

**Template Letter for School Families**   
Topic: Introduction to the District’s Continuous Learning Plan

*If you need assistance finalizing this letter, please contact Amber Graham Fitzgerald, Director of Member Engagement, at amberf@ossba.org or 405.528.3571.*

[Date]

Dear [District] families:

Our administrators, teachers and instructional support staff are working hard to develop a continuous learning plan that will help our students finish the school year strong. As you can imagine, this planning has presented its own set of trials, as most of it has occurred digitally or at a distance so we can protect ourselves just as you are at home. We will meet the challenge, however, because that’s what we do as [Mascot]s. Our students deserve a learning plan that will help them grow academically this spring, and that is what we are determined to give them.

The last few weeks have made me even more proud to be the superintendent of [District]. From [insert a good deed or example of teamwork, such as “wave” parades] to [insert another good deed or example of teamwork, such as meals served], this community has worked to provide children with basic needs, as well as lift their spirits. All of this has occurred while [Town] residents and [District] employees have also taken the necessary precautions to prevent the spread of COVID-19. There’s nothing we can’t accomplish when we work together as a team.

We know you and your child have many questions about what the remainder of the school year will be like. The purpose of this letter is to share what we know and to ask you for your help as we prepare for this significant transition. While this is not how we expected to end the school year, we believe our continuous learning plan will allow us to keep students on track, while also protecting what is most important – their health and well-being.

A change of this magnitude will not occur without bumps in the road; however, with your help, I am confident we can offer the best services possible for our students. There are several ways that you can help us at this time:

* **Contact Information** – Please contact your child’s school to ensure we have the most up-to-date phone number, email and address on file for your family. This will be important so that we can communicate often.   
  ***Note to Administrators:*** *You may wish for parents to review and change their contact information online using your student information management system instead of this process.*
* **Technology Survey** – We know some students may need assistance with access to technology devices and internet access. We are working to help fill this gap for students. You can help us determine the level of need across the district by completing this survey no later than [date]: [insert link to survey]. ***Note to Administrators:*** *If your continuous learning plan does not involve technology, you may wish to assess your students’ need for other consumable school supplies.*
* **Office Hours** – If you have questions about the remainder of the school year or you need assistance with something at the building, please call your child’s school office between the hours of [insert times], [insert days of week]. We are happy to assist you on a one-on-one basis so it is safe for you and members of our staff.
* **Other Resources** – Please visit our website at [web address] for information about free breakfast and lunch for all children, as well as for resources regarding the prevention of COVID-19.

Thanks to the hard work and dedication of our teachers and staff, we will resume services to students on [date] using our continuous learning plan. We understand this ongoing instruction cannot be delivered through a one-size-fits-all approach. We hope as you read the information below you can see how we are working to help meet the needs of all students:

* **Elementary Learning Plan**  
  *[Insert a basic overview of your learning plan for elementary students. Don’t just focus on academics; explain how teachers will continue to build relationships, too. Use language that is positive and parent friendly. Avoid education jargon and acronyms. Specify for families what they can expect next, especially who will contact them and how.]*
* **Middle School Learning Plan**  
  *[Insert a basic overview of your learning plan for middle school students, using the same guidelines listed above.]*
* **High School Learning Plan**  
  *[Insert a basic overview of your learning plan for high school students, using the same guidelines listed above.]*
* **Special Education Plan**  
  *[Insert a basic overview of how you will serve your students in need of special services. Be clear about what families can expect from school staff, especially related to virtual IEP meetings and the delivery or changes to the delivery of special services. It is more than acceptable for the statement to be general and to indicate each parent will be contacted by their child’s teacher regarding plans for the future.]*

***Note to Administrators****: Below are two examples of what might be shared about your learning plan.*

***Sample: Does Not Require Technology***  
*We believe elementary students learn best when they have the opportunity to experience hands-on activities. Our teachers are developing lessons that align with state learning standards in each grade level. While some of the options will include online resources, most will only require the materials you commonly have in your home. Activity instructions, which will be updated weekly, will be available online, as well as passed out with meals at the feeding sites. Copies of the materials also will be available in the metal mailbox under the awning of each elementary school. Assignments and activities should not to be returned to the school; instead, they will be for enrichment and for practicing math and literacy skills. Teachers will be touching base with families on a regular basis to continue to grow their relationship with students and to check on their progress.*

***Sample: Does Require Technology***   
*High school students will be able to use their district-issued Chromebooks and Wi-Fi hotspots to continue instruction using Google Classroom. Students are familiar with the program; however, they will soon receive information from their teachers through their school emails about how to proceed. A weekly school newsletter will include new assignments, which will also be posted on the school’s website and social media pages. Teachers will grade the students’ work; however, assignment grades will only be recorded if it increased the student’s average in the class. Mostly, the work will be used to learn new concepts and to reinforce those that have already been introduced. Teachers will be in regular contact with students to provide them with support and guidance. Additionally, school principals will be available two hours per day to visit with parents and students about their concerns via video chat.*

Schools are at their best when the community works together, and now is the perfect time for us to shine. You were and continue to be your child’s first and most important teacher. While our faculty and staff will be leading the way, we know you will be encouraging, supporting and teaching your child side-by-side with us.

We miss our students terribly, but we are trying to make the best of the situation for everyone. Thank you for helping us rise to this challenge. We could not do it without you.

Sincerely,

[Name]  
Superintendent