

Ms. Julie A. Adams
7-12 Principal
Washington Academy
SALEM CENTRAL SCHOOL DISTRICT
41 East Broadway
Salem, New York 12865
Phone: 518-854-7600 FAX: 518-854-3957
jadams@salemcsd.org



March 17, 2020

Dear Jr/Sr High School Families and Students,

Wow! We have been busy here these past few days! Our faculty and staff have been working hard to put together instructional programs that will meet the diverse needs of our students during the closure. We understand the limitations of some students in terms of accessibility of reliable internet and/or devices. I am confident that we have developed some flexible options that will meet the needs of all of our students.

Instructional resources for students

By now your child(ren) should have heard from all of their teachers regarding how instruction will be delivered for their courses. The methods may be different depending on the teacher, course and needs of students. If you have not heard from a teacher and/or not received work, please contact me or the teacher directly.

CTE Programs through BOCES

Instruction is planned to be primarily online through Google Classroom and delivered by the CTE teachers for both the Myers and SAEC sites.

Access to the building

Reminder tomorrow is the last day to stop in to pick-up any last items from student lockers and/or teachers. Please come to the Circle Entrance and ring the bell between 8:00am and 3:00pm. If you need items and cannot make it between these times, please contact the Main Office to make arrangements for pick-up at another time or for work to be sent by courier/mail. Beginning Thursday, March 19, access to the building will be limited.

How do students return work to teachers?

Online

For online instruction, teachers will make arrangements with students regarding how to return work to them electronically.

Paper-based

If students are working on paper-based assignments, the following procedure can be used to return work:

- Write the teacher's name on the top of the papers being returned.
- Make sure the student name is on the papers.

- Use either the original envelope or an extra envelope or folder to enclose the work. (Put all work in the envelope or clip it together. Please don't leave it loose! Mrs. Patrick will sort it out for you in the office and give it to your teachers).
- For pick-up. Go to your bus stop on the 2-hour delay schedule in the morning, Monday-Friday. When the bus arrives to deliver breakfast and lunch, give your envelope to the driver and ask him/her to deliver it to the HS office.

To receive additional paper based work, please communicate with the assigning teacher regarding how you would like to receive it (pick-up or delivery by courier/mail). The teacher will communicate with the main office if delivery is needed.

Delivery of Meals

Please be reminded that we have Breakfast and Lunch available to all students in the district on weekdays during the closure beginning Wednesday, March 18. Please refer to the included [Information Regarding Nutritional Services and Delivery of Meals](#) or contact Wendy Cary, Food Service Manager, at 518-854-6040 or via email at wcary@salemcisd.org.

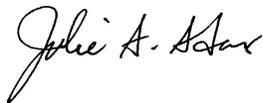
Communication

Please be reminded that the primary means of communicating with families and students will be through email and the school website. All students in grades 7-12 have been provided with a school Google email account. Parents, please remind students to check this email account daily during the school week to check for updates from teachers and the Principal.

Parents/guardians who would like to update their email address, please contact either the Main or Guidance Office.

Finally, I would like to thank you for your continued patience and flexibility during this process. If you have any questions, please do not hesitate to contact the teacher, school counselor or me.

Sincerely,



Julie A. Adams
7-12 Principal