



COMMUNICATION TEMPLATES | CORONAVIRUS (COVID-19)

These templates were last updated June 25, 2020.

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SCHOOL CLOSURE — PRECAUTIONARY

The following templates may be used in the event that you need to close school for an extended period of time.

Message to Families: School Closing

Dear Parents and Community Members:

As a school district, we have been closely monitoring the news and best practices regarding the spread of the coronavirus disease (COVID-19). After taking guidance from the <NAME_OF_COUNTY> Department of Health, we have decided to close the <NAME_OF_DISTRICT> for the next <##> weeks. This closure will take effect immediately.

The closure affects all school programming, including before- and after-school activities, all athletic and extracurricular practices and competitions, and all weekend events.

District teachers and staff have been preparing e-learning plans for our students. Your teachers will be providing more information soon. If you have any questions, please contact your child's building principal.

The coronavirus is thought to be spread via person-to-person contact through contaminated air droplets from coughing and sneezing by an infected person. As with controlling the spread of other viruses, we urge you to speak to your child about the following prevention measures:

- Wash your hands regularly, especially after using the restroom and before preparing or consuming food. Using soap and hot water, wash for about 20 seconds. Be sure to also wash your fingertips.
- Avoid coughing or sneezing into your hands or in the air. Always try to cough or sneeze into a tissue, then throw the tissue away. If you don't have a tissue, cough/sneeze into your arm.
- As much as you can, avoid touching your eyes, mouth and nose.

The symptoms of coronavirus are similar to the regular seasonal influenza and include fever, lethargy, lack of appetite, and coughing. Some people with coronavirus have reported additional symptoms, such as a runny nose, sore throat, nausea, vomiting, and diarrhea. In some situations, the virus can develop into pneumonia.

Individuals who need medical care should call their medical provider to report their illness prior to seeking care at a clinic, physician's office, or hospital.

Parents of students exhibiting flu-like symptoms or staff exhibiting flu-like symptoms are asked to contact the <NAME_OF_COUNTY> County Health Department at <TELEPHONE_NUMBER>.

If you have questions, please do not hesitate to contact <NAME> at <TELEPHONE_NUMBER>.

Sincerely,

<NAME_OF_SUPERINTENDENT>, Superintendent

Website Content: School Closure

Alert: <DATE>

As a school district, we have been closely monitoring the news and best practices regarding the spread of the coronavirus disease (COVID-19). After taking guidance from the <NAME_OF_COUNTY> Department of Health, we have decided to close the <NAME_OF_DISTRICT> for the next <##> weeks. This closure will take effect immediately.

The closure affects all school programming, including before- and after-school activities, all athletic and extracurricular practices and competitions, and all weekend events.

District teachers and staff have been preparing e-learning plans for our students. Your teachers will be providing more information soon. If you have any questions, please contact your child's building principal.

The coronavirus is thought to be spread via person-to-person contact through contaminated air droplets from coughing and sneezing by an infected person. As with controlling the spread of other viruses, we urge you to speak to your child about the following prevention measures:

- Wash your hands regularly, especially after using the restroom and before preparing or consuming food. Using soap and hot water, wash for about 20 seconds. Be sure to also wash your fingertips.
- Avoid coughing or sneezing into your hands or in the air. Always try to cough or sneeze into a tissue, and then throw the tissue away. If you don't have a tissue, cough/sneeze into your arm.
- As much as you can, avoid touching your eyes, mouth and nose.

The symptoms of coronavirus are similar to the regular seasonal influenza and include fever, lethargy, lack of appetite, and coughing. Some people with coronavirus have reported additional symptoms, such as a runny nose, sore throat, nausea, vomiting, and diarrhea. In some situations, the virus can develop into pneumonia. It is believed the seasonal influenza vaccine does not provide protection against coronavirus.

Individuals who need medical care should call their medical provider to report their illness prior to seeking care at a clinic, physician's office, or hospital. Parents of students exhibiting flu-like symptoms or staff exhibiting flu-like symptoms are asked to contact the <NAME_OF_COUNTY> County Health Department at <TELEPHONE_NUMBER>.

If you have questions, please do not hesitate to contact <NAME> at <TELEPHONE_NUMBER>.

News Release: School Closure

Please direct inquiries to:

<NAME_OF_MEDIA_CONTACT>, <TITLE>

<TELEPHONE_NUMBER>

<EMAIL_ADDRESS>

FOR IMMEDIATE RELEASE: <DATE>

<NAME_OF_DISTRICT> CLOSES AS PRECAUTIONARY MEASURE AGAINST TRANSMISSION OF CORONAVIRUS

Closures affect all programming at the school until further notice

<CITY>, <STATE> — After taking guidance from the <NAME_OF_COUNTY> Department of Health, the <NAME_OF_DISTRICT> has decided to close all schools for the for the next <##> weeks. This closure will take effect immediately and include all school programming, including before- and after-school activities, all athletic and extracurricular practices and competitions, and all weekend events.

District teachers and staff have been preparing e-learning plans for students. Teachers will be providing more information soon. Parents and guardians are asked to direct any questions to their child's building principal.

The coronavirus is thought to be spread via person-to-person contact through contaminated air droplets from coughing and sneezing by an infected person. As with controlling the spread of other viruses, we urge you to speak to your child about the following prevention measures:

- Wash your hands regularly, especially after using the restroom and before preparing or consuming food. Using soap and hot water, wash for about 20 seconds.
- Avoid coughing or sneezing into your hands or in the air. Always try to cough or sneeze into a tissue, and then throw the tissue away. If you don't have a tissue, cough/sneeze into your arm.
- As much as you can, avoid touching your eyes, mouth and nose.

The symptoms of coronavirus are similar to the regular seasonal influenza and include fever, lethargy, lack of appetite, and coughing. Some people with coronavirus have reported additional symptoms, such as a runny nose, sore throat, nausea, vomiting, and diarrhea. In some situations, the virus can develop into pneumonia.

