



Ellensburg School District #401

1300 East Third Avenue
Ellensburg, WA 98926
www.esd401.org
Phone 509-925-8000
Fax 509-925-8025

Dear Parents and Guardians,

Teachers are working hard this week to prepare to offer continuous learning for our students. I thought it would be a good time to give parents a few tips on how you can prepare your child for what the weeks ahead will look like. Here are a few tips:

Preparing for how to access the learning schedules

- Each week by Friday at the latest, teachers will send out weekly schedules for the following week. Please be looking for those each week.
- Schedules may be posted/sent to all of the following:
 - Our website [here](https://www.esd401.org/covid-19) at <https://www.esd401.org/covid-19> under “instructional schedules” (this site will be updated regularly; please check back throughout the closure for new information)
 - Students’ school email accounts (some teachers may not send via email)
 - Google Classroom (students/parents will be notified if their teacher will be utilizing Google Classroom)
- Students should check their school email regularly for messages from their teacher(s).

Preparing for technology needs

- We will be providing the learning opportunities primarily electronically; however, we know that some families may need to access the learning through packets. Packets will be made available weekly for those students. Be looking for more information on how to get packets for those that will need them.
- Make sure your child has access to a device. While some of the activities sent home will not require a device, students will need one to access Google Classroom, Zoom, online learning applications, and other resources. If you do not have a device at home, please contact your child’s principal to check one out. We are also putting together a plan for internet access for those who don’t have it. Be looking for more information on that in the week ahead.
- Check your child’s device to make sure it is working well and has a charger. If you have an ESD device that is broken, or you do not have a charger for it, please contact your child’s principal.
- Familiarize you and your student with Google Classroom. Here’s a [tutorial](#) and a [quick guide](#).
- Be sure they can access their school email.
- Virtual teaching/connecting sessions will be held weekly with Zoom. You do not need a Zoom account. Teachers will send students the link and will post it in Google Classroom.

The Ellensburg School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

The following employees have been designated to handle questions and complaints of alleged discrimination: Kim Snider, Title IX Coordinator and Civil Rights Coordinator, 509-925-8007, kim.snider@esd401.org and Section 504 Coordinator, Kelly Kronbauer, 509-925-8011, kelly.kronbauer@esd401.org, 1300 East Third Avenue, Ellensburg, WA 98926.



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Students simply need to click on the link to join the session. [Here's a quick guide for Zoom.](#)

Preparing your child(ren) for sharing work with teachers

- Students will be asked to join a live Zoom session weekly with their teacher. Students/parents will be receiving a schedule of when each student is expected to join, but [here are our teacher schedules](#), for an idea of when those might occur.
- There are many possibilities for how teachers might invite students to share their learning. Parents and caregivers should be sure they know what their children's teacher expects and then support their student as needed. Students may be asked to share completed work in the following ways:
 - Submit a document to Google Classroom
 - Take a picture of their work and upload it into Google Classroom or email it to their teacher
 - Record a video that shows how they are able to do something
 - Email a message summarizing their learning
 - Engage in Zoom meetings with teachers
 - Engage in online "office hours" with teachers

Preparing your child(ren) for learning

- Distance learning will be most successful when students have a routine to follow and a space in which to work and learn.
- Be clear about the time of day any online learning sessions will be held as well as the extent of the assignments your student will be asked to complete. If you're not sure, ask your child's teacher(s). Once you have an idea about daily time commitments, plan a schedule for your child to follow. Stick to as predictable a daily routine as possible. Don't forget to include times for breaks and lunch. [Here are some examples of suggested schedules.](#)
- Identify an at-home learning space. Ideally, this space should have:
 - A computer, Chromebook or other device
 - Good lighting
 - Ready access to learning materials and tools
- Consider having your student's learning space separate from their bedroom and distanced from the television; it sets the expectation and tone that the space is for work and not play. Additionally, an online learning space in a shared area allows parents and guardians to readily support learning while also monitoring online activity.
- Having the right materials available makes engaging with activities easier. Here's some ideas of materials to have available. If you do not have these available, please contact your child's principal and we'll make sure you can get them.

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- Paper, pencils, and pens
- Calculator, ruler, compass, counters (e.g., dry beans), or other items to support math (your teacher will tell you which to have on hand for certain grades)
- Textbooks, trade books, composition notebooks, and other necessary curriculum resources provided by your student's teacher
- Phone, iPad, or computer with camera for taking pictures of work and/or recording videos of learning demonstrations. ESD Chromebooks will do this.
- Don't let your children treat this as a vacation. While students may not spend as much time daily engaging in learning activities as they would have if they were attending in school buildings, it is important that children still understand they are expected to continue to engage with learning and their teacher.
- Remember to schedule time for fun.

Preparing yourself for your child's distance learning

- Ellensburg School District recognizes that distance learning can pose a hardship on many families. Although students are restricted from going to school, there is no guarantee that parents and guardians are available throughout the day to assist students with learning. Everyone is encouraged to consider the following:
 - When you look at the weekly schedule, identify pieces that will require your assistance and try to identify when in your week you might be able to assist them through that, even if that occurs outside of "regular school hours" (e.g. in the evening or on the weekend).
 - If your child needs assistance with the live Zoom sessions, is there someone in your house that can block out that 30 min/week at this point (at elementary) to be available to assist?
 - If there are areas of the schedule or activities you struggle to help facilitate for your child, please don't hesitate to reach out to his/her teacher to ask for support.

This is new for everyone. As we all embark on this new learning journey, doing what you are able to support your child and communicate with their teacher is all we expect! Reach out to your child's school for support if you need to! We appreciate our partnership with parents and please don't hesitate to contact your principal or one of us, if you have further questions.

Sincerely,

Jennifer Kuntz, Director of Teaching and Learning, jennifer.kuntz@esd401.org

Jinger Haberer, Superintendent Ellensburg School District, jinger.haberer@esd401.org

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