



Sisters Elementary School

“Home of the Outlaws”

Joan Warburg
Principal

April 9, 2020

Dear Parents,

We heard the news yesterday with tremendous sorrow that our students will not be returning to our school buildings this year. We are grieving and we know that your children are grieving this loss as well. We will be discussing as a staff and with SPTC and other parents ways that we can come back together as a community once the restrictions are lifted. It is our hope and desire that we will continue to be a community that supports and connects with one another, especially during these challenging times. Even though those connections may come at a distance, they are still vitally important for all of us. I am hearing from our teachers about how much they have valued the conversations with you this week. It has been great to rebuild connections with all of you. I am looking forward to personally being able to connect with you and your children in the coming weeks once we have our routines established.

As you are aware, we are not currently holding any meetings within the walls of our schools and the school building is closed to drop-in visits. However, we have scheduled pickup of student materials on **Friday, April 10th**. Our teachers have come in at various times and have packed up your students' belongings into paper bags for collection. We are sending home all personal items, learning tools, workbooks, and supplemental worksheets. We are asking parents to support us in **SAVING THE WORKBOOKS FOR TEACHER DIRECTED INSTRUCTION**. These math workbooks are not designed for at home use and our teachers need to provide your students guidance and direction. They will be referencing these tools in their lessons.

If your family requested a Chromebook, we have one set aside for your student with a charger and earbuds. According to district policy, parents must sign an “At Home User Agreement” in order for the student to take the Chromebook home. You have an option to purchase insurance. If you check the box to purchase insurance, you will be billed for the insurance. The contract is located on the last two pages of this announcement. To save time, please print and sign the contract, and bring it with you on Friday. We will have copies as well, but in order to adhere to social distancing guidelines, we will provide gloves and ask that you glove up prior to signing the contract. There must be a signed contract in order to issue a Chromebook. Thank you for your support in this process.

Please plan to pick up your students' materials according to this schedule:

All Schools Distance Learning Pick Up for Friday April 10th

- **8:00-9:30 Last Names A-G**
- **9:30-11 Last Names H-M**
- **11-12:30 Last Names N-S**
- **1-2:30 Last Names T-Z**

Materials pick up will proceed as follows:

- Please bring a paper with your family name on it so that you can show it out of your window so that staff can see and gather your materials.
- Parents will go to the section for their youngest child. We will gather all materials for the family with the youngest student's materials.
- We will have separate sections for you to drive up to - look for yardsticks and cones with the label for your grade level. K, 1st and 2nd will drive through the bus lane. 3rd and 4th will drive through the parking lot drop off / pick up lane.
- There will be staff outside assisting. Please plan to stagger when you come in the time slot and to be patient. We will be placing items on the hoods of cars and stepping back to the sidewalk to adhere to the 6-foot distance rule.
- If you have a contract that needs to be signed, we will provide you with the contract and gloves. Please glove up, sign and return the contract and the pen to the box. You can dispose of your gloves once you leave.
- We will have boxes for library book collection at the end of each driveway - you may drop your books into the boxes. We will store them and disinfect at a later date before we check them back in.
- If you have lost and found items, we ask that you park and adhere to the 6-foot requirements and wear gloves. These will be pulled out onto the front lawn.
- We know there are some families in need of picking up students' medicine. After you get your students' materials, please drive up to the stop sign in the parking lot and meet Nurse Beth. If you need to contact her, please email her at: beth.hummel@ssd6.org.

You are welcome to pile your kids in your car to come to collect their materials - we will have a surprise outside for them to see. We would love to wave and say hi from a distance. Different teams will be working different shifts, so your student may not see their teacher, but they will get that opportunity next week as we begin learning.

I will be sending another email this week with all the details about what the learning will look like next week. Our teachers have been very busy planning and preparing for this new way of teaching and learning. They are ready to begin this new phase with your students. I will be hosting a Zoom Coffee with the Principal on Wednesday, April 15th from 11:00 am -12:00 pm. I will send more information with a link later in my other email.

