Dear HCA Community,

After much discussion and deliberation, we have decided to **close school on Thursday, March 12**. We will remain closed on Friday as it was an already scheduled professional day for faculty. We will use Thursday to test run our Virtual Online Classroom for grades N-8. Details for the procedures of our online platform are below. In addition, we will use both Thursday and Friday to conduct a "deep cleaning" that will include a full sanitation of all surfaces in the school. This will allow the deep cleaning to set in as we will have limited activity in the buildings on Thursday and there will be no outside activity in the buildings beginning Friday. It is our hope to re-open on Monday, March 16. However, we will continue to monitor the developments of the situation before making that decision.

It is important to note that as of this morning, **we do not have any confirmed cases or known exposures to COVID-19 within our community**. However, it is clear that this virus will continue to spread and may impact schools along with other common gathering places. Therefore, we thought it prudent to have a live test run of our online platform so that if there is a prolonged closure we can be assured that education can continue. In addition, the two days off allows our maintenance team to perform a thorough cleaning.

We will inform the students of the closure this morning and will ask students to take home all necessary books in the event of an extended closure. It is important that we address this situation with the students in a calm and confident manner so as not to alarm them. All of these actions are being taken as a precaution and for their safety and well-being.

**Students in grades N-4**

In grades Nursery through 4th grade each morning between 8:00am - 8:15am you will receive an email from Courtney Cody (ccody@hcali.org), our Director of Technology. This email will include videos for your child to watch from their teacher along with work to be completed. The work will be a worksheet that will be attached, an assignment in one of their workbooks, or a task to complete. Once your child completes the worksheet or workbook work we are asking that you scan or take a picture of the completed work and email it to your child's teacher. This will allow the teacher to correct the work and give meaningful feedback to each student.

**Students in grades 5-8**

In grades 5 through 8 the students will be virtually attending class using Google Meet as well as Google Classroom. The students have been taught how to use Google Meet. In their technology Google Classroom folder will be a document with instructions on how to get into their Google Meet classes in case they forget. They will be attending classes between 8 am - 12 pm and will run on the Thursday schedule identified below. They will also have assignments in Google Classroom that they have to complete and turn in. The schedule for classes and the protocol for the virtual classrooms are at the end of this letter.

We apologize if this causes an inconvenience for families, but we truly believe this is the best course of action for our community. Please do not hesitate to reach out if you have any questions or concerns.

With Grace and Blessings,

Art

# Holy Child Academy
## Virtual Schedule & Instruction Policy Grades 5-8

Online virtual instruction is to be used in the event that student(s) cannot come directly to the school buildings. This can be due to a prolonged closure due to weather, illnesses, or other instances that prevent Holy Child Academy from operating on its normal schedule. Students are not permitted to use the Holy Child Academy online learning platform unless under the direct supervision of a teacher or administrator at HCA. We expect all students to attend online virtual classes with the same decorum they use while on campus.

- Online instruction will be conducted through Google Meet (see student instructions for logging on)
- Recording of online instruction will be done through the school. Use of recorded instruction must be granted by the teacher before it can be used by students.
- Students must attend online virtual classes in uniform and conduct themselves the same way they would in class on campus (i.e. no eating during class)
- Students must use appropriate language and treat each online virtual class in a mature and respectful manner.
- Students must not take screenshots of the online instruction.

It is important to note that all online virtual classes are classified as school sponsored events and therefore are property of the school and that all school rules apply.

|  | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|
| **PERIOD #1**<br><br>8:00 - 8:40 | 5. Math<br>6. Language<br>7. Math<br>8. Social Studies | 5. Math<br>6. Religion<br>7. Math<br>8. Social Studies | 5. Math<br>6. Language<br>7. Math<br>8. Social Studies | 5. Math<br>6. Religion<br>7. Math<br>8. Social Studies | 5. Math<br>6. Language<br>7. Math<br>8. Social Studies |
| **PERIOD #2**<br><br>8:45 - 9:25 | 5. Language<br>6. English<br>7. Social Studies<br>8. Science | 5. Religion<br>6. English<br>7. Social Studies<br>8. Science | 5. Language<br>6. English<br>7. Social Studies<br>8. Science | 5. Religion<br>6. English<br>7. Social Studies<br>8. Science | 5. Language<br>6. English<br>7. Social Studies<br>8. Science |
| **PERIOD #3**<br><br>9:30 - 10:10 | 5. English<br>6. Math<br>7. English<br>8. Math | 5. English<br>6. Math<br>7. English<br>8. Math | 5. English<br>6. Math<br>7. English<br>8. Math | 5. English<br>6. Math<br>7. English<br>8. Math | 5. English<br>6. Math<br>7. English<br>8. Math |
| **25-MINUTE BREAK** | | | | | |
| **PERIOD #4**<br><br>10:35 - 11:15 | 5. Science<br>6. Social Studies<br>7. Language<br>8. English | 5. Science<br>6. Social Studies<br>7. Religion<br>8. English | 5. Science<br>6. Social Studies<br>7. Language<br>8. English | 5. Science<br>6. Social Studies<br>7. Religion<br>8. English | 5. Science<br>6. Social Studies<br>7. Language<br>8. English |
| **PERIOD #5**<br><br>11:20 - 12:00 | 5. Social Studies<br>6. Science<br>7. Science<br>8. Language | 5. Social Studies<br>6. Science<br>7. Science<br>8. Religion | 5. Social Studies<br>6. Science<br>7. Science<br>8. Language | 5. Social Studies<br>6. Science<br>7. Science<br>8. Religion | 5. Social Studies<br>6. Science<br>7. Science<br>8. Language |