

National Blue Ribbon School
since 2012

Dear Immaculata Families:

With the ongoing spread of novel coronavirus (COVID-19), we are committed to keeping our school community healthy. Like our surrounding school districts and universities who are restricting in-person classes, Immaculata will be transitioning to a distance learning program. Please see below for details.

- **We are shifting Spring Break to Monday-Friday, March 16-20, 2020**, in order to give teachers time to finalize distance learning plans before they are implemented. (Faculty and staff will meet on Monday, March 16, to finalize plans. Each grade level will then communicate these plans to parents and students by the end of that day to give families time to prepare.) To accommodate this change and allow for additional in-person instruction, we will be extending the third quarter by one week upon our return to school.
- **Starting Monday, March 23, 2020, distance learning will be implemented for Kindergarten-Grade 8.**
 - K-5 teachers will communicate daily lesson plans via email and PlusPortals, utilizing a combination of paper packets, books, and online learning tools to provide student lessons and activities. Most assessments will be collected upon students' return to the classroom.
 - Middle School teachers will continue curricular instruction and assessment via PlusPortals and Microsoft Teams. They will post daily lessons and be in touch with students and parents via Teams and other distance-learning communication tools.
 - PreK teachers will email parents weekly with information about programming and resources. (Due to the developmental abilities and needs of our PreK students, we will offer a monthly overview and daily activities for you and your child to keep your children occupied and learning while they are home.)
- **All school events and activities are suspended until further notice.**

As this is an evolving situation, we will follow up with additional information within the next few days. Administration will also send out weekly emails each Friday to update you about the status of our school and our plans to resume in-person classes.

During this transition, faculty and administrators will be working from home with limited access to the building. Therefore, your child will be sent home today with all necessary books and materials. Please make sure your [contact information is current on PlusPortals](#). If your child or family becomes ill and unable to participate in learning activities, please contact your child's teacher and let them know.

The health and wellness of our students, families, faculty and staff are our top priority. We will be implementing cleaning procedures following CDC and local health department guidelines so that the building will be ready to reopen when we are allowed to return to school. We will continue to update you on our estimated date of return as more information becomes available.

With many events being canceled, we are working through how best to distribute refunds and credits. Pre-paid lunches for the upcoming out-of-school days in March will be credited to your account to be applied to the final ordering cycle. (Please note that ordering for April-June Lunch cycle is postponed. We will update you when ordering is open.)

Below is more information about preventing the spread of COVID-19 during this time. There are two widely accepted approaches:

- **Personal and environmental hygiene** - As described in our previous communications, washing hands, catching sneezes and coughs, disinfecting surfaces, and being alert to symptoms in ourselves and others are simple and effective measures.
- **Social distancing** - It is important to avoid gathering in large groups or settings with a higher likelihood of contact with a person who has been exposed to the virus. Conversations this week with university public health officials make it clear that diagnoses will increase dramatically in the coming days as tests become more readily available. Given the personal risks and epidemiological facts involved, we have chosen to take these proactive steps now rather than making reactive decisions later.

Additional resources:

- [COVID-19 FAQs \(CDC\)](#)
- [CDC Guidelines for Exposure Risk and Self-Monitoring](#)
- [Household preparedness](#)
- COVID-19 Fact Sheets in [English](#), [Spanish](#) and [Chinese](#)
- [CDC Information for Travelers](#)

We appreciate your patience and cooperation during this rapidly-evolving situation. Our decisions reflect our core commitment to the safety and health of our students, families, faculty and staff. We are guided by our desire to ensure the safety of our community, and to act within reason based on facts, careful deliberation, and the recommendations of our medical task force and advisory committee, our Pastor, and local and national public health experts. We will be in regular contact with updates. Please continue to refer to our [COVID-19 Readiness webpage](#) or contact us directly if you have questions.

God Bless,
Dana Corcoran, Principal
Kathy Badillo, Dean of Students
Patrick Kurz, Dean of Curriculum