



**Sixth-Grade Campus** 4360 Powers Ferry Road | Atlanta, GA 30327 | (404) 802-5650

**Seventh- & Eighth- Grade Campus** 2875 Northside Drive | Atlanta, GA 30305 | (404) 802-5600

February 1, 2021

Dear Sutton Families:

Below is information for parents and students who are planning to return to Sutton for face to face instruction beginning on February 16<sup>th</sup>. I will be doing a live Town Hall Meeting on Tuesday, February 2<sup>nd</sup> at 6:00 pm as well. The link is on our web site. I cannot stress the importance of thoroughly reading the information and understanding what face to face instruction will look like at Sutton before your child's first day back. If you wish to change from face to face to virtual, you may do so at any time by emailing me directly at [gail.johnson@atlanta.k12.ga.us](mailto:gail.johnson@atlanta.k12.ga.us). At this time, I cannot change any student who selected virtual or whose parent did not complete the survey. Those students will remain virtual and APS will be sending a new survey to select your preference for the final 9 weeks of the school year.

Because of the large number of staff at Sutton approved for telework, the need for classroom social distancing, and the large number of students returning, the reopening model will have your student arrive and report to a "homeroom" teacher. They will remain in that class for the entire day except for Connections classes. Students will zoom into their teacher's classes each period from their same classroom and participate in instruction whether the teacher is teleworking or in the building. Again, with the exception of Connections, students will remain with one teacher ALL day. It is possible this model will change if conditions change related to teacher telework and other factors.

**Bell Schedule:**

- Beginning Tuesday, February 16<sup>th</sup>, ALL students will revert to our face to face bell schedule. This is on our web site under the Virtual Learning Tab.
- Asynchronous Wednesdays will continue for the remainder of the year. NO students are permitted on campus on Wednesdays. Assigned work will be posted and must be completed for a grade.

**Arrival and Dismissal:**

- For both campuses: Students must enter either through the carpool or bus entrance. Walkers for the Northside Campus must obtain a pass by emailing Ms. Reed at [nicole.reed@atlanta.k12.ga.us](mailto:nicole.reed@atlanta.k12.ga.us). An address verification will be done and only students with a walker's pass will be permitted to enter through the front door at the NS campus.
- Dismissal will be staggered for all students. If you are driving your student expect significant delays in the morning for health and temperature screenings and in the afternoon for the staggered dismissal. NO student or parent will be able to circumvent our car rider procedures. Directions and maps for car riders is on our web site.
- EVERY face-to-face student must wear a facemask that fully covers his or her mouth and nose upon arrival and ALL day, in every area of the building. The only exception to this will be during lunch and breakfast.
- **Please do not send your child to school late nor arrange for an early pick up.** We have limited staff and will not be able to accommodate late arrivals with students' wellness checks, nor will we be able to allow you into the building to check students out. If your student has an appointment, please have him or her attend virtually for that school day and email the teachers of the classes they will miss because of the appointment and they will be marked excused. **Medical appointments or excused absence reasons are the only times a face to face student should remain home. Students may not select face to face only certain days of the week. They are expected to be at the school every day.**



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- **Check outs will only be allowed if your child does not pass the health and temperature screening in the morning or they get sick during the school day.**

#### **Visitors and Meetings:**

- During this reopening time, NO visitors will be permitted to enter either building for any reason. Please do not bring up forgotten items as we will not accept them.
- Meetings with teachers or other staff will remain virtual by appointment only.

#### **Face to Face Student Requirements:**

- Students will need to bring their laptop, charger, and earphones or ear buds EVERY day. Please have your child charge their laptop each night as access to outlets for charging will be extremely limited.
- Students will not have access to lockers and will have to carry their belongings with them throughout the day. Please be certain your child has a backpack that can hold all of their belongings and that they understand they will be carrying their backpack, coats, and anything else they bring to school, with them to each class all day. All items must go home with students each day.
- Students will need to bring a water bottle filled with water each day. Though we have two water fillers on each campus, access to them will be limited, so please have your child arrive with a full bottle. There are no water fountains available for students without a water bottle.
- Meals will be served and consumed in the classroom. In addition, eating time will be restricted to our schedule and students will remain silent, as they will not have their facemasks on to consume food. Students are permitted to bring their own lunch to school, but again, they may eat only during designated times. ***I cannot stress this enough – if your child has not had the opportunity to wear a facemask for up to 8 hours without taking it off (except to eat) please have them practice this and build the stamina for all day wearing before the return.***
- EVERY student must be off campus by 4:35 each afternoon except if his or her bus is running late. There are NO exceptions to this and we will have to contact Social Services for students who are remaining on campus after 4:35. All clubs and activities will remain virtual and there are no sports offerings at this time.
- Students who are non-compliant with mask wearing will be removed from the instructional environment and the parent called. Repeated mask wearing violations will result in a student having to attend virtually and face disciplinary action for insubordination.

#### **Medication**

- Students who take medication at school will be visited at their classroom by the nurse at the necessary time. If your child takes medication at school please email the nurse at 6<sup>th</sup> grade [Mary.sutherland@atlanta.k12.ga.us](mailto:Mary.sutherland@atlanta.k12.ga.us) and at 7<sup>th</sup>/8<sup>th</sup>, [Rmbaskerville@atlanta.k12.ga.us](mailto:Rmbaskerville@atlanta.k12.ga.us) to assure you have the appropriate forms for medication distribution.

#### **Covid Exposure/Illness**

- Do not send your child to school for any reason if they are not feeling well, have a temperature or any symptoms related to a possible Covid exposure.
- Let the school know immediately if your child has tested positive or may have had an exposure.
- Sutton will follow the Atlanta Public Schools protocols for notification, contact tracing and quarantines as stated on the APS web site.

As we get closer to February 16<sup>th</sup>, additional information will be provided and posted on our web site. Again, please attend the Town Hall Meeting February 2<sup>nd</sup> for more information as well as to ask any additional questions you may have.