



Jordan Elementary School
815 Sunset Drive
Jordan, Minnesota 55352
952-492-2336 main | 952-492-4446 fax

MELISSA BARNETT
Principal, Jordan Elementary School
mbarnett@isd717.org

March 27, 2020

Jordan Elementary School Students and Families,

I couldn't have imagined I would be sending this type of communication out to families over spring break. We are all handling this time of uncertainty the best that we can, and I know all of us at JES are thinking about you and hoping everyone is safe and well. I want you to know we are going to do our best to make your child's school experience the best that we can. Over the past two weeks staff have been working with different tools to deliver relevant standards-based instruction to students. The directive to our staff is to make sure our first week of distance learning focuses on the social-emotional needs of students and addresses any questions or concerns students or families have about this new model of instruction. Since this is new territory for all of us, we will need to be flexible, understanding, and give each other grace as we navigate things over the next several weeks of instruction. We thank you in advance for your patience and partnership as we work together to meet the learning needs of our students. Below is important information for families:

- **Let's work together to support our students!**
 - We understand parents didn't sign up for teaching their students at home in a distance learning format.
 - Educators didn't sign up for teaching students in a distance learning format.
 - Let's support each other as we are all doing something we didn't sign up for!
 - Most importantly, let's support our students as we walk through this time!
- **Student Attendance**
 - We will assume all K-4 students are present and working on their learning activities for distance learning each day.
 - We have been directed by the MN Dept. of Ed. to take attendance each day. **If your child(ren) will be "absent" due to illness or any other excused absence listed in the JES Parent/Student [Handbook](#), please contact the JES attendance line at 952-492-4444 to report the absence.**
- **Sample of Daily Student Schedule**
 - Below you will find a **sample schedule** you may use at home to help your child/ren stay on task each school day. This schedule is simply a

OUR MISSION

Inspire a caring community to ignite learning, innovation, and success for all!

suggestion to help provide structure for students and families, however, we understand each family situation is unique.

- [JES Distance Learning Daily Schedule - SAMPLE](#)

- **Where do I find student work?**

- **Distance Learning will begin on Monday, March 30th.** Teachers will be sharing more information on Monday morning regarding distance learning information, instruction, and resources for students/families.
- All information for K-4 students will be posted on our JPS COVID-19 web page: [COVID-19 Distance Learning](#) and on grade level website homepages.
- Students in grades 3-4 will access information from their teachers via Google Classroom on their school Chromebook or other device they are using at home.

- **Need to Contact a Staff Member?**

- Email will be best.
- Staff will be available to support students and answer questions during "office hours" from 8:00am - 3:00pm each school day.
- Please use the JES [Staff Directory Link](#) to contact a staff member.
- If you are unable to email staff for whatever reason, you can call the teacher's phone extension ([Staff Directory Link](#)), leave a message, and the staff member will return your call within 24 hours.

- **Need Technology Support?**

- A phone hotline is enabled for grades 3-4 families to leave messages regarding tech issues and the tech department will follow-up. The phone number is (952)-492-4500.
- This [Google Form](#) will be sent to families to create a tech support ticket when needing tech support for school devices/software.
- Tech dept will contact families to try to resolve issues remotely before requesting a family comes on site.

- **Miscellaneous**

- **Pennies for Patients** - LLS has contacted us and we will not be collecting any remaining funds this year. The funds we have collected we will donate to LLS. Feel free to donate the money you collected at home to a local charity, or you can go online to Pennies for Patients and donate to our school: [JES Pennies for Patients Fundraiser](#).
- **JES Yearbooks** - families can still purchase a yearbook through the parent portal on Infinite Campus. Yearbooks will be distributed to students in the fall. If you have a 4th grader who purchased a yearbook, they will be delivered to JMS or can be picked up in the JES office.
- **Students' personal items** are safe and secure in their lockers/cubbies. We are hopeful we will return to school in May, however, if that doesn't

happen, we will share a communication out at that time as to how families can pick up personal items.

I am confident in the ability of our students, families and staff to take on this unprecedented challenge. Please know that we are all in this together. Feel free to reach out if you have any questions or need assistance with distance learning.

Have a great day!

Melissa Barnett
Jordan Elementary School Principal
952-492-4276
mbarnett@isd717.org