Individuals who need medical care should call their medical provider to report their illness prior to seeking care at a clinic, physician's office, or hospital. Parents of students exhibiting flu-like symptoms or staff exhibiting flu-like symptoms are asked to contact the <NAME_OF_COUNTY> County Health Department at <TELEPHONE_NUMBER>.

###

Signage: School Closure

The following language can be modified, printed and posted on exterior school doors in the event of a school closure due to coronavirus:

NOTICE: SCHOOL CLOSED

Starting <DATE>, all <NAME_OF_DISTRICT> schools will be closed to students. The closures affect all programming, including before- and after-school activities, all extracurricular and athletic practices and competitions, and weekend events.

By closing schools to prevent the potential spread of COVID-19, we help lessen the burden on hospitals, which will need to focus their energy on people who are ill.

We are not aware of anyone in <NAME_OF_DISTRICT> who has been infected or exposed to the coronavirus. This is a purely precautionary measure to help safeguard our community.

For more information or updates, please consult the school district's website at <DISTRICT_WEBSITE> or contact <NAME> at <TELEPHONE_NUMBER>.

<NAME_OF_SUPERINTENDENT>, Superintendent

Call Script: School Closure

The following call script can be modified, printed and provided to anyone who answers the school's telephones.

To: All Staff
From: <APPROPRIATE PERSON>
Re: Phone inquiries from students or families about coronavirus disease (COVID-19)

Please use the following information when responding to telephone inquiries from students, staff, or other community members.

DETAILS OF INCIDENT

As a school district, we have been closely monitoring the news and best practices regarding the spread of the coronavirus disease (COVID-19). After taking guidance from the <NAME_OF_COUNTY> Department of Health, we have decided to close the <NAME_OF_DISTRICT> for the next <##> weeks. This closure will take effect immediately.

The closure affects all school programming, including before- and after-school activities, all athletic and extracurricular practices and competitions, and all weekend events.

District teachers and staff have been preparing e-learning plans for our students. Your teachers will be providing more information soon. If you have any questions, please contact your child's building principal.

SYMPTOMS

The symptoms of coronavirus are similar to the regular seasonal influenza and include fever, lethargy, lack of appetite, and coughing. Some people with coronavirus have reported additional symptoms, such as a runny nose, sore throat, nausea, vomiting, and diarrhea. In some situations, the virus can develop into pneumonia. It is believed the seasonal influenza vaccine does not provide protection against coronavirus.

Anyone who needs medical care should call their medical provider to report their illness prior to seeking care at a clinic, physician's office, or hospital.

Parents of students exhibiting flu-like symptoms or staff exhibiting flu-like symptoms are asked to contact the <NAME_OF_COUNTY> County Health Department at <TELEPHONE_NUMBER>.

ADDITIONAL INFORMATION

Additional and updated information can be found on the school's website, <DISTRICT_WEBSITE>.

EXTENSION OF SCHOOL CLOSURE

The following templates may be used in the event that you need to extend an existing school closure due to ongoing concerns regarding coronavirus.

Message to Families: School Closure Extension

Dear Parents and Community Members:

As you know, the <NAME_OF_DISTRICT> has been closed over the past several weeks to help prevent the further spread of coronavirus (COVID-19) in our community. On <DATE>, Governor <NAME_OF_GOVERNOR> ordered an extension to the school closures in our state. The current plan is to keep schools closed until at least <DATE>.

The closures will continue to affect all <NAME_OF_DISTRICT> programming, including before- and after-school activities, all athletic and extracurricular practices and competitions, and all weekend events.

Our teachers and staff are still hard at work to continue to provide e-learning to students. We have instructed our staff to plan to continue e-learning through the end of the school year, if needed. If you have any questions about how e-learning is delivered, please contact your child's building principal.

Individuals who need medical care should call their medical provider to report their illness prior to seeking care at a clinic, physician's office, or hospital. Parents of students exhibiting flu-like symptoms or staff exhibiting flu-like symptoms are asked to contact the <NAME_OF_COUNTY> County Health Department at <TELEPHONE_NUMBER>.

This has been an incredibly challenging time for the entire <NAME_OF_DISTRICT> community. I want to thank you for your patience and understanding as we have dealt with this unprecedented situation. We will continue to keep you updated via email, text, social media, and our website, at <URL>.

Once again, thank you.

Sincerely,

<NAME_OF_SUPERINTENDENT>, Superintendent

Website Content: School Closure Extension

Update: <DATE>

On <DATE>, Governor <NAME_OF_GOVERNOR> ordered an extension to the school closures in our state. The current plan is to keep schools closed until at least <DATE>.

The closures will continue to affect all <NAME_OF_DISTRICT> programming, including before- and after-school activities, all athletic and extracurricular practices and competitions, and all weekend events.

Our teachers and staff are still hard at work to continue to provide e-learning to students. We have instructed our staff to plan to continue e-learning through the end of the school year, if needed. If you have any questions about how e-learning is delivered, please contact your child's building principal.

The coronavirus is thought to be spread via person-to-person contact through contaminated air droplets from coughing and sneezing by an infected person. As with controlling the spread of other viruses, we urge you to speak to your child about the following prevention measures:

- Wash your hands regularly, especially after using the restroom and before preparing or consuming food. Using soap and hot water, wash for about 20 seconds. Be sure to also wash your fingertips.
- Avoid coughing or sneezing into your hands or in the air. Always try to cough or sneeze into a tissue, and then throw the tissue away. If you don't have a tissue, cough/sneeze into your arm.
- As much as you can, avoid touching your eyes, mouth and nose.

The symptoms of coronavirus are similar to the regular seasonal influenza and include fever, lethargy, lack of appetite, and coughing. Some people with coronavirus have reported additional symptoms, such as a runny nose, sore throat, nausea, vomiting, and diarrhea. In some situations, the virus can develop into pneumonia. It is believed the seasonal influenza vaccine does not provide protection against coronavirus.

Individuals who need medical care should call their medical provider to report their illness prior to seeking care at a clinic, physician's office, or hospital. Parents of students exhibiting flu-like symptoms or staff exhibiting flu-like symptoms are asked to contact the <NAME_OF_COUNTY> County Health Department at <TELEPHONE_NUMBER>.

