



St. Gregory the Great Academy

A Ministry of the Church of St. Gregory the Great

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Rev. Michael T. McClane, Pastor

Dr. Jason C. Briggs, Principal

Mrs. Michele L. Rivera, Assistant Principal

MEMORANDUM

DATE: March 13, 2020

TO: All Parents, Faculty, and Staff

FROM: Dr. Jason C. Briggs, Principal

RE: **COVID-19 Status Update #7**

COVID-19 Operational Level 4 – Physical Closure

Despite my admittedly weak hope that we would not have to go down this path, we are officially at Level 4 and will remain so until at least March 27, 2020. At this time, March 30th is the projected reopening date, yet, this should not be considered definite at this time. The ultimate return to “normal” operations is fully dependent on the manner in which conditions unfold and develop in the coming days. I imagine it would be foolish to rule anything out at this point.

As we look toward next week, our COVID-19 Continuity of Education Plan will come into effect on Tuesday, March 17. The teachers in Grades K-8 have prepared for this transition and will undoubtedly continue to develop ideas over the weekend. The faculty will meet via conference call on Monday to review the final steps and logistics of this process, and implementation for students will begin on Tuesday. As we move to this model, please keep the following thoughts in mind:

1. This is a very uncertain time, and the effect that this uncertainty is having on our young people is profound in some cases yet not always apparent in other cases. During this time, I recommend establishing a home routine for “school days.” This routine should have set times for school work, a formal location (table or desk, not bed or couch), and your expectations should be made clear for your child.
2. The time estimates listed in the COVID-19 Continuity of Education Plan are just that, estimates. Some teachers will elect to assign projects, which will require more time on some days and less



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time on others. Quite honestly, we have never done this before, so adjustments are going to come about as the days progress. Do make sure that time is spent on school work each “school day,” however. It is much too easy to fall out of the routine if days are skipped.

3. Prior to Tuesday, please be certain that you or your child has signed in to both the SGGA Google Drive account and the appropriate Google Classrooms. If you have difficulty, email me.
4. Students are to sign in to their Google Classrooms each “school day.” Signing in to the Google Classroom and completion of assigned activities will be the data used to determine attendance once we return to normal operations.
5. While attention to assigned work and timely completion is very important, we must also be prepared for the possibility of both students and teachers becoming ill. If a student will not be able to sign into his or her account or engage in any activities on a “school day,” please report the student “absent” via email to me. If a teacher goes out of commission, I will inform the affected class(es).
6. Many students came home with books that they do not usually come home with today. Some of these are books that usually stay in the classroom, while others are surplus or decommissioned books that we are going to use as supplements during this time. When we return, teachers will advise as to which books need to be returned and which are the students’ to keep.

Additionally, some other notes to be aware of:

7. Given the very rapid development of this situation, there are some students who were unable to bring home all of their belongings today, students who were absent, and undoubtedly items which were forgotten. I will be present at school on Monday, March 16, 2020, between 1:00pm – 3:30pm during which time anyone who needs to come to school to collect students’ belongings may do so.
8. Since preschool classes are not being provided with home instruction based on the developmental level of our littlest ones, it is possible that we will be unable to find enough days on the calendar when we reopen to offer make-up days equal to the number of days that will ultimately be missed. If we are unable to offer an equal number of make-up days for preschoolers, tuition credits may need to be offered. Again, this will apply only to preschool students and will depend on the actual number of missed days that we **cannot offer** the opportunity to make up.
9. Google Classroom is accessible via any internet capable device. Still, I am aware that there are some of us who do not having a working device available at home for student use. If you do not have a working device, I have a limited number of loaner Chromebooks that I can lend to a family

in need during this time. Please email me and let me know if you need this assistance, and you will be able to pick up the loaner during the Monday period, 1:00pm – 3:30pm

10. While it remains unknown as to how long our physical closing will ultimately last, once we do return to normal operations it is my intention to schedule as many regular school days as the calendar will permit. I know that trips and other journeys are on families' calendars and such, and it is not productive to speculate at this point. Do know that once school physically reopens we will have as many physical days of school as possible. This may put us over the 180-day mark when combined with the home instruction days, but the goal here is not to simply punch the 180 day card. The goal is to deliver as much quality instruction as possible between now and June 12, 2020.

Again, with everything as uncertain as it is right now, making plans for future events is premature. Our planned return date is March 30, 2020; however, as you know the situation remains very fluid. In taking a look ahead, please note the following events and the current status for each:

- First Reconciliation for Grade 2, scheduled for Saturday, March 21, is **postponed**. A new date will be announced.
- The 6th Grade Living Stations of the Cross presentation is **cancelled**.
- Our spring play, Annie, Jr., **remains scheduled** for performances on May 1 and May 3. This will be dependent on the ultimate duration of this closing, and conditions as we approach the date.
- Graduation Pictures for Grade 8 will be **rescheduled** for sometime during the second half of May.
- The Cultural Fair, scheduled for Friday, March 27, is **postponed**. A new date will be chosen for when school returns to regular schedule.
- A 1st Grade Trip to Adventure Aquarium **remains scheduled** for May 19, subject to conditions as we approach the date. The permission and payment form will not be sent until there is a better sense of the likelihood of the trip taking place as scheduled.
- The Choir Competition Trip **remains scheduled** for May 8, subject to conditions as we approach the date. The permission and payment form will not be sent until there is a better sense of the likelihood of the trip taking place as scheduled.
- A 5th/6th/7th Grade Trip to Medieval Times **remains scheduled** for May 4, subject to conditions as we approach the date. The permission and payment form will not be sent until there is a better sense of the likelihood of the trip taking place as scheduled.
- Campfire and L.E.A.D. classes will be **rescheduled**, provided we are able to match our calendar with the presenters' availability.

If it is not on the list here, this means I have no news to share about it.

Finally, it is going to be awhile before we are all back together under the same roof. Know that I will continue to do everything that I can to keep the family in touch and weaved together as I can. I do not know when we will ultimately see each other again, but I very much look forward to that day. With God's grace and the intercession of the Blessed Mother, SGGA will sail this uncharted river as one.

Thank you.

