



JEFFERSON C-123 SCHOOL
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Tim Jermain
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Charley Burch
7-12 High School Principal
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Dear Jefferson 7-12 Grade Parents,

This letter is to inform you of the general education practices that will take place between your student and the Jefferson teachers over the next three weeks while school is not in session. Please keep in mind that this is uncharted territory and that our staff will do our best to see that your student is still receiving quality education while at home. With that being said, I have kept this pretty simple and bulleted the general expectations that teachers will have for the students and any pertinent information you should know to assist in this experience.

- Every student has been given a Chromebook or laptop to use for completing their online learning at home. On Monday, we talked with the students and made sure that they were all taking their device home along with their chargers. If your student should have any issues with their device, I ask that you please contact Keith Kelley at the school. He can assist the students with any technology issues.
- The classroom teachers will be emailing students on a daily basis (Monday – Friday) through their school Gmail accounts. The teachers will have any new information for students emailed each day by 10:00; therefore, the student expectation would be that nothing new will be presented to students through email until the next morning at 10:00. You can help your students by reminding them each day to check their school Gmail account.
- The primary goal over the next three weeks is to have students do enrichment activities with minimal new material being presented. The intention is to have students academically ready for continuing instruction upon their return to school.
- Most teachers are having students do just a few assignments with deadlines as to when they need to be completed. The teachers will be checking the progress of the student's work and reaching out to anyone that appears to be having difficulty. This may be via text, a phone call, or by video through Google Hangout. At the same time, students can always feel free to contact their teacher should they need assistance in completing an assignment.
- Any supplies or materials that are needed for students to complete assignments were sent home on Monday. If there happens to be other materials that the students need in the coming weeks that they do not have; arrangements will be made for them to get the materials.
- Students will be given a grade for their work. It is imperative that they complete the assignments assigned. Grades will continue to be updated in Lumen and grade checks will be done each Monday.
- Each teacher's email and cell phone is on the back of this letter, should you need to get in contact with them.
- If any dual credit students have concerns or questions, feel free to reach out to Mrs. Holtman.

I appreciate your flexibility and cooperation during this time in helping the Jefferson staff provide education for your student. I know for many of the students this can be stressful and they may have concerns with what their future may hold. Rest assured that the Jefferson C-123 District will do everything we can to assist during this trying time and support your students to the best of our ability. Thank you for all that you do in helping us provide students a great education!

Sincerely,

Charley Burch