This has been an incredibly challenging time for the entire <NAME_OF_DISTRICT> community. We want to thank you for your patience and understanding as we have dealt with this unprecedented situation.

If you have questions, please contact <NAME> at <TELEPHONE_NUMBER>.

Media Statement: School Closure Extension

Please direct inquiries to:

<NAME_OF_MEDIA_CONTACT>, <TITLE>

<TELEPHONE_NUMBER>

<EMAIL_ADDRESS>

FOR IMMEDIATE RELEASE: <DATE>

<NAME_OF_DISTRICT> EXTENDS SCHOOL CLOSURES THROUGH AT LEAST <DATE>

<CITY>, <STATE> — On <DATE>, Governor <NAME_OF_GOVERNOR> ordered an extension to the school closures in our state. As a result, the <NAME_OF_DISTRICT> will remain closed until at least <DATE>.

The closures will continue to affect all programming, including before- and after-school activities, all athletic and extracurricular practices and competitions, and all weekend events.

District teachers and staff are still hard at work to continue to provide e-learning to students. Staff are planning to continue e-learning through the end of the school year, if needed. Parents and guardians are encouraged to contact their child's building principal if they have any questions.

Individuals who need medical care should call their medical provider to report their illness prior to seeking care at a clinic, physician's office, or hospital. Parents of students exhibiting flu-like symptoms or staff exhibiting flu-like symptoms are asked to contact the <NAME_OF_COUNTY> County Health Department at <TELEPHONE_NUMBER>.

###

Signage: School Closure Extension

The following language can be modified, printed and posted on exterior school doors in the event of a school closure due to coronavirus:

NOTICE: SCHOOL CLOSED

All <NAME_OF_DISTRICT> schools are currently closed to students, per the recommendation of <NAME_OF_GOVERNOR>. The closures affect all programming, including before- and after-school activities, all extracurricular and athletic practices and competitions, and weekend events.

For more information or updates, please consult the school district's website at <DISTRICT_WEBSITE> or contact <NAME> at <TELEPHONE_NUMBER>.

<NAME_OF_SUPERINTENDENT>, Superintendent

CONFIRMED CORONAVIRUS CASE

The following templates may be used in the event of a confirmed coronavirus disease (COVID-19) case in your school. Please note that the templates assume that schools have already been closed for several days, but the student or staff member may have had contact with others in the school.

Message to Families: Confirmed Coronavirus Case

Dear Parents and Community Members:

On <DATE>, the Colonial School District was notified by the Division of Public Health (DPH) that one of our students has tested positive for coronavirus (COVID-19).

As you know, <DATE> was the last day we held school in the district, per the order issued by Governor <NAME_OF_GOVERNOR> to close all schools indefinitely. We believe the student was exposed to the virus on <DATE>. We have not received any reports of other students or staff members experiencing illnesses with symptoms resembling those of coronavirus.

COVID-19 is thought to be spread via person-to-person contact through contaminated air droplets from coughing and sneezing by an infected person. As with controlling the spread of other viruses, we urge everyone to take the following preventive measures:

- Wash your hands regularly, especially after using the restroom and before preparing or consuming food. Using soap and hot water, wash for about 20 seconds. Be sure to also wash your fingertips.
- Avoid coughing or sneezing into your hands or in the air. Always try to cough or sneeze into a tissue, then throw the tissue away. If you don't have a tissue, cough/sneeze into your arm.
- As much as you can, avoid touching your eyes, mouth, and nose.

The symptoms of coronavirus are similar to the regular seasonal influenza and include fever, coughing, and shortness of breath. Some people with coronavirus have reported additional symptoms, such as a runny nose, sore throat, nausea, lethargy, lack of appetite, vomiting, and diarrhea. In some situations, the virus can develop into pneumonia.

Individuals who need medical care should call their medical provider to report their illness prior to seeking care at a clinic, physician's office, or hospital. Parents of students exhibiting flu-like symptoms or staff exhibiting flu-like symptoms are asked to contact the <NAME_OF_COUNTY> Health Department.

We are closely monitoring this situation and will provide you with updates as we know more. If you have questions, please do not hesitate to contact me.

Sincerely,

<NAME_OF_SUPERINTENDENT>, Superintendent

Website Content: Confirmed Coronavirus Case

Update: <DATE>

On <DATE>, the <NAME_OF_DISTRICT> was notified by the <NAME_OF_ENTITY> that one of our students has tested positive for coronavirus (COVID-19).

As you know, <DATE> was the last day we held school in the district, per the order issued by Governor <NAME_OF_GOVERNOR> to close all schools indefinitely. We believe the student was exposed to the virus on <DATE>. We have not received any reports of other students or staff members experiencing illnesses with symptoms resembling those of coronavirus.

COVID-19 is thought to be spread via person-to-person contact through contaminated air droplets from coughing and sneezing by an infected person. As with controlling the spread of other viruses, we urge everyone to take the following preventive measures:

- Wash your hands regularly, especially after using the restroom and before preparing or consuming food. Using soap and hot water, wash for about 20 seconds. Be sure to also wash your fingertips.
- Avoid coughing or sneezing into your hands or in the air. Always try to cough or sneeze into a tissue, then throw the tissue away. If you don't have a tissue, cough/sneeze into your arm.
- As much as you can, avoid touching your eyes, mouth, and nose.

The symptoms of coronavirus are similar to the regular seasonal influenza and include fever, coughing, and shortness of breath. Some people with coronavirus have reported additional symptoms, such as a runny nose, sore throat, nausea, lethargy, lack of appetite, vomiting, and diarrhea. In some situations, the virus can develop into pneumonia.

Individuals who need medical care should call their medical provider to report their illness prior to seeking care at a clinic, physician's office, or hospital. Parents of students exhibiting flu-like symptoms or staff exhibiting flu-like symptoms are asked to contact the <NAME_OF_COUNTY> Health Department.

We are closely monitoring this situation and will provide you with updates as we know more.

If you have questions, please contact <NAME> at <TELEPHONE_NUMBER>.

