

Dear Oak Hill Academy Community:

Considering the national situation concerning COVID-19 and with the uncertainty of its impact, we have determined that we will be closed starting from Monday, March 16th through Friday, March 27th. On Tuesday, March 17th, our remote educational plan will commence.

Since our Oak Hill Families come from a wide range of communities in both Monmouth and Ocean counties, we want to ensure the safety of our children and assist in preventing the spread of this virus, if possible. This is not a decision that we make lightly, nor in response to any kind of political or social pressure. It is not made in response to specific cases of COVID-19 being present in our OHA community. Oak Hill Academy continues to have no reported or confirmed cases of students, faculty, staff, or administration with Coronavirus COVID-19 or who have had direct exposure to someone who has been diagnosed with Coronavirus COVID-19. We believe that, given what we know about the virus, we would be taking this action at some point and don't see the benefit of waiting until that happens and then reacting.

The length of our closure is obviously impossible to determine, however, we have put March 27th as a date to re-evaluate. We will continue to keep our families informed as necessary. We feel that enacting this plan over the weekend would give all some time to make necessary arrangements. With the widespread uncertainty, it is our decision to move in this direction in order to possibly get ahead and stay safe.

On Tuesday, March 17th, our remote learning program will be launched and all content will be accessible to Oak Hill families. If you are experiencing any difficulties with assignments, please email the individual teacher. The teacher will follow up accordingly during school hours (8:00AM-2:30PM).

Using online learning takes a shift of thinking along with additional responsibilities for all concerned. The success of a period of remote instruction will take steady commitment from, and regular communication with all members of the OHA community – administrators, faculty, parents, and students.

Responsibilities of Teachers:

- Post assignments in a timely fashion
- Use feedback to adjust level and frequency of assignments
- Make lessons consistent with clear directions
- Timeline for student work should be reasonable
- Grading of student work and feedback should be timely
- Answer questions and give guidance when necessary

- Be available remotely to parents, students, and administration during school hours
- Adhere to social distancing and CDC guidelines

Responsibilities of Students:

- Check on Sycamore and/or Google classroom frequently during each day
- Allot sufficient time to complete each teacher's assignments
- When appropriate, collaborate online -- FaceTime, or chat room (not in person) with fellow students when permissible by the teacher; however, students may not share completed assignments that will be graded
- Submit work in a timely fashion as directed by each teacher
- Check with teachers on any confusion
- Develop a daily and weekly schedule
- Adhere to social distancing and CDC guidelines

Responsibilities of Parents:

- Speak with your child to reassure them and answer their questions about COVID-19. [Click here for CDC tips.](#)
- For younger students, family members may be asked to help explain directions and help with technology access
- Monitor the time online, attention to detail, quality of work, and completion of assignments
- Designate a place where your child can be quietly engaged with their work avoiding distractions
- Ask your child to summarize to check for understanding
- For older children check on their calendar
- Adhere to social distancing and CDC guidelines
- [Discourage children and teens from gathering while school is dismissed to help slow the spread of COVID-19 in the community.](#)

Online instruction days will be regarded as typical school days. This designation is consistent with recent statements by the New Jersey Department of Education (March 5, 2020).

We are confident in our faculty, staff, parents, and students since we are all in this together. The measures outlined will ensure that the learning process continues and our school community stays safe. We will continue to send regular updates.

We are all praying for the speedy conclusion of this current situation and will always put the health and mental safety of our children first.

Very truly yours,

Joseph A. Pacelli