



March 11, 2020

Dear Parents of K-5 Students:

Given the current developments with COVID-19 in our area, it is necessary for us to prepare for the continuation of students' education in the event that schools may be closed. With information from the state and in accordance with guidelines set forth to meet compliance for days to count as "school days", the district staff has developed a plan that will afford students the opportunity to maintain their educational experience through offline activities and virtual means using district technology platforms.

Beginning today, as part of our planning process, we will be sending home Chromebooks to students in grades 2-5 in the event that we need to transition to home instruction days. Grade 2-5 students will transport the Chromebooks between home and school while we adjust to the possibility for home instruction. In grades K-1, students will be provided with extra books to read at home, with links to instructional materials that can be printed out at home. If you do not have the ability to print at home for your K-1 child, please contact your principal; he/she will arrange for you to pick up copies of instructional materials at your child's school.

In a collaborative effort between administrators and teachers, we have created the following format for virtual instruction should the need arise. A Google site has been created for grades K-5, and through email, parents will be notified when the site is live and when grade level assignments for the day are posted. Homeroom teachers will send a morning message to his/her students via email, along with the specific enVision lesson required for his/her class, and as appropriate, teachers will monitor student completion of assignments that are submitted via Google. Special education teachers will also send a daily email to students/parents to provide appropriate accommodations for academic work where necessary. The students' school day will be consistent throughout the district, with a start time of 8:30 a.m. and an end time of 12:30 p.m. with the understanding that flexibility for completion of work may be necessary given families' individual circumstances.

Attendance:

Parents will be asked to complete a Google form by 10:30 a.m. each day as documentation of student attendance. Building secretaries will collect this data and mark student attendance in Skyward. Building secretaries, school nurses, or guidance counselors may reach out to families who have not marked their students present.

Communication:

It will be important for teachers to be accessible should students need help with an assignment or concept; therefore, teachers will be available online between 8:00 and 12:30 each



day. Teachers may give students feedback on their work when it is submitted via Google in grades 2-5, and parents should expect a teacher response to an email within 24 hours, as is our normal policy.

Staffing:

If a teacher becomes too ill to work, assignments will continue to be posted and we will make every effort to provide students with feedback in a reasonable timeframe.

Please refer to this letter as guidance for expectations should we transition to home instruction using virtual means. This plan provides consistency across the district, supporting families who may have multiple children at home. If you have questions regarding this plan, please contact your principal. We appreciate your commitment to partnering with us during this challenging time, and thank you for your efforts toward the continuation of meaningful student learning.

Sincerely,

A handwritten signature in cursive script that reads "Stacie Poelstra". The signature is written in black ink and is positioned below the word "Sincerely,".

Stacie Poelstra
Assistant Superintendent for Curriculum, Instruction, and Assessment