Media Statement: Confirmed Coronavirus Case

Please direct inquiries to:

<NAME_OF_MEDIA_CONTACT>, <TITLE>

<TELEPHONE_NUMBER>

<EMAIL_ADDRESS>

FOR IMMEDIATE RELEASE: <DATE>

<NAME_OF_DISTRICT> STUDENT TESTS POSITIVE FOR CORONAVIRUS

<CITY>, <STATE> — On <DATE>, the <NAME_OF_DISTRICT> was notified by the <NAME_OF_ENTITY> that one of our students has tested positive for coronavirus (COVID-19).

<DATE> was the last day we held school in the district, per the order issued by Governor <NAME_OF_GOVERNOR> to close all schools indefinitely. We believe the student was exposed to the virus on <DATE>. We have not received any reports of other students or staff members experiencing illnesses with symptoms resembling those of coronavirus.

Individuals who need medical care should call their medical provider to report their illness prior to seeking care at a clinic, physician's office, or hospital. Parents of students exhibiting flu-like symptoms or staff exhibiting flu-like symptoms are asked to contact the <NAME_OF_COUNTY> County Health Department at <TELEPHONE_NUMBER>.

###

SCHOOL CLOSURE FOR REST OF SCHOOL YEAR

The following templates may be used if your state's governor or Department of Education has ordered all schools in the state closed for the remainder of the current school year.

Message to Families: Schools Closed for Rest of Year

Dear Families,

The coronavirus pandemic has presented us all with some of the most challenging times we have ever experienced in the <NAME_OF_DISTRICT> community. On <DATE>, Governor <NAME_OF_GOVERNOR> announced that all school buildings in <NAME_OF_STATE> would remain closed through the end of the school year.

I know that this decision has caused a great deal of concern and disappointment for our students, staff, and families. The pandemic arrived quickly, and when we first were directed to close our school buildings in March, we did not realize it would be the last time we would see our students in person this school year.

Per our district calendar, the last day of school for students is <DATE>. We will continue providing online learning opportunities until that date, just as we have over the past several weeks. These activities and assignments will be/will not be required and will be/will not be graded. We encourage all families to keep their students engaged in these activities to ensure learning continues to take place.

<Provide information on how your district is handling grading and credit requirements for all students, and especially high school seniors.>

Your child's teachers and principals will be following up soon on next steps regarding online learning. In the meantime, please do not hesitate to contact me with any questions.

Once again, thank you for your patience, understanding, and flexibility during this unprecedented time. We will get through this together. Please continue to stay safe, practice social distancing, and remain at home as much as possible.

Sincerely,

<NAME_OF_SUPERINTENDENT>, Superintendent

Website Content: Schools Closed for Rest of Year

Update: <DATE>

On <DATE>, Governor <NAME_OF_GOVERNOR> announced that all school buildings in <NAME_OF_STATE> would remain closed through the end of the school year.

We know that this decision has caused a great deal of concern and disappointment for our students, staff, and families. The coronavirus (COVID-19) pandemic has presented us all with some of the most challenging times we have ever experienced in the <NAME_OF_DISTRICT> community.

Per the district calendar, the last day of school for students is <DATE>. We will continue providing online learning opportunities until that date, just as we have over the past several weeks. These activities and assignments will be/will not be required and will be/will not be graded. We encourage all families to keep their students engaged in these activities to ensure learning continues to take place.

<Provide information on how your district is handling grading and credit requirements for all students, and especially high school seniors.>

Your child's teachers and principals will be following up soon on next steps regarding online learning.

We want to thank our families for their patience, understanding, and flexibility during this unprecedented time. We will get through this together. Please continue to stay safe, practice social distancing, and remain at home as much as possible.

If you have questions, please contact <NAME> at <TELEPHONE_NUMBER>.

Media Statement: Schools Closed for Rest of Year

Please direct inquiries to:

<NAME_OF_MEDIA_CONTACT>, <TITLE>

<TELEPHONE_NUMBER>

<EMAIL_ADDRESS>

FOR IMMEDIATE RELEASE: <DATE>

<NAME_OF_DISTRICT> TO REMAIN CLOSED FOR REST OF SCHOOL YEAR

<CITY>, <STATE> — On <DATE>, Governor <NAME_OF_GOVERNOR> announced that all school buildings in <NAME_OF_STATE> would remain closed through the end of the 2019-20 school year. This order will affect all <NAME_OF_DISTRICT> school buildings, activities, events and programming.

<NAME_OF_DISTRICT> Superintendent <NAME_OF_SUPERINTENDENT> has released the following statement:

"We know that the decision to keep schools in <NAME_OF_STATE> for the rest of the current school year has caused a great deal of concern and disappointment for our students, staff and families. The coronavirus pandemic has presented us all with some of the most challenging times we have ever experienced in the <NAME_OF_DISTRICT> community.

Per the district calendar, the last day of school for students is <DATE>. We will continue providing online learning opportunities until that date, just as we have over the past several weeks. These activities and assignments will be/will not be required and will be/will not be graded. We encourage all families to keep their students engaged in these activities to ensure learning continues to take place.

Our students' teachers and principals will be following up soon on next steps regarding online learning.

We want to thank our families for their patience, understanding, and flexibility during this unprecedented time. We will get through this together. Please continue to stay safe, practice social distancing and remain at home as much as possible."

###

Signage: Schools Closed for Rest of Year

The following language can be modified, printed, and posted on exterior school doors in the event schools have been closed for the remainder of the 2019-20 school year.

NOTICE: SCHOOL CLOSED

Per the order of Governor <NAME_OF_GOVERNOR>, all <NAME_OF_DISTRICT> schools are closed for the remainder of the 2019-20 school year.

The closures affect all programming, including before- and after-school activities, all extracurricular and athletic practices and competitions, and weekend events.

For more information or updates, please consult the school district's website at <DISTRICT_WEBSITE> or contact <NAME> at <TELEPHONE_NUMBER>. Thank you.

