Dear Columbia Families, 17 March 2020

**· We are here for you and your children.**

Columbia teachers are working above and beyond to ensure your child is successful and educated as we all begin to understand the gravity of our new situation. We understand that this feels overwhelming. Education and the school system play a massive part in our lives and we need to continue, despite this situation.

We are ready to implement our Remote Learning Plan for the students. Here are some quick items that you can review before Wednesday. This information may be changed or updated as we move forward. We appreciate your patience and understanding as we begin this new experience with digital education.

**· School Office Hours-8:30-12:30** If you need to come to the school, please sign-in at the office. If you need to speak with a teacher, please email and schedule an appointment with that teacher. Students and others are not allowed in the building except for picking up breakfast or lunch or if an appointment has been made with the teacher.

**· Meals for Students-** Meals will be provided for all students. Breakfast will be given between 8:30-9:00 a.m., and lunch between 11:30-12:30 p.m. Every school building will have these meals available for students. Students can go to the closest school building. This is “**grab and go**” style. (Normal fees will apply)

**· Device for Online/Digital Learning-** If you are needing a device for your child to use to complete their course work, these will be available for check-out on Wednesday, March 18th. Please see the separate instruction sheet.

**· Student Work**-Teachers have been using yesterday and today (16th and 17th) to put in Remote Learning procedures. Our remote Learning Schedule will start on Wednesday, March 18th. Teachers will provide direction on how to submit student work for review and feedback. Please expect student work to less than 40 minutes per subject. Talk with your student about creating a learning area in your home free from distractions where they can focus on Remote Learning when it begins.

**· Special Education Services**: IEPs and Eligibilities that are already scheduled may proceed as normal in person or via telecommunication. Meetings that are scheduled after 12:30 will need to be rescheduled. Special Education teachers will provide individualized instruction for their students. An email will be sent daily by 9:00 a.m. each day for SPED students.

**· End of Term:** The end of the term is this Friday, March 20th. Report cards will be available through myDSD beginning on Friday, March 27th.

**· Professional Day**: Our originally scheduled Professional Day on March 23rd has been moved to March 16th and 17th. March 23rd will be a “regular” school day. Teachers will be providing instruction on that day.

**· Library:** The library will not be open during this soft closure. We have resources available for students on the library page of our school website. A tab has been added to the Library homepage titled, Online Resources for Distance Learning. Under that tab you will find links to helpful sites such as Utah's Online Library (Username: online, Password: school), various author and illustrator read-alouds or presentations, and our online library, Overdrive. Students have access to audiobooks, read alouds and ebooks via Overdrive and the Sora app. Their username and password are the same one they use to log on to the computer at school. Please use these resources to keep your students reading every day!

We appreciate your patience. New information comes to us daily and we are doing our best to keep on top of all of it. We know that we need to be fluid with our plans but this is what we have put in place for the immediate future. We appreciate the wonderful support of our community members and parents.

We miss our students and we look forward to a happy and healthy return to school when the time comes!

Sincerely,

Darryl Denhalter Principal, Columbia Elementary