

Hi [SCHOOL] Fam,

Thank you so much for your patience as we continue to share timely information. As of now, LA Unified (the 2nd largest school district in the country) is going virtual on Monday & both the UFT & CSA (administrative union) have called on DeBlasio to shut down schools. **With that said, until further notice, [SCHOOL] & all other district schools will remain open.**

However, [SCHOOL] does have several contingency plans in place that we will be rolling out on Monday to Wednesday. If you would like to prepare for that in advance, please do so this weekend. Alternatively, ask any relevant questions that you may have via email individually.

1. **On Monday, during GLAT, all teaching staff will engage in a brief PD on Google classroom & virtual learning led by [ADD].** After this PD, in the same rooms, we will take teacher surveys.
2. **On Tuesday, in all Regents-based & academic core classrooms, teachers who do not use Google classroom regularly with their students will a) make sure students are signed up & in respective academic core classrooms & b) can navigate the different tools in it.**
3. **On Wednesday, all two week paper-based units for Regents-based & academic cores will be due.** More logistical details on this later.
4. **[ADD] are in the process of mass creating Google Classrooms for all staff members.** If you already have one & haven't replied to the email about Google Classrooms, please do so now as we do not want to duplicate GCs. These will be emailed to students early next week (before Tuesday).
5. **[ADD] will be sending out a script that you can utilize for both middle school & high school students when you introduce Google Classroom on Monday (for Tuesday).**

We are prepared to mail out student packages for absent students in the event of school closure. Again, these logistics will be shared at a later date.

In the event of a midday emergency school closure, [SCHOOL] will be utilizing its main entrance for parents to come collect their students. Classrooms will be used as "holding rooms." Point folks from [SCHOOL] leadership & discipline/culture team will help navigate both students & families during this time.

Saturday school will be closed until further notice. After school for both high school & middle school will remain open until further notice.

We understand that with so many other school closures, you may need some additional support with childcare & some other specific concerns. Please do not hesitate to reach out & ask questions. **We are a community school & are here to support both our babies & you during this stressful time.**

Breathe. Rest. Take care of yourself & assuage the worries of all of your family members. The building is open tomorrow for staff (no students) if you'd like to get some affairs in order. Other than that, stay safe & wash your hands. I will continue to monitor everything closely & communicate right after.

Again, much love & appreciation,
[PRINCIPAL]