



# Otterville RVI School District

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November 3, 2020

Dear Eagle Family:

We are beginning to have a rise in students and staff that are having to be quarantined due to Covid contacts. We are doing everything we can to keep our facilities extra clean and sanitary. We ask that if your child has any symptoms that you keep them at home and contact the Health Department for guidance. Please contact us and we will keep your child enrolled remotely and provide the child's device and their work to continue learning with their peers.

It is possible that at some point, like many other schools, we could have to close down for 2 weeks at a time. We do not think that is going to happen anytime soon, but we want to all be prepared and practice what that might look like BEFORE it happens.

With that in mind, we are planning to make an adjustment to in seat learning on Monday and Tuesday, November 23 and 24th before the scheduled Thanksgiving Break. We will instead provide learning through remote access utilizing online instruction. More details will come home from your children's teachers, however, here are some expectations:

Student Expectations:

- Check in both days through Dojo, email, Google Classroom, etc. with their teacher to have access to lessons and participation points for that day.
- Complete all assignments by that **Tuesday, Nov 24th** to receive credit.
- **Take all needed devices and materials home that have been assigned to them**, on Friday, November 20th, including chargers.
- PreSchool and Kindergarten will not have devices, as they are on backorder. Paper assignments will be sent home on Friday and will need to be turned in when returning to school.
- If you do not have internet access at home, you can access our internet services in the parking lot. Students will need to upload assignments to work on at home, off line. IF you have questions about this, please call the school BEFORE Friday, Nov.20th for assistance.

Teacher Expectations:

- Teachers will prepare lessons for those two days. They will provide work for students that is a cumulative lesson or a review lesson. They could also provide an activity or short quiz.
- Teachers will be sure to check in with students at least once per day by Dojo, email, or Google Classroom to provide communication and support.
- Teachers will be expected to check in and respond within 24 hours, during those two days.
- Any student not completing the above requirements, will not receive participation points for that day.

- These activities and assignments will be set up and sent out by Friday, Nov 20th to allow students and families plenty of time to complete assignments, ask questions and get support.
- Teachers will grade all assignments given and provide feedback to students by the following Tuesday, Dec. 1st.
- Since Preschool and Kindergarten will not have devices, as they are on backorder, Mrs. Jeffries and Mrs. Davis will send home paper assignments on Friday and these assignments will need to be turned in when returning to school.

We appreciate your flexibility to make this happen and to run as smoothly as possible. This will not happen without some difficulties, so please be patient as we work through them. Again, the idea is to practice how this works and be prepared just in case. Here is a link to access to help with using Google off line.

<https://support.google.com/drive/answer/2375012>

I also would like to remind you that when we get notice from the Health Department that a child is quarantined due to either being sick or being a direct contact, they need to stay at home. This will of course still be true during this period while we are remote learning, as there will still be student games, practices and events taking place. Please DO NOT send a child that is in quarantine to ANY event at the school and please keep them home if they have ANY of the symptoms to help stop the spread of the virus. Please call the Cooper County Health Department if you need guidance at (660) 882-2626

Thank you for your continued cooperation throughout these challenging times. We will get through them together!

Cindy Beltz