

Dear Families,

Thank you for your patience over the last 24 hours as a plan has been developed to ensure students continue their education in a timely fashion.

Our objective is simple: To ensure our students, staff and families are healthy and to deliver the best Catholic rigorous education through remote/online instruction.

Saturday morning I will be meeting with the teaching staff via Zoom meeting to discuss best remote instructional practices as well as resources available.

Monday morning teachers will be on staff to collect and organize any supplies your student(s) may need for the next three weeks.

Tuesday tables will be set up in the courtyard for distribution of your students supplies and books. They will be clearly labeled so you will be sure what you are picking up. This is also to eliminate people entering our building.

Wednesday instruction begins.

Attached is the map of how the courtyard will be set up. Please familiarize yourself with it BEFORE coming to campus. Assigned times are below. Student's last names beginning with:

A - J your student's supplies will be on your class table from 7:45 - 9:45

K - O your student's supplies will be on your class table from 10:00 - noon

P - T your student's supplies will be on your class table from 12:15 - 2:15

U - Z your student's supplies will be on your class table from 2:30 - 4:30

If your schedule does not allow you to come to school at your assigned time, your student's supplies will be made available again at 4:45 pm until 5:15 pm. Any supplies not picked up will be brought back into the school and other arrangements will need to be made to pick up your student's school supplies.

Our maintenance team has been working diligently sanitizing and disinfecting the school, and will continue to do this on Tuesday once the staff departs and again throughout the next three weeks and before the students return to school on Monday, 6 April 2020. This plan is in place to eliminate traffic in the buildings and hopefully keep our school virus free.

Should your child need to use a computer over the next three weeks, they are welcome to borrow one from the school. We need to know this by Monday in order to have a chrome book assigned to your student. Please contact your teacher should this be your situation.

Please DO NOT plan to enter any of the buildings during the next three weeks. Should you have any questions about the distribution plan please contact me. Your teacher(s) will be in touch with you shortly. Your patience, understanding and support is greatly appreciated as this is new for all of us.

May God continue to bless our school and all of our families.

R. Maestas-Sanchez, St. Mary's Albuquerque, Principal