



March 17, 2020

Dear Connelly Community,

I hope this email finds you all well and that your families remain healthy. I know that during these unprecedented times, there is much uncertainty. Please take a few minutes to read this entire email so that you are as up to date with our forward plans as possible. Through the guidance and support of one another, your faculty is fully prepared to go “live” with remote learning on Wednesday, 18 March 2020. Please refer to my previous e-blast for the remote learning schedule.

A. Main Office Hours:

The Main Office will remain open Monday through Friday from 9:00 AM to 2:00 PM. The Business Office will continue to process tuition and other payments, by phone only, on Tuesdays and Fridays, also between 9:00 AM and 2:00 PM.

B. Facilities and Campus Security

Our Security Team will continue to provide security to our campus. Our Facilities Director, Francisco Giles and his associate, Jose Guzman, will be on campus daily.

C. Deep Cleaning:

Floors, carpets, bleach sprayed on all concrete, interior surfaces, door handles and doors will be deep cleaned beginning 06 April 2020 (two-weeks prior to our students return).

D. Attendance:

Please know that attendance will be taken during every Zoom block. Teachers may, at their discretion, take attendance during, and at the end of the block to make sure all students remained for the entire Zoom session. Attendance will be recorded into Plus Portals at the end of every day.

E. Policies and Procedures:

All Policies and Procedures found in the student and parent handbooks will remain in effect.

F. Norms:

Please follow these Norms for remote learning:

1. Links to Zoom classes will be posted to Edmodo. Please check Edmodo regularly and email teachers if you do not see the link to their class posted.
2. All student will enter the Zoom space and immediately “Mute” their screen, and will make sure that their “Video” is turned on.
3. Because students are on “Mute,” they must raise their hand to be acknowledged by their instructor and remember to “Unmute” themselves when speaking.

4. Students should all look like they are ready to learn (no pajama tops, hair combed, etc.). Students can always throw on a Connelly Polo if they are uncertain as to what is “Zoom appropriate.”
5. There is no eating in front of the camera. Students, as well as the faculty, may sip water or coffee throughout the Zoom session, but there will be no eating or the putting on of make-up during class.
6. Students should not need to use the restroom during their Zoom class...sometimes this can't be helped though so, at the instructors discretion, if a student leaves the session for a brief period of time, they should turn off their Video so their instructor knows they are gone, and turn the Video back on when they return.
7. All Zoom classes will be recorded.

G. Counselling:

Counselling will be available through Mrs. Caroline Tran Ryan and **our new counsellor, Daniel Verdugo**, who is scheduled to begin next Tuesday, 24 March 2020. Mrs. Tran Ryan will be providing a SignUpGenius via Edmodo for any student, or adult member of our community, to sign-up and have someone to talk with (30-minute sessions). Please, if you are feeling anxious or overwhelmed, and think that you could use a confidential ear, sign up to speak with our incredibly compassionate counsellors. Students may be pulled out of class for counselling services and will be required to notify their teachers if that is the case.

H. Tutor and Conference Hours:

Ashley Pearson will continue to tutor our girls via Zoom. Mrs. Caroline Tran Ryan will be providing a SignUpGenius to our girls, via Edmodo, for them to schedule time with her. Teachers will maintain their Office and will inform their students when their twice weekly, 45-minute Zoom conference hours will be. Conference hours will only be available through Zoom.

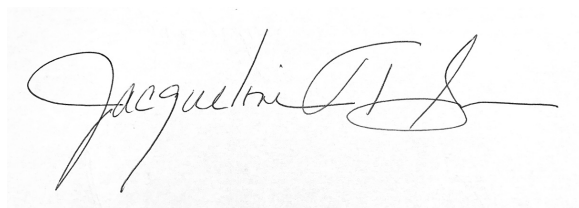
I. Cancelled/Rescheduled Events

While we are expected to return to campus on Monday, 20 April 2020, information is ever-changing so, this date may not be depended upon. Please be aware that all events calendared through April will be cancelled or re-scheduled. Events include:

1. Global Solidarity Week (all events): 06 April through 09 April Cancelled
2. GAA Banquet 22 April 2020 Rescheduled to 30 April 2020
3. Spring Concert 23 April 2020 Cancelled with Possible Reschedule

Please remember that for the safety of all during this time, no parent or student will be allowed on campus. I have no doubt that you will be receiving more information from me in the coming days. Please know that I am always available for you via telephone or email. Stay safe and may Mother Connelly continue to pray for us.

In Peace,



Jacqueline Quiñones Sienkowski, J.D.
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