



# Brimley Area Schools

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April 10, 2020

Dear Brimley Elementary Families,

I hope this letter finds you well, and that you've been able to stay safe and healthy during these times. On Thursday, April 2<sup>nd</sup>, Governor Whitmer issued an executive order stopping all face to face instruction in Michigan schools. This order effectively shut down schools for the rest of the 2019/2020 school year. Brimley Schools, and I personally, are heartbroken at the loss of opportunities and experiences that our students will miss through this crisis.

This doesn't mean we've quit, though! Brimley School's staff has been working incredibly hard to set up a distance learning plan that will help continue our students' education throughout this closure. Teachers and support staff have been working diligently creating classwork, making phone and video calls, and connecting with our students to ensure their well-being and assist them with anything that we can.

I plan to lay out the guidelines of our distance learning plan in this letter. However, I want to ensure you that this is still very much a work in progress. This crisis is an unprecedented event for everyone, and we are still working through a myriad of issues and conflicts to try to provide the best outcome possible. We thank you for your patience! We also welcome any feedback or suggestions you may have.

## **BRIMLEY ELEMENTARY DISTANCE LEARNING PLAN**

- Mission
  - Prioritize the connectedness and care for our students and one another as we maintain a continuity of learning.
  - Focus on keeping children emotionally and physically safe, fed, and engaged in learning.
  - Keep in mind the family and life situation of students when designing our expectations and lessons. These are hard and stressful times for everyone.
  - Provide the best opportunities for our students possible during these times.
- Guidelines
  - Recognizing that not everyone has suitable access to online/internet resources. Our primary means of delivery classwork to students will be to send home physical work packets with textbooks and other learning resources.
  - Digital/Online methods will be used as supplemental/alternative forms of delivering materials, but mainly for maintaining relationships and building connectivity between staff and students.
  - Please check with your teachers if you have any concerns or questions.

- Work Assignment
  - Assigned work will be a combination of review, enrichment, and new learning.
  - Assignments will be sent out in three-week increments. Two weeks will be classwork. One week will be enrichment and intervention.
  - Amount of work assigned will vary based on the grade level of the students.
 

Kindergarten	30-90 minutes per day
1 <sup>st</sup> -2 <sup>nd</sup> Grade	45-90 minutes per day
3 <sup>rd</sup> -6 <sup>th</sup> Grade	60-120 minutes per day
- Online/Digital Component
  - Teachers will be setting up a schedule to video-meet online as a class twice a week.
    - This is a non-mandatory opportunity for students to connect with each other and their teacher, and to collectively seek some assistance in schoolwork.
    - Any teaching material presented during these meetings will also be presented in physical form and sent to students.
    - Teachers may also provide information on supplemental/enrichment digital programs that students may participate in to help build educational skills and fluency.
- Work Delivery/Collection
  - Student work will be sent out every three weeks.
    - Use a combination of mail, and bus delivery
    - Please talk with your teacher about your preference, and we'll do our best to accommodate.
  - Considering infection concerns, Brimley Elementary teachers will be using a 'parent assignment check-in list' with parents to assess work
    - Parents will receive an assignment list with their student's work packet.
    - Parents will sign off on each assignment when it is completed.
    - Parents may mail the sheet back, scan it/email it, or contact the teacher by phone or email to confirm assignments were completed.
- Grading
  - A student's final semester grade will still be tallied.
    - The semester 2 grade will be a combination of
      - 50% Quarter 3
      - 50% Quarter 4
    - Quarter 3 grade will be a student's grade as of the last day we went to school, March 13<sup>th</sup>.
      - Students will still have an opportunity to complete missing assignments.
      - At teacher discretion, students have the opportunity to do supplemental work to improve their quarter 3 grade.
    - Quarter 4 grade will be based on work provided during the distance learning plan.
      - Teachers will be grading with full consideration of the affects this crisis will have on families.
      - Student grades as of March 13<sup>th</sup> will be their starting point for quarter 4. Quarter 4 grades will not go below their quarter 3 grade, or 75%.
  - Standards Based Grading (K-2 Students)
    - Standards based grades for our youngest students will be done at the discretion of the teacher, with full consideration of the affects this crisis will have on families
    - We understand that some standards won't be reached or revisited this year.

Again, I want to emphasize that this is still an ongoing process, and things will likely change as we move through the year. If you have any questions, or you're struggling with any part of this plan, please reach out to your teacher or the building principal. We tried to build our plan as to not overwhelm any family, but if this is happening to you, please let us know.

Special education services will be continued by our special educational staff. Ms. Sweeney, Mrs. Kelso, and Mrs. MacDonald have already been working hard setting up the plan on how best to deliver their services. If they haven't made contact yet, you can expect a call or email soon. Ancillary services such as occupational therapy and school social work will also continue, and more information will be sent home soon.

Next, I would like to address our end of the year celebrations, events, and ceremonies that we normally hold. Unfortunately, most of these events we would hold during the school year will have to be re-scheduled. This would include events like Kindergarten graduation and roundup, our honor roll banquet, and several others. Please know we intend to do SOMETHING for most of these events, but how we restructure or reschedule them is still being worked on. Please stay tuned for future updates on our school events.

Lastly, I'd like to say thank you to you the parents and guardians of our students. We understand exactly what you're going through. Keep strong, keep the faith, and know that doing your best is doing enough. You're doing awesome and you will make it. Thank you for taking on the teaching role that we so treasure at Brimley Schools. Continue to teach, to learn, to grow, and to play.

Students! Stay strong! Know that your teachers, your paraprofessionals, your lunch staff, your custodians, your secretaries, and your principal miss you very much. If you haven't yet, please check out the wonderful video Mrs. Cain made on our school Facebook Page. I want to encourage you to finish the school year strong. This is not ideal, and you may miss out on some school experiences, but take the time to build some memories and experiences with your family. Do your schoolwork, contact your teachers, and listen to your parents. We'll see each other again soon!

Finally, in these trying times, we hope you stay safe, secure, and connected to the people you love. Please let Brimley Schools know if there is any support you may need. We'll do our best to help in any way possible. If you have any questions or concerns, please contact the school me at 248-3217 x102. Or if you prefer, I may be reached by email at [tsuggitt2@eupschools.org](mailto:tsuggitt2@eupschools.org).

Wishing you all the best,



Mr. Thomas Suggitt  
Elementary Principal