



**ROYCEMORE**

1200 Davis Street, Evanston, IL 60201 | 847-866-6055 | 847-866-6545 fax | [roycemoreschool.org](http://roycemoreschool.org)

**100** YEARS Proud history  
Inspired future

March 13, 2020

Dear Roycemore Families,

### **Into the Unknown**

Our student actors in the Roycemore production of the play Our Town, just took their final bows (see attached photo below from the play). The last student activity in the building for at least the next month. Today was a surreal day for us all with just this afternoon Governor Pritzker ordering all schools in our state to be closed from next Tuesday through March 30th. These are indeed, strange times. Who could have imagined that we would be preemptively closing schools to help prevent the spread of a pandemic. As [a few of our Middle School students sang during “recharge”](#) on Monday (before they knew what was coming), we are moving “Into the Unknown.” (you really want to view this video to make you smile!)

### **We are here to support you**

I realize that what we are facing in light of the changes related to the coronavirus affects each of us in different ways and I want to offer my support to you as you manage this. While students will not be coming to the building for classes, the building will be lightly staffed the next couple of weeks and I plan to be at school most days. The “business” of the school will continue and I am honored to be supported by a talented and dedicated Board of Trustees who will be having their regular Board meeting this coming Monday evening. You can be confident that Roycemore is in good hands under their strong governance and strategic guidance. I am also honored to have an equally talented and dedicated group of administrators who have been working around the clock to support our faculty to support your children, and who have helped make the behind the scenes preparations for us to transition to remote learning. Finally, I am humbled by the commitment, compassion, creativity, and sheer intelligence of our faculty and staff. They have modeled the qualities that I know you hope for your own children-- including heavy doses of humor during these stressful times.

### **In-Service Monday- Remote Learning to Begin Tuesday-REQUIREMENT TO MARK ATTENDANCE**

As I communicated to you yesterday, on Monday March 16th, we will have a faculty in-service day to provide additional support for our teachers to begin remote learning on Tuesday (March 17th). We have created a special page on our website where we are housing all information for this: <https://roycemoreschool.org/coronavirus/> You can find this page in the drop-down “Parents” menu. **Beginning Tuesday, we ask that EVERY DAY until spring break Parents of EC-4th grade respond to the attendance check-in. Students in grades 5-12 should do the same. This is required**

**by the State of Illinois as we must demonstrate student attendance, so please help us with this.** You will have the option to mark a student “present” or “sick.” Teachers will see that and will be expecting student participation in activities that they have assigned.

### **Spring Break Camp Cancelled**

Given that the school building must be closed, we have cancelled our planned Spring Break camp. Refunds for those who paid for this extra camp have already been processed.

### **Additional Support & Student Parent Handbook updates**

With all of these changes in schedule, it is important more than ever before that we stay connected to each other and support each other. Our Roycemore Family Association (RFA) is here to support families in need. If you have issues with childcare, access to food, or other supplies, please email [rfa@roycemoreschool.org](mailto:rfa@roycemoreschool.org) and the RFA will look to connect you to appropriate resources. In addition, our social worker, Dr. Gretchen Glader is maintaining office hours the next couple of weeks and is available to you if you need her support. You can reach her at [gglader@roycemoreschool.org](mailto:gglader@roycemoreschool.org) and she will respond to you within 24 hours. In light of this unprecedented situation caused by the pandemic, [we have made modifications to the Student-Parent Handbook](#). Modifications can be found on pages 8, 19 and 47 related to school closing, attendance and tuition and fees payments.

**We will be in touch...Remember: Do Something Positive** Unless needed before, I will send another communication to you on Monday with any further updates that are needed prior to commencing remote learning on Tuesday. In addition, communications will be sent from your child’s Division Head if need be to provide additional information. Division newsletters will go out this weekend as usual. The weekly school e-newsletters will also go out. To maintain our feeling of connectedness, we ask that families share photos of their students participating in remote learning so we can share these with each other. I encourage you to get outside with your children enjoy the fresh air, and send those photos too! As I [shared in my weekly newsletter column last week](#), this is a time to “Do Something Positive.” Find those things that are positive for you and do them. It is an act of taking back control of a situation in which we can easily feel out of control.

My deep appreciation and love to you all. Take good care of each other.

Adrienne Finley Odell

Head of School