June 1 from 8am to 12:45pm. No admittance to the building other than staff or contractors is permitted at this time.

• Record requests and transfers can be accommodated by calling the respective school and a time for curbside pick-up will be arranged.

• Registrations are on hold at this point while we await guidance. This includes the Preschool and Kindergarten registration sessions as well.

• Meals will continue to be provided out of the Seabrook School.

• Eighth-grade parents and students will have an additional message to update the activities and events that take place this time of year for grade 8 students.

• Information about yearbooks will also be provided at a later date.

We have a few more strides to take, but we can get through this as we have made it through this unchartered territory to this point and will continue to progress by working together and staying the course.

Thank you for your continued support, patience, and understanding during this time.

Stay safe and be well.

Peter L. Koza, Ed.D.
Dr. Peter L. Koza, Superintendent