



SAINT ROSE
CATHOLIC SCHOOL

Pursuing excellence in faith, knowledge, and virtue.

March 13, 2020

Parents of St. Rose Catholic School Students,

At the directive of the Diocese of Monterey, St. Rose Catholic School will begin a **"long term dismissal"** of school effective today, **March 13, 2020, and extending indefinitely through a minimum of April 5, 2020. Students' school books and supplies will be available for pickup between the hours of 7:30 am - 5:30 pm on Wednesday, March 18.** During this time in grades Preschool - 3rd student items will be placed below their name on their coat hanger rack outside of their classrooms. 4th Grade and middle school art elective student items will be available for pick up directly in front of the school office. 5th Grade - 8th-grade supplies will be available in front of the students' locker.

During this time, we will transition to a remote/distance learning model. As we enter into a long term dismissal, please read carefully the policies and protocols that have been implemented by the Diocese of Monterey and Saint Rose Catholic School. Please note that distance learning will look different for each grade, as we are working to provide age-appropriate learning opportunities to students. Details of how each grade/level or teacher will operate during this time will be communicated to you directly from the teachers within the framework of the policies outlined by the Dioceses of Monterey and St. Rose Catholic School.

Please be sure you know how to access our school messaging and grading system, **Behively**. This will be the primary location for all pertinent information regarding the school long term dismissal, including newsletters from teachers, assignment information, and school updates. For students, parents, and families to understand our **three-phase plan for distance learning, please see the outline below:**

Phase 1: The First Five Days, March 16 - 20

Days 1-2: Will be treated as "inclement weather" days. This means that no assignments will be given at this time. Teachers will be using this time to prepare for moving to digital learning.

Days 3-5: The school will have **student materials available for pickup on Wednesday**, as outlined previously. In addition to supplies, teachers will have packets of independent work for the remainder of this week. Completed work will then be deposited into the appropriate bins located inside of the school gates. We will use an "IN/OUT" box system that will be labeled by grade level. Teachers will place items in the "OUT" box for you to pick up, you will place items in the "IN" box to turn them in. These boxes will be placed in the breezeway inside of the school gates. Your key cards will remain active Monday - Friday from 7:30 - 5:30 as usual.

Phase 2: The Next Five Days, March 23 - 27

During this phase of implementation, the **focus will shift toward full distance learning**. Student work will be provided in various ways depending on your child's teacher and grade level; some elementary student work will be provided via student work packets, while the majority of middle school work will be provided digitally. **These will be made available by 3:00 pm Friday, one week before they are due.** (Example: work in the "OUT" box or provided digitally on Friday, March 20 by 3:00 will be due to the "IN" box or digitally by Friday, March 27 at 3:00.) Once again, all handouts/packets will be available for pick up in the in/out bins in the hallway. For older students, whose work may also be provided digitally, work for the following week will also be posted by 3:00 pm Friday. **Please check Beehively, parent email, and student email (if applicable) daily for specific information.**

Phase 3: Beyond 10 Days, March 30 through a minimum of April 5

Once our long term dismissal has moved beyond ten days, we will consider ourselves a fully operational distance learning school. We will **continue to use the system outlined in Phase 2 unless given directives from our governing bodies, which indicates otherwise.**

At Saint Rose Catholic School, we are fully aware that we all, staff, families, and students, may encounter bumps along the road and that we are all learning a new system. **We will be as flexible and understanding as possible and ask the same in return from students**

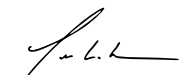
and families. I am confident that our teachers will work to support our students during this long term dismissal.

We will be in constant communication with you as we progress through this experience. Teachers will continue to communicate with the whole class via their class newsletters, and they will routinely check email during our regular school operating hours (M-F, 8 am-3 pm). Please check communications from your child's teacher regarding specific information about assignments, teacher availability, and additional learning opportunities regularly. **Please do not contact staff or faculty via their personal phone for any school-related business; contact should be done via email or school phone only.**

Please note, during this long term dismissal there will be no childcare offered by St. Rose Catholic School, the school office will be closed to commerce but open between the hours of 7:30 - 4:00 for phone and email communication, and all school activities will be canceled or postponed until further notice. We will place a drop box in the hallway for items that need to be dropped off at the school office. You may drop off the correspondence, registration packets, charitymania tickets, mail, etc. in these boxes. For those that have not yet registered for the 2020 - 2021 school year, we will be extending the **"early enrollment discount" through April 30, 2020**, in case you do not want to leave registration packets and fees in the hallway box.

I plan to offer regular communication and updates as they become available and plan to communicate with you by **Wednesday, April 1, if not sooner, regarding the timeline on whether or not school operations will return to the norm on Monday, April 6, 2020.** Over my 23 years at St. Rose Catholic School, I have been deeply moved by the way that the St. Rose Catholic School family responds during times of uncertainty and need. I do not doubt that your patience and understanding will help us while pursuing excellence in faith, knowledge, and virtue.

Thank you,



Trevor Knable