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March 12, 2020

Dear Parents, Guardians, and Students,

I know the closure of school for the next two weeks (3/16/20 through 3/27/20) is creating many questions for everyone. Thankfully, we have had some time to prepare for an unexpected and unwanted closing as well as make plans for digital learning. Below is an outline of what to expect.

### **Clarification for Friday 3/13/20**

Brighten is open tomorrow. We plan to orient students to the digital platform and make sure they have all needed materials (math workbooks, binders, media center books, etc.). The ASP program is open tomorrow as well. The middle school dance is cancelled for tomorrow night.

### **School Activities and Field Trips**

All school activities are cancelled 3/16/20 through 3/27/20. We have also cancelled all field trips through Spring Break. We will communicate the refund process at a later date.

### **Digital Learning Plan**

We will begin online learning on Monday, March 16, 2020. Students are expected to log in and complete work each day, just as if they are in school.

Teachers will post digital assignments on the school’s website [www.brightenacademy.com](http://www.brightenacademy.com) on the teacher’s webpage by 9:00 am each morning. Students will need to check the posted work for the teachers that they typically have for the day. For example, a second grader would check their homeroom teacher’s page and the page of their specials class (PE, Art, Spanish, etc.). The teachers will communicate on the posting what, how, and when work is to be turned in. As time progresses and our skills build (both the staff and students), we will add live classroom collaboration times and self-made video lessons to the daily activities.

You can expect “each subject” to have about 30-45 minutes of work. We will be checking in regularly on work completion, quality of work, time on the computer, etc. Students who receive additional services (through special ed, EIP) will continue to get specialized help from their resource teachers. The subject specialists will be in touch with more information on what to expect and how they will be working with your child.

**Communication with Students and Staff**

All staff (teachers, admin, support staff, paras) will be communicating with students using various platforms in which the students are already accustomed to using. Staff members will be expected to respond to messages within a reasonable amount of time throughout the day and within 24 hours if received outside of regular school hours.

Your classroom teacher will be your first point of contact. In order to best support our students and staff, we have assigned additional staff members to each grade. If you are having trouble getting help or need special assistance, please feel free to reach out to the additional support listed below.

Grade Level	Additional Support Members
K	*Administrator  *Connie Arnold <a href="mailto:carnold@brightenacademy.com">carnold@brightenacademy.com</a>

	K Paras will be assisting
1	*Kelly Bemus <a href="mailto:kbemus@brightenacademy.com">kbemus@brightenacademy.com</a> K Paras will be assisting
2	*Lisa McDonald <a href="mailto:lmcdonald@brightenacademy.com">lmcdonald@brightenacademy.com</a> Tonya Ledbetter <a href="mailto:tledbetter@brightenacademy.com">tledbetter@brightenacademy.com</a>
3	*Lisa McDonald <a href="mailto:lmcdonald@brightenacademy.com">lmcdonald@brightenacademy.com</a> Michelle McDonald <a href="mailto:mmcdonald@brightenacademy.com">mmcdonald@brightenacademy.com</a>
4	*Connie Arnold <a href="mailto:carold@brightenacademy.com">carold@brightenacademy.com</a> Sandi Gore <a href="mailto:sgore@brightenacademy.com">sgore@brightenacademy.com</a>
5	*Kelly Bemus <a href="mailto:kbemus@brightenacademy.com">kbemus@brightenacademy.com</a> Mendi Wittwer <a href="mailto:mwitter@brightenacademy.com">mwitter@brightenacademy.com</a>
6	*Connie Arnold <a href="mailto:carold@brightenacademy.com">carold@brightenacademy.com</a> Chris Womack <a href="mailto:cwomack@brightenacademy.com">cwomack@brightenacademy.com</a>
7	*Connie Arnold <a href="mailto:carold@brightenacademy.com">carold@brightenacademy.com</a> Chris Womack <a href="mailto:cwomack@brightenacademy.com">cwomack@brightenacademy.com</a>
8	*Kelly Bemus <a href="mailto:kbemus@brightenacademy.com">kbemus@brightenacademy.com</a> Helen Pace <a href="mailto:hpace@brightenacademy.com">hpace@brightenacademy.com</a>
Special Ed, EIP, Gifted	*Lisa McDonald <a href="mailto:lmcdonald@brightenacademy.com">lmcdonald@brightenacademy.com</a>
Specials	*Connie Arnold <a href="mailto:carold@brightenacademy.com">carold@brightenacademy.com</a> *Kelly Bemus <a href="mailto:kbemus@brightenacademy.com">kbemus@brightenacademy.com</a>

Counseling/Community Resources	Rebecca Thompson <a href="mailto:rthompson@brightenacademy.com">rthompson@brightenacademy.com</a>
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### **Access to Technology**

We will allow parents and guardians to check out student chrome books from the media center to use at home (if needed) on Friday, March 13, 2020 from 2:00-6:00pm. Parents will be asked to sign an agreement stating they will replace the chrome book or pay for the replacement if damaged. We have enough chrome books to allow one per family. Once all families who need assistance with student devices have at least one chrome book, we will open up another time where additional chrome books can be picked up.

If you need assistance with getting access to the internet, contact our media specialist, Kriston Peterson at [kpeterson@brightenacademy.com](mailto:kpeterson@brightenacademy.com).

Students who do not have access to technology will be offered the opportunity to complete alternate assignments that require little to no use of the internet. Please contact your child's teacher if you need an alternate assignment.

### **School Nutrition Plan**

We are working on coordinating plans for access to breakfast and lunch, if needed. We will share this information once we know more details.

### **Attendance**

We will track student attendance by completed assignments. For example, once the assignments are completed for the assigned day, the teacher will mark the student present (for that class). The completed work will also be graded for accuracy just as if it were completed in class.

### **We Are Crew**

We know this is a scary time for many of our families. It is our desire to work as a team to discover the best way to keep the kids learning, engaged, and full of joy. We've checked in with colleagues from all over the globe, and the best advice we've received is to start small, plan for engagement and "real" interaction, and ask for and give lots of grace.

I look forward to seeing many of you tomorrow. Please feel free to send me and the teachers any questions you may have. Your questions and concerns are opportunities for us to improve!

Sincerely,

Lisa McDonald