<NAME_OF_SUPERINTENDENT>, Superintendent

CHECK-IN MESSAGES

Shelter-in-Place Reminder

The following message can be shared with parents, students, staff, and community members if your city or state has implemented a shelter-in-place order.

Dear Families and Community Members,

Today, Governor <NAME_OF_GOVERNOR> issued a shelter-in-place order for the entire state of <NAME_OF_STATE>, starting <DATE>.

The order requires all state residents to remain in their place of residence, with a few exceptions for essential workers, essential activities (such as grocery shopping), and other specific situations. Residents are also asked to stay six feet apart from one another when using shared or outdoor spaces.

I wanted to reiterate the serious nature of the coronavirus situation and the importance of complying with the shelter-in-place order. We encourage you to remain vigilant about maintaining social and physical distancing. We also ask that you discuss this with your children.

All school district buildings and grounds are currently closed. While we want you to go outside and get some fresh air, we ask that you stay away from playgrounds and other public spaces.

To flatten the curve, protect vulnerable populations, and prevent our healthcare system from being overwhelmed, we all must do our part. We know this is no easy task for our parents and families, but it is necessary to manage the COVID-19 pandemic in our community.

On behalf of the <NAME_OF_DISTRICT>, I would like to thank you for your ongoing support and for doing your part during this difficult time in our community. It is our hope that we can welcome our students back to school sometime soon. Until then, please be safe and healthy.

Sincerely,

<NAME_OF_SUPERINTENDENT>

Thank You Letter to the Community

This message to the community can be posted to social media, submitted as a letter to the editor, and distributed via email. It serves as a way to acknowledge and thank those who continue to support the school district, as well as inform the community about the work taking place behind the scenes to ensure students continue to have access to learning opportunities.

Dear <NAME_OF_DISTRICT> Community,

I would like to take a moment to say thank you to everyone who has stepped up over the past couple weeks to support the students, staff, and families of the <NAME_OF_DISTRICT>. It has been extremely encouraging to see our residents, businesses, and organizations come together during this time of crisis.

Even while our buildings are closed, work behind the scenes continues. Our teachers are continuously preparing online learning opportunities and resources for their students, working to keep our young people as engaged as possible. Although these activities are not graded or required, we have been impressed that a huge majority of our students are taking part on a daily basis.

In other words, while our buildings may not be open, school is still very much in session. We are privileged to have such dedicated teachers leading the way.

To our teachers and staff, we sincerely appreciate all your efforts to check in with students, provide these important educational resources, and make sure everyone is doing OK. Our students and families will continue to turn to you for guidance and a sense of normalcy as we move forward.

To our parents and guardians, thank you for your patience and understanding as we have worked to navigate an unprecedented situation. We know that the school closures have been incredibly challenging for you and your loved ones. Please know that we are thinking about you and are here to help.

We have a long road ahead of us, but from what we have seen from our community in recent days, I know we will come out of this situation stronger than ever. Once again, thank you so much.

Sincerely,

<NAME_OF_SUPERINTENDENT>

Message to 2020 Graduates

The following message can be shared with high school seniors who may not be able to graduate in a traditional ceremony due to COVID-19. The message can be sent via email or as a letter mailed to students' home address.

Dear Class of 2020,

As you know, this spring has come with many unexpected challenges for our entire <NAME_OF_DISTRICT> community. The COVID-19 pandemic has led to us closing our school buildings for an extended period of time. It has been an incredibly difficult situation that has led to the need for creative thinking and significant changes to how we continue the learning process.

I know that the school closures have been particularly disappointing for you, as a senior who is looking forward to graduation. The cancellation or postponement of spring sports, concerts, theater performances, and other events has also been frustrating.

Please know that it is normal to feel upset. Quite frankly, we feel the same way.

We hope to be able to return to our buildings before the end of the school year. If that happens, we will do our very best to make your remaining time with us as special and memorable as possible. While we do not yet know if we will be able to resume any activities and events this spring, we will keep you updated.

If we are unable to hold our typical graduation ceremony, we will find a way to celebrate this great accomplishment in your life.

While school is not in session, we encourage you to reflect on this achievement and your future. Thank you for all your hard work and dedication. You certainly have a lot to celebrate!

Sincerely,

News Release for 2020 Graduates

The news release template below can be used to celebrate 2020 graduates and their accomplishments, especially if your graduation ceremony must be canceled or postponed due to COVID-19. For an example of the social media updates mentioned in the release, please [click here](#).

Please direct inquiries to:

<NAME_OF_MEDIA_CONTACT>, <TELEPHONE_NUMBER>
<EMAIL_ADDRESS>

FOR IMMEDIATE RELEASE: <DATE>

<NAME_OF_DISTRICT> CELEBRATES 2020 GRADUATES

*While seniors may not be able to take part in traditional graduation ceremony,
they have a great deal to celebrate*

<CITY>, <STATE> — With schools closed for the remainder of the school year, <NAME_OF_HIGH_SCHOOL> is unable to provide an in-person ceremony for graduating seniors this spring.

As a result, the <NAME_OF_DISTRICT> has explored creative ways to honor its seniors. Over the next several weeks, the district will be posting photos and anecdotes to its Facebook and Twitter pages, congratulating seniors for a job well done.

<QUOTE_FROM_SUPERINTENDENT>

Below is a list of the students who will be graduating this spring:

- <LIST_NAMES>

To join the honoring of these seniors, please follow the district on Facebook (<FACEBOOK_PAGE_LINK>) and Twitter (<TWITTER_PAGE_LINK>).

###

GRADUATION CANCELED/POSTPONED

The following templates may be used if your school has decided to cancel or postpone its graduation ceremony this spring.

Message to Families: Graduation

Dear Parents and Community Members:

As a school district, we have been closely monitoring the COVID-19 pandemic and its impact on in-person events, including our annual graduation ceremony. I am writing to inform you that we have decided to cancel/postpone our graduation ceremony, originally scheduled for <DATE>.

We have made this difficult decision after reviewing guidance from the <NAME_OF_STATE> Department of Health and the CDC. We are acting out of an abundance of caution to protect the safety and well-being of our students and families.

