



St. Elizabeth School

Community Compassion Competence Character

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Middle States Association
of Colleges and Schools
Commission on Elementary Education

March 20, 2020

Dear St. Elizabeth Families,

Happy Friday of our 1st week of being home. I hope your families are healthy and following the guidelines the state has provided to help keep us all stay safe.

As we continue to be at home, I am sending you a schedule for students to meet with their classes 2-3 days per week depending on the grade level. There is also an opportunity for teachers to assist individual students for help on scheduled days. Students with ISP's have already been contacted by Mrs. Trucil as she will be available to work with these students.

In preparing the schedule we tried to be aware of households that have multiple children and tried to schedule sessions so the times are not duplicate in the event that you have only one computer available. If you have a problem, please let your teacher know. I did reach out to some families yesterday to be sure they had multiple devices and informing them that they may need to create an additional email for Zoom and FaceTime as these are the platforms we are using.

Your teachers will contact you and send an invitation for your child to join a session. This will start next week, but you may already have been contacted to be sure that all is working. Yesterday, while in the office I did contact families with emails that bounced back for corrections. Please remember this is new to all of us and we will address connection and technical issues as they occur.

During our time out of school, we will make adjustments to our program as needed. Your children should continue the work provided for week 1 and 2. Now that we know how we will be delivering instruction, week 3 and 4 work will be tied to those sessions. Teacher are also sending out online links for religion, math and science and other areas as we have reached out to our vendors for additional on line resources.

As I stated in my e-blast on Wednesday, we left school a week ago thinking we would be back in a week. Things have changed and now on day 5, we have made necessary

adjustments to ensure our children are continuing their instructional program. This is a fluid process and I will continue to make adjustments and communicate with you as a community and the teachers with their classes.

I will be in and out of the building weekly. Please email me if you need materials and I will tell you when you can pick up. Some of you have asked if we are collecting work. Yes, but not yet. If you can scan and send documents back to the teachers that is great. At this time, we are concerned for handling lots of paper coming from many places. When ready, we will ask work be placed in zip lock bags and we will set up a drop off location by grade. We know the virus lives on surfaces so I have cautioned our staff on handling paperwork for now.

Stay safe and do not hesitate to contact us. Just be patient. We are not an industry that is accustomed to working from home, so this is a first for us.

Sincerely,

Karen A. Lewis