

March, 16, 2020

Dear Parents,

As we transition to the start of our Remote Learning period, we want to thank all of you for your support during these uncharted times. We recognize that this is new to all of us and that there will be questions and support needed; be assured that our Administration, Faculty, and Staff will continue to be available to you and your child during the upcoming days.

Georgia Military College facilities other than the GMC Library will be open only to Faculty and Staff until further notice. The Library is open from 9am until 4pm, Monday through Friday, until March 27 and is available only to GMC Prep students in grades 6-12 who need to take an AR test or check out a book. Student visits are limited to a maximum of 30 minutes and students must have their GMC Prep ID with them. While the GMC Library is open to GMC Prep students under the guidelines outlined in this paragraph, parents/siblings/family members/friends will not be allowed to accompany the student into the Library.

Our Faculty and Staff will have on-campus work hours each week day from 9am until 4pm. Each of us will respond to emails and offices will be staffed to answer phone calls. Emails sent to Faculty and Staff and voicemails left on school phones outside these hours will be answered/returned no later than the following day.

Our teachers worked tirelessly over the weekend to prepare to talk to their classes today and outline the learning plans for the Remote Learning period. We all understand the importance of explaining to our students about the specific approach that each teacher will use during this Remote Learning period. Some schoolwide parameters have been set, but each teacher also has the flexibility to design his/her approach to meet the needs of his/her students while considering factors such as subject area and age of student. Many teachers distributed packets of information today and these will also be uploaded to class pages on the PlusPortal.

Students have already been provided with pacing guides (or they will be uploaded to the Portal no later than Wednesday morning) which note the task category for each graded assignment and the due date. Our goal is for all assignments to be submitted online or emailed to teachers over the next two weeks, but we recognize that not every family has a computer with Internet access or unlimited data on a smart phone. If you do not have access to the Internet and/or email and you have not already reached out to us, please do so immediately. All students will be responsible for online submission by the deadlines outlined by teachers unless a family has contacted the designated administrator by Wednesday, March 18, at 4pm. Designated administrators should be selected based on the grade level of your oldest child – Grades 3-5 should contact LTC Kim Leben, Grades 6-8 should contact Dr. Steve Greer, Grades 9-12 should contact LTC Amy Lee – in order for an individualized plan for your student(s) to be developed.

We have made every effort today to ensure that every child in grades 6-12 knows how to access his/her Student Portal and knows his/her email address and password. The designated administrators listed above are also able to assist with questions about Parent Portal accounts so please contact them with questions.

The primary means for submitting assignments during Remote Learning is via email. Students in 6-12 and parents in 3-5 should take a cell phone picture of each document to be submitted or use a scan app such as Office Lens then email the document to the teacher. We recognize that not every student has access to a printer away from school. Any assignment that is posted to the Portal may be written on notebook paper and submitted.

PlusPortal class pages will continue to be updated. Be sure to check the Lesson Planner and Digital Resources sections on a regular basis. Our teachers will continue to add information such as videos or answer guides that may assist you/your child during this continued learning period. Also, please check your email on a regular basis as teachers may use that as a way to communicate with the entire class.

We have learned that several companies are offering special access to nonmembers such as opening hot spots at no charge, offering unlimited data, and/or offering free WiFi access to households with K-12 students. Two offers of which we are aware are – Comcast (<https://corporate.comcast.com/covid-19>) and Charter Communications (1-844-488-8395.)

While much in our world may be uncertain right now, you can rest assured in the CERTAINTY that each member of the GMC Prep School Faculty and Staff is ready to support our students and families during this time.

Please do not hesitate to contact me directly if I can help in any way as we navigate the coming days.

V/r,

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#### Contact Guide

Prep School Annex Front Office (grades 3-5)	387-4857	
Usury Front Office (grades 6-12)	387-4878	
Dr. Steve Greer, Vice Principal	<a href="mailto:sgreer@gmc.edu">sgreer@gmc.edu</a>	387-4850
LTC Kim Leben, Associate Principal	<a href="mailto:kleben@gmc.edu">kleben@gmc.edu</a>	387-4857
LTC Amy Lee, Assistant Principal	<a href="mailto:araines@gmc.edu">araines@gmc.edu</a>	387-4866