



*“Do not fear: I am with you, do not be anxious: I am your God.
I will strengthen you, I will help you,
I will uphold you with my righteous right hand.” Isaiah 41:10*

March 16, 2020

Dear St. Francis of Assisi Families,

Transition to Distance Learning
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Hope everyone survived day 1 with their children at home. Here on campus, it was way too quiet without the love and laughter of our students. You are deeply missed already. As I communicated in the letter dated March 13, 2020, the school campus will be closed from March 16 – April 19, 2020. Please rest assured, we are not on quarantine and have no known exposure of COVID-19. This is a preventative and proactive decision for the health of our community.

While the campus is closed, learning is alive and well! At St. Francis of Assisi School, we have been preparing as faculty and staff to provide a blended learning environment for our students over the past few years. The only change is that we will not have face to face contact on a daily basis with your children. Today, our faculty and staff met with administration to finalize preparation for this transition. Tomorrow, Tuesday, March 17, the school campus will be open from 7:00 am - 6:00 pm only for parents to pick up any student belongings or items needed for distance learning. This is not a time for parent-teacher conferences as we want to ensure that all visitors spend minimal time onsite. **This is the only day that classrooms will be open.** We will deep clean the entire campus for the 2nd time on Wednesday, March 18. Teachers will finalize their preparations at home so that we can begin distance learning on Thursday, March 19 at 8 am.

While we are not conducting on-campus learning, we have the highest expectation that significant remote learning will take place. Our students and faculty together play an important role in making this learning as effective as possible. We appreciate your patience as we enter into this new era. To recap, the following timeline outlines our transition to begin remote learning:

March 16:	<ul style="list-style-type: none"> Professional Development Days: Faculty/Staff (no school for students) Distance learning plan communicated to school families
	
March 17:	<ul style="list-style-type: none"> Parents only allowed on campus to pick up student supplies Faculty continue professional development
	
March 18:	<ul style="list-style-type: none"> Faculty work remotely for distance learning final preparations
	
March 19:	<ul style="list-style-type: none"> All-school remote learning begins
	
April 10-17:	<ul style="list-style-type: none"> Easter Break
	
April 20:	<ul style="list-style-type: none"> Planned return to regular on-campus school operations – campus reopens

Note: Phone messages will be checked remotely in the event a shelter in place is issued. Limited office hours may be offered depending upon direction from the Diocese.

Distance Learning Student Plan

1. Assignments will be given in every subject weekly. No technology assignments will be given as students are utilizing their technology aptitude with distance learning. Typing is an optional activity.
2. Grades will be issued weekly and weekly progress alerts will still be sent on the weekend to parents.
3. Parents may be asked to proctor for assessments. Please follow the directions of your teachers to ensure these assessments truly reflect student learning. [Please read our Academic Integrity Policy in the Parent and Student Handbook.](#)
4. Expectation for student contact:
 - a. Teachers will begin the morning at 8 am. They will send out communication via email or Google Classroom to the students or parents for younger students giving direction for the day.
 - b. The 2nd point of contact will occur around 11:30 am to see if students need any help and/or support on their school work.
 - c. The 3rd point of contact will occur at 2 pm again to check for student understanding and offer support.
 - d. All assignments will be due daily at either 2:30 pm or 8 am the following morning – see teacher guidelines for individual classes.
 - e. It is expected that all students respond/make contact with their teacher daily via email or Google Classroom to ensure they are marked present with attendance. If no contact is made by 2:30 pm, your student will be marked unexcused absent for that school day.
5. AR tests are now available during distance learning for all students. We ask that only students take the tests after they have completed reading their books. Tests will not be deleted once they have been taken.
6. Teachers may use Zoom for whole class conferencing and will provide a link when this tool will be utilized. No one-on-one video conferencing is allowed for teachers/students.
7. 5th – 8th grade students will have writing support available Monday through Friday from our learning support aide, Mrs. Rowles. She is an excellent resource and a strong writer. Students may email her to review papers at crowles@sfayl.org. Her office hours will be Monday through Thursday from 9 – 11 am and Friday from 9 – 10 am.
8. Tech support is available through an email ticketing system. Our amazing IT staff have volunteered to support our students and troubleshoot any technical issues they may have on their iPads. Please use: techsupport@sfayl.org to submit support tickets. They will provide a response time for each ticket.
9. During our school closure, our school counselor will be available during school hours for phone consultations as needed. You can email kmccarty@sfayl.org to set up an appointment time, and allow 24 hours for a response. [Please reference her page on our website for more information.](#)

Spring Personal Travel

We strongly encourage our entire community to avoid non-essential travel. While we cannot and do not have the ability to monitor the travel of all our students and their families, we ask all to reconsider travel during the coming weeks, including during Easter Break. We encourage our community to follow the CDC and U.S. Department of State – Bureau of Consular Affairs for up-to-date travel recommendations including when to postpone or cancel travel. These travel notices are based on an assessment of the potential health risks involved with traveling to a certain area. A list of destinations with travel notices is available on the [CDC website](#).

Communications

During the school closure, weekly update communications will be sent to keep our families apprised of any new developments. Continue to reference [our resource page on the school website](#) for all information.

St. Francis of Assisi Catholic School remains steadfast in our mission. With COVID-19 classified as a global pandemic, U.S. government officials mandating limited gatherings and the ever-changing news cycle, we are very much in the midst of unprecedented and uncertain times. During these evolving and extraordinary circumstances, it is imperative that our community rally together in support and compassion of one another. Our administrative leadership team remains fluid and open-minded to ensure we focus on both the health and safety of our students, faculty and staff, while continuing to provide opportunities for meaningful academic and faith-filled learning. I am thankful for your support and understanding during these challenging times. I am confident our community will continue to approach this situation with compassion and embrace our new pathway to distance learning.

We appreciate your ongoing partnership.

Sincerely with the Grace of God,

Jeannette Lambert, MS, MAEd, LMFT
Principal