



Saint James Elementary School

Reverend Ariel Robles, Administrator
Mrs. JoAnn Giordano, Principal
Mrs. Catherine Golden, Vice-Principal



Memorandum

Date: March 13, 2020

Regarding: Coronavirus and school closures

Dear Parents,

Out of an abundance of caution we have decided to close school until Monday March 30, 2020. Our situation is unique in that we have students from a myriad of towns, with some students having siblings that attend various surrounding schools. We are therefore being proactive and taking preventative measures. Currently there are **NO** students, faculty, or family members who have tested positive for Coronavirus.

Our teachers have already been preparing for this contingency. Students have already been instructed to take certain books home and to check their teachers' e-boards for academic instruction. If your child needs to pick up workbooks/material from the school please email the teacher. The teachers will have the books ready in the foyer on Monday, March 16, 2020 from 8AM to 1PM. Should you need to make other arrangements please email your child's teacher.

Please know that decisions are made with the best interest of everyone's health and well-being in mind. We will continue monitoring the situation and keep you posted as things progress.

Please note that in order for these actions to be successful it is paramount that we practice social distancing and that students complete all assignments on time.

Following are some guidelines:

- We ask parents/guardians to develop an educational home routine to hold your child(ren) accountable and assist them to have good work habits.
- Students will have until 7:00 p.m. to submit work on the day assigned to credit them for "virtual attendance".
- Teachers may extend this time if the assignment is long-term or requires multiple days to complete.
- If a student requires assistance with an assignment/concept, the student should reach out to the teacher(s) during their regularly scheduled instructional time by way of a formal email.
- Assignments that cannot be submitted digitally should be submitted to the teacher(s) upon return to school.
- If a teacher digitally comments on student work, then the student is responsible for following up on those comments.
- The Google Classroom is part of our Catholic school learning environment; therefore, discretion should be utilized in all comments submitted.

Teachers will:

- ✓ Post assignments according to regular school start times
- ✓ Be available to provide virtual direct instruction/discussion with students during regular school times/daily schedule
- ✓ Provide regular feedback to students on assignments

We thank you for your support and patience and look forward to seeing your children back in school!

Sincerely,
Mrs. Giordano
Principal

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