If canceling the event:

While we are disappointed that we cannot hold our ceremony in our usual way, please know that we will still celebrate and honor our graduates this spring. School staff members are now working on a plan to hold a virtual ceremony, allowing us to bring attention to our graduates and share their accomplishments with family and friends. We will provide more details soon.

If postponing the event:

For the time being, we are looking at a tentative date of <DATE> for the rescheduled ceremony. However, this is subject to change as the situation surrounding COVID-19 continues to evolve. We will keep you updated as soon as we know more.

In the meantime, we will be celebrating the Class of 2020 on social media and through other means to help ensure our seniors have the proper sendoff. Our seniors should be very proud of this accomplishment!

With that, I want to thank you for your patience, understanding, and flexibility during this unprecedented time in our school community. The pandemic has caused considerable disruptions to our daily lives and has led to enormous challenges for our students, staff, and families. I am heartened to see us all support one another as we have figured out how to manage this situation together.

If you have any questions, please contact <NAME> at <PHONE_NUMBER> or <EMAIL_ADDRESS>.

Sincerely,

<NAME_OF_SUPERINTENDENT>, Superintendent

Message to Students: Graduation

Dear Class of 2020,

As you know, this spring has come with many unexpected challenges for our entire <NAME_OF_DISTRICT> community. The COVID-19 pandemic has presented an incredibly difficult situation that has led to the need for creative thinking and significant changes to our school calendar.

Unfortunately, I am writing today to inform you that we have decided to cancel/postpone our graduation ceremony, originally scheduled for <DATE>. We are acting out of an abundance of caution to protect the safety of you and your loved ones.

If canceling the event:

While we are disappointed that we cannot hold our ceremony in our usual way, please know that we will still celebrate and honor you this spring. We are now working on a plan to hold a virtual ceremony, allowing us to bring attention to celebrate your accomplishments with family and friends.

We will be asking for your input on how we can make this experience truly special. Please stay tuned!

If postponing the event:

For the time being, we are looking at a tentative date of <DATE> for the rescheduled ceremony. However, this is subject to change as the situation surrounding COVID-19 continues to evolve. We will keep you updated as soon as we know more.

In the meantime, we will be celebrating the Class of 2020 on social media and through other means to help ensure our seniors have the proper sendoff. You should be very proud of this accomplishment!

With that, I want to thank you for your patience, understanding, and flexibility during this unprecedented time. I am heartened to see us all support one another as we have figured out how to manage this situation together.

I also encourage you to reflect on this achievement and your future. You certainly have a lot to celebrate!

Sincerely,

<NAME_OF_SUPERINTENDENT>, Superintendent

Phone Script: Graduation

This is <NAME_OF_SUPERINTENDENT>, superintendent of the <NAME_OF_DISTRICT>.

After much deliberation, we have decided to cancel/postpone our graduation ceremony, originally scheduled for <DATE>.

We have made this difficult decision after reviewing guidance from the <NAME_OF_STATE> Department of Health and the CDC. We are acting out of an abundance of caution to protect the safety and well-being of our students and families.

If canceling the event:

We will still celebrate and honor our graduates this spring. We are now working on a plan to hold a virtual ceremony, allowing us to bring attention to our graduates and share their accomplishments with family and friends. We will provide more details soon.

If postponing the event:

For now, we are looking at a tentative date of <DATE> for the rescheduled ceremony. However, this is subject to change. We will keep you updated as soon as we know more.

In the meantime, we will be celebrating the Class of 2020 on social media and through other means to help ensure our seniors have the proper sendoff. Our seniors should be very proud of this accomplishment!

If you have any questions, please contact <NAME> at <PHONE_NUMBER> or <EMAIL_ADDRESS>. Thank you for your patience and understanding.

News Release: Graduation

Please direct inquiries to:

<NAME_OF_MEDIA_CONTACT>, <TITLE>

<TELEPHONE_NUMBER>

<EMAIL_ADDRESS>

FOR IMMEDIATE RELEASE: <DATE>

<NAME_OF_DISTRICT> CANCELS/POSTPONES GRADUATION CEREMONY

<CITY>, <STATE> — In an effort to help prevent the spread of COVID-19, the <NAME_OF_DISTRICT> has decided to cancel/postpone the Class of 2020 graduation ceremony, originally scheduled for <DATE>.

District leaders made the decision after reviewing guidance from the <NAME_OF_STATE> Department of Health and the Centers for Disease Control and Prevention.

If canceling the event:

While the traditional ceremony will not take place, school staff members are working on a plan to hold a virtual ceremony, allowing for a celebration of graduates and sharing their accomplishments with family and friends. Further details will be announced soon.

If postponing the event:

The district has released a tentative date of <DATE> for the rescheduled ceremony. However, this is subject to change as the situation surrounding COVID-19 continues to evolve. The district will continue to keep students, families and community members informed.

In the meantime, the <NAME_OF_DISTRICT> will be celebrating the Class of 2020 on social media and through other means to help ensure our seniors have the proper sendoff.

“Canceling/postponing graduation was a difficult decision to make, but we believe we must act out of an abundance of caution to protect the safety and well-being of our students and families,” said <NAME_OF_SUPERINTENDENT>, Superintendent of the <NAME_OF_DISTRICT>. “We will continue to find ways to celebrate the Class of 2020 in a variety of creative ways. I want to thank our community members for their patience as we have dealt with this unprecedented situation.”

###

SUMMER SCHOOL CANCELED

The following templates may be used if your school or school district has decided to cancel summer school programming due to coronavirus.

Message to Families: Summer School Canceled

Dear Parents and Community Members:

As a school district, we have been closely monitoring the COVID-19 pandemic and how it could impact a variety of programming and events, including summer school. I am writing to inform you that we have made the difficult decision to suspend all <NAME_OF_DISTRICT> summer school programming for 2020.

At its meeting last night, the Board of Education approved this recommendation from district administration. All school buildings will remain closed this summer. Please know that we do not take this decision lightly and are acting with our students' safety and wellbeing top of mind.

