

March 13, 2020

Dear Audubon Families,

In order to mitigate the spread of the Coronavirus (COVID-19), SMFC District is taking steps to limit person-to-person interactions. Last night, the SMFC Board of Trustees approved the transition of all of our schools to distance learning beginning on Monday, March 16. Distance learning means that Audubon students will not physically be attending school. Instead, students will receive and complete lessons at home. During this period of distant learning, students will remain at home March 16 - April 3.

On Thursday, March 19, distance learning will be launched. During this launch, families/students will come to Audubon to meet with their teacher (See schedule below). At the launch meeting, teachers will provide students with lessons and resources to be completed at home. We are working with the District on student attendance and task completion. Some lessons may include on-line lessons, please email your teacher if your child does not have computers/wifi at home. In this case, teachers will provide hard-copy lessons for your child to complete.

Distant Learning Conference Schedule on Thursday, March 19

Time to meet with your teachers	Last name starts with...
8:30-9:30	A - F
9:30-10:30	G - L
11:00-12:00	M - P
1:00-2:00	Q - U
2:00-3:00	V - Z

Students must be accompanied by adults. To limit person-to-person interactions, we encourage families not to hang out on campus after meeting with teachers. The play structures will be closed.

Additional Information:

- Plans for serving students with IEPs will be communicated directly to those families through case managers and IEP team members.
- Student support meetings such as an IEP, SST or 504 meetings will continue through teleconferencing.

- All clubs, sports, enrichment or other after-school activities are cancelled effective Monday, March 16.
- School site offices and the District office will be open during these weeks to respond to questions and facilitate material distribution.
- Child nutrition will provide “grab and go” meals from Monday, March 16 through Friday, April 3, from 11:30 am - 1:00 pm at four school sites: College Park Elementary School, Laurel Elementary School, Lead Elementary School and Foster City Elementary School.
- 1st and 2nd grade will be providing hard copies for student assignments. All other grade levels, assignments will be a mix of online and hard copies materials.

Important Dates-at-a-Glance:

- Students will remain at home March 16 - April 3.
- Monday, March 16 to Wednesday, March 18 will be dedicated for staff to prepare for distance learning.
- Distant learning launch is on Thursday, March 19.
- Spring break is from April 6 - April 17.
- We'll continue to update families about when students will return to school.

We will send more information early next week. Thank you for your support during these challenging times.

Best Regards,
Jaime Soria & Doug Garriss