November 6, 2020

Dear Parmalee Families,

Happy November and we were so excited to see our students and teachers who were on quarantine return this week. The hallways were humming with the sound of students engaged in learning and the excitement of seeing each other in-person again. I want to extend my deepest thanks to Ms. Reed, Ms. Area, and Ms. Matteucci for their stellar planning and their ability to pivot with minimal notice to full remote learning and to our students for jumping in with both feet, participating in learning and staying engaged. All of you modeled how flexible we need to be during these unique times. Thank you to all of our families for being so gracious and supportive of our staff and students.

I am sure you are aware that the COVID 19 cases continue to increase in Jefferson County. I speak for our entire staff when I say we have been grateful for every single day we have for in-person learning. I think our kids are thriving despite all of the challenges we have had to overcome. Unfortunately, I also feel that the time is coming that we may have to move to a 100% remote learning environment if the cases do not start to decline. Our staff is being preemptive and beginning to prepare for 100% remote learning. No decisions have been made at this writing, but I felt I needed to give parents time to start preparing in the event this scenario becomes our reality.

**Prior Learnings from Spring 2020:**
We have learned so much from our experiences in the spring. What we know is that kids, especially in 100% remote learning environments, do best when their day remains as normal as possible. Our staff has made the decision that we will keep our academic schedule as closely aligned to what it is now as possible. A 100% remote learning schedule will include both synchronous and asynchronous learning times. Our goal is to ensure that a child’s day in a remote learning environment mirrors what they have been used to while in-person learning. Teachers will be teaching “live” lessons throughout the day and students will be expected to attend lessons and be logged-on at specific times throughout the day. Teachers will communicate directly with parents and students the specifics of their child’s schedule. It is critical that students have a system in place that helps them be on time to their lessons. The more efficient we can be with all students showing up on time, the more likely teachers will be able to get through lessons and the curriculum so we don’t lose any more traction in student learning!
**Attendance:**
We will have the same expectations for attendance and engagement that we always do. If students are late or not attending class, parents will be expected to call the attendance line at 303-982-8020. If your child has an appointment or is unable to attend for part of a school day, please call the attendance line and notify the teacher if possible. We will be taking attendance both in the morning and afternoon. Students will be expected to have their cameras on during a lesson to be considered “present.”

Teachers now have the ability to monitor student activities while working on-line using Securly. Securly is the same tool that parents have access to help monitor their children. Many teachers have found this tool to be helpful to use during the school day to help monitor student engagement with academic activities. [Securly App Information Page]

**Specials:**
All first-fifth grade students will be expected to join and participate in Specials classes each day, these classes include: Art, Music, PE and Library/Technology. Students participate in these classes on a weekly rotation. Students who do not participate will see their grades being impacted by lack of engagement and participation. Kindergarteners will be working asynchronously for Art, Music and PE.

**Day One of Remote Learning:**
If we are directed to move to 100% remote learning, the first day will be a non-contact day for students so teachers can get materials and supplies ready to go. By 4:00 pm, parents will be able to pick up all instructional (math, reading, writing, O.G., and specials) materials in their child’s homeroom teacher’s outside bin at the school.

**Day Two of Remote Learning:**
Remote learning begins. Please closely follow your child’s instructional schedule that was sent by their teacher.

**Student Learning Expectations:**
Teachers are already discussing behavioral expectations for on-line learning with their students. A successful remote learning day begins with:

- Being appropriately dressed and on time to class
- Having learning materials ready and available for learning
- Having fully charged Chromebooks
- Establishing a quiet work space with comfortable seating (not laying on beds) during class
Toys and other distractions removed
Turning in assignments on time

We truly hope that the COVID 19 cases decrease and we do not have to shift to 100% remote learning. However, we want to be prepared to pivot and provide the highest quality education possible in the event that we do. We realize the hardship this places on everyone. We are always better together. I hope that we can see this as a great opportunity to help our kids learn a bit more about time management, being self-directed, and overcoming adversity.

As always, we couldn’t do this without the amazing support of our families. We appreciate your support in helping our children be successful in their learning. Our kids amaze me every single day with their adaptability and resilience, we can and will do this together.

We will keep you informed as we are notified of any changes. Please keep this letter handy as a reference should we need it in the future.

Stay well,

Ingrid