I know the suspension of summer school programming is disappointing for many of our students, staff, and families. We are now working on possible virtual learning options for students who need to engage in summer school to fulfill credit requirements or raise their grade point averages. Your child's building principal, teacher, or guidance counselor will follow up with more specific information soon.

I want to thank you for your patience, understanding, and flexibility during this unprecedented time in our community. It is our hope that we can welcome students back to school this fall and that we can get back to normal teaching and learning. In the meantime, please continue to practice social distancing and good hygiene, while remaining at home as much as possible.

If you have any questions, please contact <NAME> at <PHONE_NUMBER> or <EMAIL_ADDRESS>.

Sincerely,

<NAME_OF_SUPERINTENDENT>, Superintendent

Message to Staff: Summer School Canceled

Dear Staff,

As you know, we have been closely monitoring the COVID-19 pandemic and its impact on current and future programming and events, including summer school. I am writing to inform you that we have made the difficult decision to suspend all <NAME_OF_DISTRICT> summer school programming for 2020.

At its meeting last night, the Board of Education approved this recommendation from district administration. All school buildings will remain closed this summer. Please know that we do not take this decision lightly and are acting with the safety and wellbeing of students and staff top of mind.

We are now working on possible virtual learning options for students who need to engage in summer school to fulfill credit requirements or raise their grade point averages. We hope to have more details soon.

I want to thank you for your patience, understanding, and flexibility during this unprecedented time in our community. It is our hope that we can welcome you all back to school this fall and that we can get back to normal teaching and learning. In the meantime, please stay safe and healthy.

If you have any questions, please contact <NAME> at <PHONE_NUMBER> or <EMAIL_ADDRESS>.

Sincerely,

<NAME_OF_SUPERINTENDENT>, Superintendent

Phone Script: Summer School Canceled

This is <NAME_OF_SUPERINTENDENT>, superintendent of the <NAME_OF_DISTRICT>.

I am calling to inform you that we have made the difficult decision to suspend all summer school programming for 2020.

All school buildings will remain closed this summer. Please know that we do not take this decision lightly and are acting out of an abundance of caution for our students' safety and wellbeing.

I know this announcement will be disappointing for many of you. We are now working on possible virtual learning options for students who need to engage in summer school to fulfill credit requirements or to raise their grade point averages. Your child's building principal, teacher, or guidance counselor will follow up with more specific information soon.

I want to thank you for your patience, understanding, and flexibility. We hope we can welcome students back to school this fall and that we can get back to normal teaching and learning. In the meantime, please continue to practice social distancing and good hygiene, while remaining at home as much as possible.

If you have any questions, please contact <NAME> at <PHONE_NUMBER> or <EMAIL_ADDRESS>.

Thank you.

News Release: Summer School Canceled

Please direct inquiries to:

<NAME_OF_MEDIA_CONTACT>, <TITLE>

<TELEPHONE_NUMBER>

<EMAIL_ADDRESS>

FOR IMMEDIATE RELEASE: <DATE>

<NAME_OF_DISTRICT> SUSPENDS SUMMER SCHOOL PROGRAMMING

<CITY>, <STATE> — At its meeting <DAY> evening, the <NAME_OF_DISTRICT> Board of Education approved a recommendation from district administration to suspend all summer school programming due to the COVID-19 pandemic.

As a result, all school district buildings will remain closed this summer. District leaders are working on possible virtual learning options for students who need to engage in summer school to fulfill credit requirements or raise their grade point averages. Each student's building principal, teacher or guidance counselor will follow up with families to provide more information in the weeks to come.

"As a school district, we have been closely monitoring the coronavirus pandemic and how it could impact a variety of programming and events, including summer school," said <NAME_OF_SUPERINTENDENT>, superintendent. "Unfortunately, it became clear that having groups of students and staff come together in our schools and community would not be feasible this summer. We do not take this decision lightly and are acting with our students' safety and wellbeing top of mind."

###

BACK TO SCHOOL

The following templates may be used if your school or school district will be resuming in-person classes before the end of the school year.

Message to Families: Back to School

Dear Parents and Community Members:

As you likely know, Governor <NAME_OF_GOVERNOR> announced on <DATE> that the state is ending its mandatory closures of school buildings. Schools and districts will be allowed to resume on-campus learning starting <DATE>.

After thoroughly reviewing guidance from the <NAME_OF_STATE> Department of Health and the U.S. Centers for Disease Control and Prevention (CDC), <NAME_OF_DISTRICT> plans to reopen and welcome students back into our classrooms on <DATE>. However, we will do so while enforcing strict social distancing, hygiene, and cleaning practices.

Until further notice, all desks will be placed at least six feet apart in classrooms. We will use a staggered schedule for classes to ensure a limited number of students are in the hallways at any given time. Lunches will be served and consumed throughout the building, rather than in the cafeteria.

In addition, we will be constantly reminding our students, staff, and families to be mindful of key preventive measures. The CDC offers some [tips on its website](#) that can be useful in avoiding the spread of COVID-19 and other illnesses. Students will not be allowed to gather in groups of more than five at any time.

Please remember that if your children are sick, they should not be at school. Students need to be fever free for 24 hours before returning to class after any illness. This is critical to prevention.

Any families who do not feel comfortable having their children attend school on campus are not required to do so. If you would like to explore this option, please call <NAME> at <PHONE_NUMBER> or <EMAIL_ADDRESS>.

The past two months has been an incredibly challenging time for the entire <NAME_OF_DISTRICT> community. I want to thank you for your patience and understanding as we have dealt with this unprecedented situation. We look forward to seeing our students again soon.

Sincerely,

<NAME_OF_SUPERINTENDENT>, Superintendent

Message to Staff: Back to School

Dear Staff,

As you likely know, Governor <NAME_OF_GOVERNOR> announced on <DATE> that the state is ending its mandatory closures of school buildings. Schools and districts will be allowed to resume on-campus learning starting <DATE>.

After thoroughly reviewing guidance from the <NAME_OF_STATE> Department of Health and the U.S. Centers for Disease Control and Prevention, <NAME_OF_DISTRICT> plans to reopen and welcome students back on <DATE>. Teachers and staff are asked to report to your buildings on <DATE>.

