



March 15, 2020

Dear OPS Community,

Tomorrow, we begin our remote learning journey. These days are still school days; and, as such, there are protocols that we need to follow. One is that we need a mechanism for taking attendance. We are choosing to be flexible and allow parental feedback on when students should complete work based on the needs of each family. If you need guidance and help in setting up your child's day, please reach out to your child's teacher for suggestions. (As our first concern was getting materials ready and distributed, the attendance decision was not made as a school community until after-school on Friday. Therefore, we know some children may have been told something contradictory.) Moving forward, we will use the following procedures:

- If your child is sick and will not be completing school work that day, we ask that you still call the absence line or use the absence app. We will continue to monitor these calls.
- If your child is in **Pre-K through Grade 2**, we ask that you email your teacher when your child has completed their work for the day. We ask that this be done by 7:00 PM. (We chose a later time because we know we have parents who are working remotely or still reporting.) Teachers will begin each day by checking in on all emails from the previous day. We encourage you to allow your child to see this as their "lifeline" to their teacher. Many were sad at the thought of not being with their teacher for two weeks, and this is how they can stay connected. Encourage them to share an activity they liked or ask a question of their teacher. As we are social distancing, it is easy for upper grade students to remain connected. We wanted to also provide an avenue to keep our youngest students connected to their OPS family.
- If your child is in **3rd grade through 6th grade**, we expect that their assignments for the day will be completed by 6:00 PM. Their teacher will check for completion first thing the next morning. If assignments are completed, they will be marked present for the previous day in our student management system.

In essence, we are allowing each family to make decisions about how to best structure academic time within these time frames and acknowledging that teachers will be available to answer questions from 9:30 - 11:30 AM and 12:30 - 2:30 PM.

As we move forward, I have one additional request. We are a community driven to be perfect. However, I ask that you think back to when you brought your first child home from the hospital; there was a lot of uncertainty. You were learning as you went. We are in the infancy of remote learning. We are each going to learn and improve with each day. I ask that you embrace the imperfect right now. Each of us (administrator, teacher, parent and student) is going to make mistakes, and that is okay. We will learn, and we will grow together.

Sincerely,

Megan N. Bozios