

March 13, 2020

Dear Lion Families,

Preparing an entire school in just a few days for Remote Learning due to a worldwide pandemic wasn't covered in "Principal School," but here goes! Thanks to our amazing staff who rise to every occasion and always pull through for our students and community.

Today

- Students in fifth grade will bring home their Chromebooks and chargers. Please help them take good care of these next week and during Spring Break.
- Students in Kindergarten – 4th grade have the option of checking out a device to use. Checkout will happen TODAY between 4-5pm OR Monday, March 16th between 7:30 and 4:30 in our school library.
- Please complete this survey today to let us know who will need to check out a device from school. [REMOTE LEARNING DEVICE PLAN](#)
- Teachers are also preparing students to bring home additional materials for next week (e.g. books, writer's notebook, etc.) This varies by grade. Please be sure to check their backpacks!
- Please pick up all medications that you'll need at home for at least the next two weeks either today or Monday during regular school hours.
- SAE will be open regular hours after school today.

Monday

- SAE will be closed
- Monday will be a non-student contact day. Teachers will be preparing for Remote Learning and will share more information with you. Generally, teachers and other school staff will be unavailable as they prepare (e.g. responses to emails may be delayed), but please reach out to me at any time: martha.shehan@jeffco.k12.co.us
- Parents will be allowed a short visit to school to pick up any forgotten items, medications, or anything that your child wasn't able to bring home due to being absent on Friday.
- Parents may come in to check out a device anytime between 7:30-4:30.
- Look for communication from your child's teacher Monday afternoon with specific information about Remote Learning.

Tuesday-Friday

- SAE will be closed
- Preschool Learning will also take place during this time. The preschool teachers will be reaching out to you directly.
- Teachers will post assignments and directions for interactions using See Saw (K-2) and Google Classroom (3-5). Students should know their student IDs and their password, but we'll be sending out lots more information and tech tips on Monday.

Our mission: To provide a quality education that prepares all children for a successful future.

- Attendance will be taken daily through online student interaction, logging in, and participating in the activities teachers are providing.
- Preschool Attendance will be taken daily as well.
- If your plans are to extend your spring break and not engage in remote learning, you must call the attendance line on Monday to let us know to mark your student(s) unexcused all week. This way, we will not attempt to call you daily.
- Teachers will check in with families when they notice students not logging in or participating in their remote learning. We will need to trouble shoot how to support your remote learning.
- Our attendance secretary will be calling families we have not heard from.
- Content will be delivered to students allowing them to work at their own pace and in conjunction with their families' schedules. Teachers will be available by email until 3 p.m. each day to support student learning and answer questions.
- We understand your challenges around day care during this time. If you access the remote learning later in the day, the teachers will still check the next morning and count them as present for that day.
- Students who have Individual Education Plans (IEP) should expect a separate email with more information on how they will be provided their direct support during this time. If you haven't heard from your child's provider(s) (learning specialist, school social worker, speech and language pathologist, occupational therapist, and/or physical therapist) by Monday evening, please contact him or her through email.

This is new and uncharted territory all of us, and I thank you for your patience as we navigate it together. Today the halls are buzzing and students seem excited for this new learning.

Take care of yourselves. Take care of your families. Reach out to me anytime.

Sincerely,
Martha Shehan
Principal and Chief Lioness
martha.shehan@jeffco.k12.co.us