Dear Parent or Guardian,

Due to concerns regarding COVID-19 (Coronavirus), Columbia Public Schools will close Wednesday, March 18. The plan right now is that schools will reopen Monday, April 13. However, that could change, as new information regarding the virus becomes available. Please pay attention to the local news for updates and the CPS website. Columbia Public Schools is following the guidance of local, state, and federal authorities when making these decisions.

Your students will receive work to complete at home. It is expected that the students will continue to do their classwork at home. Here is what is expected by grade level:

- **Kindergarten – 4th grade:** your student will have paper packets of work to do. These will be passed out to students on Tuesday, March 17. If your student is not in school Tuesday, you may go to the school building until Friday, March 20, to pick up the work and other materials. Additional work will be made available if Columbia Public Schools has to stay closed past April 13th and a message on how to collect that work will be sent to all families.
- **5th-12th grade:** all of the assignments will be in Schoology, our student online program. Your student should know how to use the program, but if they have questions, please have them email their teacher.

No one is expected to start any of the work at home until Monday, March 30. In the meantime, please encourage your student to read or to do educational games online.

You will receive more information from your student’s teachers through email and through your student’s Schoology APP. It is important that you check your email often and let the teacher know if you have any questions. If you cannot read in English, please ask a friend to help you with the messages.

It is very important that you follow the guidelines from the federal and state government during this situation. Please stay home as much as possible. Do not go around large groups of people. If you are sick – even just a little – do not go to work or anywhere else. Please go online to find information about the virus in our language. The CPS website has information and you can change the website to be in our language by choosing a language at the top of the page. [https://www.cpsk12.org/Page/11993](https://www.cpsk12.org/Page/11993)

We will not be able to have interpreters contact you each time a message from the schools is sent. We will have them contact you when very important messages like this one are sent. For all others, please make sure you are checking your email often.

Columbia Public Schools EL department wishes you good health during this time.