July 18, 2020

Dear Elementary and Adolescent Parents,

As we approach our first day of school, we would like to thank you for your messages of support. The staff and administration have worked throughout summer to ensure the best possible beginning to the year online. In order to properly prepare for the start of the year, please take note of the information below.

**MEET THE TEACHER**- Please save the date for our Meet the Teacher appointments for students new to Keystone and returning students moving up to a new level (1st, 4th and 7th grades). The Zoom appointments will be available Monday, July 27th – Thursday, July 30th from 2:30pm – 5:30 pm\*. Invitations will be sent out later next week.

**CLASSROOM MEETING** - Please save the date for our first classroom parent meeting of the 2020-21 school year! The Zoom Adolescent meeting is scheduled for Tuesday, July 28th at 6:00pm and Elementary is Thursday, July 30th at 6:00pm.

**TAKE HOME PACKETS** - Each student will receive a take home packet before school begins of support items for our distance learning. Details for individual pick up of these packets will be sent out soon.

**CLASSROOM ASSIGNMENTS** - Our welcome back letter with classroom assignments will be sent by Thursday, July 23rd.

**DISTANCE LEARNING FORMATS** - Our distance learning will take place via Zoom and an additional platform to share follow-up work. Each classroom guide will share the details of guidelines, instructions and expectations during their classroom meeting.

**CONTINUED DISTANCE LEARNING** - We will be sharing more details next week for those wishing to have their student(s) continue with distance learning when the campus is able to reopen.

**TECHNOLOGY ASSISTANCE** - Please respond to this email if your student(s) will require a computer for distance learning so we may make arrangements.

**DISTANCE LEARNING SCHEDULE** - Please see below for details and the schedule for the first two weeks of distance learning.

**SPECIAL EDUCATION/READING SUPPORT**- The Special Education and Reading Support teachers will coordinate scheduling with the Lead Guides. They will communicate your child's schedule with you directly.

Thank you again for your support, patience, and grace as we prepare for another wonderful year at Keystone. Although a remote start is not how we typically welcome our student body, we are still very excited for our time together to resume. If you have any questions, please do not hesitate to contact us and we will do our very best to help.

Sincerely,

Laura Hertzler                                    Stefan Linder  
Head of School                                  Associate Head of School

\*Monday’s “Meet the Teacher” is from 3:30 – 5:30 pm

**Lower Elementary**

At the beginning of each week, the students will receive a list of works and activities that they can work on individually. The children are expected to be available during school hours so we can maintain a schedule as normal to our on-campus experience as possible. The schedule of the specialists (Spanish, Art and Music) will stay the same as when the children are on campus; the schedules will be distributed before the beginning of the school year. Teachers will have available office hours to meet with parents via Zoom. More detailed information will be provided at the first classroom meeting.

Monday - whole class meeting

Monday - Friday

8:15am - 11:30am – lessons

11:30am -12:30pm - lunch break

12:30pm - 2:45pm - lessons/specials (Spanish, Art, Music)/individual & small group meetings

**Upper Elementary**

At the beginning of each week, the students will receive a list of works and activities that they can work on individually. The children are expected to be available during school hours so we can maintain a schedule as normal to our on-campus experience as possible. The schedule of the specialists (Spanish, Art and Music) will stay the same as when the children are on campus; the schedules will be distributed before the beginning of the school year. Teachers will have available office hours to meet with parents via Zoom. More detailed information will be provided at the first classroom meeting.

Monday - whole class meeting

Monday - Friday

8:15am - 12:00pm – lessons

12:00pm -1:00pm - lunch break

1:00pm - 2:45pm - lessons/specials (Spanish, Art, & Music)/individual & small group meetings

**Adolescents**

At the beginning of each week, the students will receive a schedule that highlights the week’s workshops, meetings, and presentations. As a general rule, the weekly schedule will be consistent. The children are expected to be available during school hours so we can maintain a schedule as normal to our on-campus experience as possible. The schedule of the specialists (Spanish, Art and Music) will stay the same as when the children are on campus; the schedules will be distributed before the beginning of the school year. Teachers will have available office hours to meet with students and parents via Zoom. More detailed information will be provided at the first classroom meeting.

Monday morning - whole class meeting

Wednesday afternoon - student/advisory meetings

Monday - Friday

8:15am – 2:45pm - workshops/meetings/specials (Spanish, Art, & Music)

12:00pm -1:00pm - lunch break