



**National Blue Ribbon School**  
since 2012

Dear Immaculata Families:

Today, we held an extended distance learning planning meeting, and we are so proud of how our teachers are stretching beyond their comfort zones, embracing new technologies, creatively problem-solving, sharing ideas, and bonding over this experience. As an Immaculata family, we will continue to stay connected even though we cannot be together on campus. We remain steadfast in providing your children with a high-quality education, and the transition to distance learning on Monday, March 23, will rely even more heavily on innovative approaches to learning. These unexpected changes can teach students to be resilient and adaptable in evolving and challenging situations. We encourage you to remain positive about this experience at home as it will shape your child's reflection on this unprecedented time in our world's history. Together, as a home-school team, we will emerge stronger than ever.

To help you prepare for these changes, a general overview of our distance learning plans is provided below.

**Pre-K**

- **Teachers will send weekly emails.** Content will include an overview of daily activities.

**Kindergarten-Grade 5**

- **Teachers will send daily emails with lesson plans.** At 3:00pm each day, your child's homeroom teacher will send an email with the next day's assignments, which will include content-based activities, online practice, links to virtual lessons (teacher videos, Khan Academy, etc.), and suggestions for extra practice or fun projects to expand upon curriculum. Expect to receive a summary this Friday, March 20, and the first day's plan on Sunday, March 22. Details on assessments and collecting work will be shared once they are finalized.
- **Teachers will hold virtual office hours.** Your child's homeroom teacher will let you know when and how to connect with them using Microsoft Teams.

**Middle School**

- **Teachers will post assignments on PlusPortals.** At 8:00am each Monday, teachers will post the week's assignments. Tweaks may be made throughout the week, so students should check daily. Details on assessments and collecting work will be shared once they are finalized.
- **Teachers will present curricular content through Microsoft Teams.**
- **Teachers will hold virtual office hours.** Teachers will let you know when and how to connect with them using Microsoft Teams via video links or the "posts" tool. They will also be available by email.

**Specials/Guidance**

- **Specials teachers and the guidance department will share weekly suggestions.**

**General Communications**

- **Faculty will be available for daily contact via email.** Teachers and administrators will respond to messages within 24 hours if received during observed school hours (Monday-Friday, 7:30am-

3:30pm). In order to be respectful of teachers' time, evening and weekend correspondence will not be answered until the next business day. Please be patient with responses as teachers will surely be receiving an influx of emails during this transition.

- **School administration will send weekly emails on Fridays.** We will be sending information and updates about the status of our school and plans to resume in-person classes.
- **Look for updates on our COVID-19 website** at [immaculaschool.org/coronavirus-covid-19-readiness--plans](https://immaculaschool.org/coronavirus-covid-19-readiness--plans). This link is posted in Parents A-Z and PlusPortals. Check regularly for updates.

If you experience technical difficulties at any point, please reach out to our technology department ([korelichd@icdurham.org](mailto:korelichd@icdurham.org), [mcrimmonb@icdurham.org](mailto:mcrimmonb@icdurham.org)). If your child is sick and cannot complete the daily assignments, please contact their teacher(s) directly.

**The front office will be open this week, Tuesday-Friday, from 12:00-1:00pm** for those students needing to pick up books and other necessary materials, as well as medications. Your child's teacher will notify you if there are items waiting to be picked up in the front office. After this week, access to the building will be limited to essential employees only. 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've learned that no matter how carefully we may plan for the coming days or weeks, this situation is rapidly unfolding in unexpected ways. We appreciate your patience and understanding as we work through all the details of our distance learning plan. We will be in regular contact with updates. Thank you for your support and collaboration during this transition!

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