



Sharon M. Garcia
Principal

Janice L. Carr
Assistant Principal

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Hello Families,

For the first time St. Francis Xavier School has been granted permission by the Archdiocese of Chicago to develop a plan for implementation of E-Learning Days. E-Learning Days will be used in place of a traditional school day by St. Francis in the event that school needs to close due to inclement weather or other unforeseen circumstances. No more than 4 E-Learning days will be used in a school year. This plan ensures that learning can still take place while keeping our families and staff safe. Successful E-Learning Days will eliminate the need to add missed days to the school calendar.

Every effort will be made to notify families of an E-Learning Day by 6:30am on the day of the school closure. All assignments will be posted by teachers by 9am. Grades 4-8 will find their assignments in Google Classroom. PreK programs will find their assignments on the SFX website. K-Grade 3 will find their assignments posted in Seesaw and the SFX website. Assignments will also be posted to the homework calendar for all grades. Teachers will be reachable throughout the day from 9am-3pm via email for students who have questions.

An email will be going out to K- grade 3 parents who need to connect to their child's Seesaw journal. Students in grades 4-8 are accustomed to using Google Classroom and are already connected to the necessary classes. While grade 4 students do not take their Chromebooks home with them, they are able to log in at home from any device to view and complete their assignments. If you need directions for logging in at home please visit this [website](#) or contact Amy Ryan directly.

We are very excited about this step forward in the use of technology. At St. Francis we have worked diligently to create a balanced approach to technology integration which has made this plan possible. We appreciate your support of the implementation of our E-Learning Days. Grade level specific questions should be directed to Amy Ryan for grades 4-8 and Allison Sowa for grades PreK-3.

Sincerely,

Sharon Garcia
Principal

Janice Carr
Assistant Principal

Amy Ryan
Technology Coordinator