

From: Lisa Bosco <lbosco@cks.org>
Date: March 13, 2020 at 2:33:09 PM CDT
To: Lisa Bosco <lbosco@cks.org>
Subject: March 23-27

Dear CKS Families,

We have been intently following reports of Coronavirus Disease 2019 (COVID-19). Our thoughts and prayers are with those affected by COVID-19, both at home and abroad. At present, 43 states, including Texas and the District of Columbia, have confirmed cases of COVID-19.

The health and safety of our families and faculty is our top priority, and we are maintaining close contact with our local health department to determine how to prepare for and manage any further potential disruptions due to the virus.

Given that many members of our community are traveling within the U.S. and abroad over break, we have decided to continue the transition to an E-Learning environment Monday, March 23 - Friday, March 27, 2020. Throughout this period, we will continue to assess the situation and update the community. Also, there will be no after-school activities for the next week. These activities include DPL and all other extra-curricular activities.

The decision to temporarily move to an E-Learning environment was not made lightly. We recognize the burden that this potentially places on our families. We have been meeting regularly over the last several weeks to ensure students experience a smooth transition and continue to learn and grow. We have been incredibly pleased with the students' E-Learning activity thus far, and we are grateful for the impressive teaching strategies from our faculty. The goal is to minimize the need to gather in large groups and spend prolonged time near one another. Our actions are consistent with the recommendations of leading health officials on how to limit the spread of COVID-19.

E-Learning Protocol for Students

- Students should set up a workspace at home if one does not already exist.
- The E-Learning environment will attempt to mirror classroom routines as much as possible. Students will continue to complete academic work each school day.
- 4K/DK-1 families must check parent email and Seesaw accounts regularly.
- 2nd-8th students must check their student/parent email and RenWeb/Facts LMS each day.
- Any student having technology issues should contact Mr. Hudson (rhudson@cks.org) and their teacher(s).
- Teachers will post learning objectives, assignments, and relevant resources by 9:00 a.m. each day on Seesaw or RenWeb/Facts LMS.
- Students should approach the E-Learning experience with academic integrity. Unless an assignment or project is specified as group work, students should complete work individually so teachers can best provide feedback and support.
- Students/parents can communicate with teachers/faculty/staff with prompt feedback during the following times:

- Grades 4K/DK-5, Aides, Resource Teachers, Counselor, Nurse, Reception: 9am-10am & 1pm-2pm
 - US English and Religion: 9am-10am & 1pm-2pm
 - US Language and Social Studies: 10am-11am & 2-3pm
 - US Math and Science: 11am-12pm & 3pm-4pm
 - Computer Science and Specials: 9am-10am & 1pm-2pm
 - Finance, Admissions, Technology: 9am-10am & 1pm-2pm
 - Please contact Dr. O'Sullivan and Dr. Bosco at any time with questions/needs.
- Students should complete assignments and submit them to their teacher(s) via the requested format by the next class day or the deadline communicated by the teacher. Completion of the module will satisfy attendance for the full school day.

Again, because this is a rapidly evolving situation and guidance from the Health Department and the Diocese is changing daily, we will be updating the community as we assess the situation. Thank you in advance for partnering with us to help ensure the safety and health of all those entrusted to our care.

We continue to keep all those impacted by COVID-19 in our prayers.

Please enjoy a healthy and safe Spring Break.

Sincerely,

Dr. Bosco and Dr. O'Sullivan