February 15, 2021

Dear Parents/Guardians,

Welcome to the next transition of the 2020-2021 school year! Our faculty and staff have been waiting to begin face-to-face instruction that will provide our students with another opportunity for success. Listed below are a few changes/reminders that will continue to assist with the safety of our students and staff.

**Hybrid vs. Virtual**
To eliminate confusion, please understand the difference between Hybrid and Virtual learning. Hybrid learning is where students learn through a mix of face-to-face and online activities. In this model, students attend school 2 days a week and complete work at home on the remaining 3 days. Virtual learning is where students learn through live virtual instruction 4 days a week. Friday is designated as an independent virtual learning day for all students.

**My Child is Hybrid, What Does this Mean**
Elementary Hybrid students will receive 2 days of face-to-face instruction and 3 days of independent learning activities via Canvas. For example, if your student is an A Day Cohort student, they will attend school Monday and Wednesday and then on Tuesday, Thursday and Friday they will not attend face to face, rather, they will complete assigned coursework in Canvas. If your student is a B Day Cohort student, they will attend school face to face Tuesday and Thursday and then on Monday, Wednesday and Friday they will complete assigned coursework in Canvas.

**My Child is Virtual, what Does this Mean**
All virtual students will log in daily, Monday-Thursday, for live instruction. Friday will be an independent virtual learning day. Virtual students will not receive live resource (Art, Computer, Music, P.E.) at this time, the resource team will provide pre-recorded videos for students who remain virtual. The Canvas platform will continue to be used for the virtual setting for completing assignments.

**Morning Drop Off Procedure**
Students are welcomed into the building from the school bus and parent drop-off lines promptly at 9:00-9:25 am. For the safety of all students, there will be staff to greet your child/children outside. At this time, our staff will not be opening car doors for the parent drop-off lines. **Please do not allow your students to get out of the vehicle until you are**
located in our circle (due to moving vehicles in the parking lot). Students must have a mask on when exiting the vehicle. Students that arrive after 9:25 am, must be signed in at the office and receive a tardy slip.

Breakfast and Lunch
Breakfast and lunch will be provided and eaten in the classrooms. No visitors will be allowed to eat with students at this time.

Early Dismissal Procedure
If you will be picking your child up for early dismissal, we ask that you arrive and sign him/her out before bus dismissal begins (prior to 3:50). This will ensure your child is not added to our “End-of-the-Day” dismissal list for buses/parent pick-up lines and provides ample time to pack up their supplies and dismiss. This pertains to students who are not everyday parent pick-ups.

Every Day Pick Up Procedure
When you arrive to pick up your child, if you are everyday pick up, you will stay in your car and when you reach the circle, your child will be walked out to you with one of our staff members.

- When dismissal begins, everyday pickup students (those students with everyday pick up letters on file) will be called down to the gym as they await your arrival.
- Parents must have placards visible daily for student pick up. If the placard is not visible, parents will be required to park and come into the building to sign out the student(s).
- Parents must be prepared to show their identification daily and sign out their student(s).
- Anyone who is not included on the application will not be allowed to pick up the student.
- Students will NOT be allowed to switch back and forth between the bus and car rider.
- Parents may ONLY carpool with one other family and the students from both families must be included on the application.

Release of Students
It is important that you have added all names, signed, and returned the “Authorization for Pick-up” form. Only the individuals you listed on the card will be authorized to pick up your child/children. These individuals will need to present a picture ID for verification before your child is released. Please assist us in this effort to ensure the safety of your child.
The main office will not honor calls placed to hold any child off of the school bus if you are not able to arrive by the scheduled dismissal time of the building.

Visitors
Although we enjoy having parents/guardians in the building, in an effort to maintain the safety of our building and maximize instructional time for our students, no visitors will be allowed this school year. Students that are tardy to school will walk to class without parental supervision. School safety and instruction are the priorities of our building and we must honor both to increase the success for our students. Although you are always welcomed into our building, please understand that the faculty, staff, and students are in classrooms working to maximize each students' potential daily.

Communication
If at any point in the school year you have any concerns about your child/children in our building, please don't hesitate to communicate your needs. Establishing communication between parents and teachers is vital to the process of education. We appreciate working together to facilitate the learning process for our students as we continue the remainder of our exciting school year.

Thanking you in advance for your assistance.

Sincerely,

Jessica Avery
Principal