



March 13, 2020

Dear Parents/Guardians,

Today, we as an Administrative Team talked to all of the students in grades 5-12 about the upcoming three weeks off of school and the academic expectations being placed on them. Students in the younger grades were communicated with by their teachers. Students at different grade levels have different requirements for completing work. Beginning on Wednesday, March 18, 2020 students will be given work to do with given completion dates.

- Students in Preschool-Grade 4 received packets of work with directions of how that work is to be completed and turned in. Most students received this work on Friday, March 13, 2020. Teachers at these grade levels will be communicating through their classroom portals (Classdojo, Shutterfly, etc.) about further assignments or packets to be picked up or collection dates for finished work.
- Students in Grades 5-6 brought home packets of information, books, and Chromebooks. These students are not used to bringing home this technology and we encourage you to make sure they are checking Google Classroom and following directions from their teachers. Teachers will communicate with families through the Classdojo portal as well as email.
- Students in Grades 7-12 brought home all books, supplies, and Chromebooks to complete their assignments. Students will be given assignments with deadlines to turn in those assignments. Students were all told that the deadlines must be met and that they would be graded accordingly.

All teachers will have office hours in which they can/will communicate with students. Students can communicate with teachers via Google Classroom or school email accounts. A list of the office hours will be uploaded to the school website and to student accounts such as Bird's Word so it will be easily accessible.

Students who receive special education services will be able to reach out to the intervention specialists for modifications and other accommodations. These teachers have access to the students' Google Classroom accounts so that they can offer assistance. These teachers will also have office hours.

Mrs. Pultz is available for counseling services from 11 a.m. - 3 p.m. daily. Students need to email Mrs. Pultz to make an appointment with her. She will talk to them via Zoom Communications.

Students are able to receive breakfast and lunch through Connecting Kids to Meals. There are eight locations for students to receive meals. That list will be on the school website.

We know that many of you have information and registration materials that you will need to turn into the Main Office as well as tuition payments. The building will have restricted hours during the next three weeks. Monday, Tuesday, Thursday, and Friday, we will be open from 8 a.m. - 11 a.m. On Wednesday, we will be open from 1 p.m. - 4 p.m. to accommodate different schedules.

We know that you all may have questions and we will do our best to answer those questions in a timely manner. As of today, we are planning to return to school after Easter Break on April 14, 2020. Please know of our love and prayers for all of you and your families.

In Christ,

A handwritten signature in cursive script that reads "Melissa (Frank) Empie".

Melissa (Frank) Empie '86  
Principal