

April 3, 2020

Dear Families,

I would like to share the most recent information that I have based on the Oregon Department of Education guidance and to provide you with our most current resources. It might be easiest to think of this in three phases:

**Phase 1: School before the closure:**

School ended shortly before Spring Break. Parent conferences were scheduled to be held following our return from Spring Break to inform parents of their child's current progress. Unfortunately, due to the Covid 19 epidemic Parent Conferences were not held. Due to school closures, how students are now receiving instruction has dramatically changed.

**Phase 2: Supplemental learning opportunities (through April 10):**

We recognize that being responsible for students completing school work may not be a realistic priority for a growing number of families at this time. We also know that structure is important, so we are providing families with optional activities to keep our students' minds active. Optional activities will be offered in two ways:

- There are resources posted for grades K-8 on the district web page. As of today, grades K- 5 have daily plans that you can use as a resource for your students. Grades 6-8 will have a very similar resource document starting on Monday, April 6th. Until then, there are links for individual resources. Here's the link to these resources that are posted on the district website, [supplemental resources site](#).
- All K-8 families will be receiving workbooks. These workbooks have been shipped to the home address that was on file before the school closure. If your address has changed, please email Tara Thompson at [tara.thompson@albany.k12.or.us](mailto:tara.thompson@albany.k12.or.us) to update that information. We want to make sure every student receives their workbooks, please **do not start using them until April 13th**.

All online lessons and assignments posted in the Weekly Plans are provided as helpful resources. **Students will not be required to turn in any of this work as it will not be graded.**

**Phase 3: Distance Learning (Beginning April 13)**

We will be moving to "Distance Learning," on April 13th. In this phase, students will be assigned parts of their workbooks that will be turned in to be graded. We are working to keep graded assignments to a minimum and focus primarily on the most important skills and standards students need to learn and be prepared for the next school year. Students will receive a grade

of Pass or No Pass for end of year semester grades. All assignments will be listed on the district's website in the weekly plan.

We recognize that not all families have access to reliable internet or many may have devices that need to be widely shared. The district has currently prioritized the distribution of Chromebooks to high school students because their courses are for credit and need to stay on track for graduation. Once high school needs are met, we will review the needs of other families in the district. **The graded activities will not require the use of the internet**, but we do encourage you to let us know about any technology needs you have.

As we continue to develop and move into "*Distance Learning*", we will have more details to share with families about how to turn in this work and what will be expected of your student during this time. Although the state has closed schools until April 28, 2020, we are anticipating that the closure may last longer. We will continue to share any new information as soon as we receive it.

I hope everyone is staying home and staying well. We miss all of you very much! If you have any questions or concerns about the content of this letter, feel free to email me at [tracy.day@albany.k12.or.us](mailto:tracy.day@albany.k12.or.us). Thank you for your understanding as we transition together to a new way of teaching and learning.

With much gratitude,

*-Tracy*

Tracy Day  
Principal, Liberty Elementary