Please do not hesitate to reach out to us if you have any needs or concerns. The best person right now for coordinating these needs is Kate Kuitert, our counselor @ kate.kuitert@ssd6.org. You can also reach out to me at joan.warburg@ssd6.org. Due to the nature of the current work, I won't be reading my emails until the evenings and will do my best to respond in a timely manner. We care about you and your family and we want to reassure you that we are all in this together, and we are going to figure it out with Grace, Courage, Humor, and a Growth Mindset. Our foremost priority is ensuring the mental health and wellbeing of each of our students and figuring out the best way to strengthen our relationships with each student and parent. Now, more than ever, we need one another! Together we are better!

Sincerely,

Joan Warburg
Sisters Elementary School
Principal

Sisters School District - Device User Agreement

Sisters School District views the use of electronic resources as central to the delivery of its educational program. By providing each secondary student a chromebook computer to use at school and at home, Sisters School District intends to enable an engaging, collaborative, self-directed, and empowering learning environment. Students are expected to use district technology and network resources responsibly and parents are expected to collaborate with the school district in ensuring their child uses the district issued device in accordance with district policies and guidelines. Below is a summary of commitments made by students and parents.

Students agree to the following responsibilities before, during, and after school whether or not they are on or off campus.

- Use the device in a responsible and ethical manner, complying with the Sisters School District Code of Conduct in regards to cyberbullying ([JFCFA/GBNAA](#)) and Electronic Communications System ([IIBGA](#)) and [IIBGA-AR](#)) at all times. (<http://ssd6.org/schoolboard/policies/>)
- Use technology only to support learning and school appropriate functions.
- Obey school rules concerning behavior and communication that apply to technology use.
- Avoid damaging school equipment by using the device in an appropriate manner and taking a proactive role to aid Sisters School District in the protection of the chromebook by reporting all issues.
- Notify a staff member or parent/guardian immediately of information, images, or messages that are inappropriate, dangerous, threatening, or uncomfortable.
- Return the chromebook at the end of the school year (or district enrollment) in the same condition received.
- Secure the device at all times.
- Bring the chromebook to school daily fully charged. (High School Only)

The parent/guardian agrees to monitor student use at home, and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

- Talk to my child about values and the standards that they should follow on the use of the Internet just as you do on the use of all digital media (TV, phones, movies, music, etc.).
- Be active participants by asking your child to show you what sites they are navigating to and how they are being used in your child's education.
- Ensure that siblings and other family members are not using the device for personal use.
- Assume responsibility for the cost of repair or replacement if the device is not returned, damaged, lost or stolen.
- Encourage balanced and healthy digital media use.

At Home Chromebook Addendum

Student Name: _____

Device Protection Plan

Devices are on loan to students and remain the property of the Sisters School District. Sisters School District will incur the repair cost for damaged equipment resulting from normal use or equipment malfunction. Costs for all other damage, loss, or theft—whether intentional or accidental—will be the responsibility of the student.

Sisters School District offers an optional and inexpensive annual protection plan for parents/guardians to lessen the financial burden should an incident occur. If a family chooses not to enroll in the chromebook Protection Plan, you will be financially responsible for the full repair or replacement cost of the device.

Fees are annual and non-refundable.

\$20 – base Protection Plan fee

\$10 – Protection Plan fee for families qualifying for free or reduced meal prices

Families with multiple children will only be required to pay two protection plan fees to cover all district devices within the family. Coverage and Benefit.

The following benefits are afforded under the protection plan. Sisters School District staff reserve the right to determine the cause of damage or loss and may adjust or escalate the fees if gross negligence is determined.

Repair/Replacement Fee	First Claim	Second Claim	All Other
Accidental Damage	None	50% of cost	Full cost of repair
Theft (with police report)	None	50% of cost	Full cost to replace
Loss or damage due to negligence	Full cost to replace	Full cost to replace	Full cost to replace

Insurance

- I will purchase device protection. Amount owed _____
- I am not purchasing protection and agree to cover all device repairs and losses.

My child and I have read, discussed and agree to the responsibilities and expectations outlined in this form and well as the Sisters School District [Student and Parent 1:1 Handbook](#) , the Sisters School District Code of Conduct in regards to cyberbullying ([JFCFA/GBNAA](#)) and Electronic Communications System ([IIBGA](#)) and [IIBGA-AR](#)). (<http://ssd6.org/schoolboard/policies/>)

Parent Signature: _____ Date: _____