While we are pleased to be able to reopen our schools, we will do so while enforcing strict social distancing, hygiene, and cleaning practices. All desks will be placed at least six feet apart in classrooms. We will use a staggered schedule for classes to ensure a limited number of students are in the hallways at any given time. Lunches will be served and consumed throughout the building.

In addition, we will be constantly reminding our students, staff, and families to be mindful of key preventive measures. The CDC offers [tips on its website](#) that can be useful in avoiding the spread of COVID-19 and other illnesses. Students will not be allowed to gather in groups of more than five at any time. Please remember that if you are sick, you should not be at school.

The past two months has been an incredibly challenging time for the entire <NAME_OF_DISTRICT> community. I want to thank you for your patience and understanding as we have dealt with this unprecedented situation. We look forward to seeing you again soon.

If you have any questions or concerns, please contact <NAME> at <PHONE_NUMBER> or <EMAIL_ADDRESS>.

Sincerely,

<NAME_OF_SUPERINTENDENT>, Superintendent

Website Content: Back to School

Updated <DATE>

On <DATE>, Governor <NAME_OF_GOVERNOR> announced that the state is ending its mandatory closures of school buildings due to COVID-19.

After thoroughly reviewing guidance from the <NAME_OF_STATE> Department of Health and the U.S. Centers for Disease Control and Prevention, the <NAME_OF_DISTRICT> plans to reopen to students on <DATE>. However, the district will do so while enforcing strict social distancing, hygiene and cleaning practices.

Until further notice, all desks will be placed at least six feet apart in classrooms. Schools will use a staggered schedule for classes to ensure a limited number of students are in the hallways at any given time. Lunches will be served and consumed throughout the building, rather than in the cafeteria.

In addition, teachers and staff will be constantly reminding students to be mindful of key preventive measures. The CDC offers some [tips on its website](#) that can be useful in avoiding the spread of COVID-19 and other illnesses. Students will not be allowed to gather in groups of more than five at a time.

Children who are sick should not be at school under any circumstances. Students need to be fever free for 24 hours before returning to class after any illness.

Any families who do not feel comfortable having their children attend school on campus are not required to do so. Those who wish to explore this option should contact <NAME> at <PHONE_NUMBER> or <EMAIL_ADDRESS>.

We all play a role in reducing the likelihood of a coronavirus outbreak in our school district community. We encourage everyone to practice good habits, including:

- Wash your hands regularly, especially after using the restroom and before preparing or consuming food. Using soap and hot water, wash for about 20 seconds. Be sure to also wash your fingertips.
- Avoid coughing or sneezing into your hands or in the air. Always try to cough or sneeze into a tissue, and then throw the tissue away. If you don't have a tissue, cough/sneeze into your arm.
- As much as you can, avoid touching your eyes, mouth, and nose.

If you have any questions, please contact <NAME> at <TELEPHONE> or <EMAIL>.

Additional resources:

- <ADD LINK FROM STATE'S DEPARTMENT OF EDUCATION>
- U.S. Centers for Disease Control and Prevention Coronavirus Disease (COVID-19) Information <<https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>>

Phone Script: Back to School

This is <NAME_OF_SUPERINTENDENT>, superintendent of the <NAME_OF_DISTRICT>.

Governor <NAME_OF_GOVERNOR> has that the state is ending its mandatory closures of school buildings.

After thoroughly reviewing guidance from the <NAME_OF_STATE> Department of Health and the CDC, the <NAME_OF_DISTRICT> plans to reopen and welcome students back on <DATE>. However, we will do so while enforcing strict social distancing, hygiene, and cleaning practices.

All desks will be placed at least six feet apart in classrooms. We will use a staggered schedule for classes to ensure a limited number of students are in the hallways at any given time. Lunches will be served and consumed throughout the building, rather than in the cafeteria.

In addition, we will be constantly reminding our students, staff, and families to be mindful of key preventive measures. Students will not be allowed to gather in groups of more than five at any time.

Please remember that if your children are sick, they should not be at school. Students need to be fever free for 24 hours before returning to class after any illness. This is critical to prevention.

Any families who do not feel comfortable having their children attend school on campus are not required to do so. If you would like to explore this option, please contact <NAME> at <PHONE_NUMBER> or <EMAIL_ADDRESS>.

I want to thank you for your patience and understanding as we have dealt with this unprecedented situation. We look forward to seeing our students again soon.

News Release: Back to School

Please direct inquiries to:

<NAME_OF_MEDIA_CONTACT>, <TITLE>

<TELEPHONE_NUMBER>

<EMAIL_ADDRESS>

FOR IMMEDIATE RELEASE: <DATE>

<NAME_OF_DISTRICT> TO REOPEN SCHOOL BUILDINGS <DATE>

<CITY>, <STATE> — On <DATE>, Governor <NAME_OF_GOVERNOR> announced that the state is ending its mandatory closures of school buildings due to COVID-19.

After thoroughly reviewing guidance from the <NAME_OF_STATE> Department of Health and the U.S. Centers for Disease Control and Prevention, the <NAME_OF_DISTRICT> plans to reopen to students on <DATE>. However, the district will do so while enforcing strict social distancing, hygiene and cleaning practices.

Until further notice, all desks will be placed at least six feet apart in classrooms. Schools will use a staggered schedule for classes to ensure a limited number of students are in the hallways at any given time. Lunches will be served and consumed throughout the building, rather than in the cafeteria.

In addition, teachers and staff will be constantly reminding students to be mindful of key preventive measures. The CDC offers some [tips on its website](#) that can be useful in avoiding the spread of COVID-19 and other illnesses. Students will not be allowed to gather in groups of more than five at a time.

Children who are sick should not be at school under any circumstances. Students need to be fever free for 24 hours before returning to class after any illness.

Any families who do not feel comfortable having their children attend school on campus are not required to do so. Those who wish to explore this option should contact <NAME> at <PHONE_NUMBER> or <EMAIL_ADDRESS>.

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