

I hope this finds you and your loved ones doing well! This communication is intended to lay out some basic expectations for our upcoming launch of this new adventure of school-wide distance learning! Please know that most all of the expectations are set across the district and are intended to provide structure as well as flexibility for teachers, students, and parents. I realize that some of the procedures are not perfect, and will not fully align with some of our current educational expectations. Please remain flexible and patient as we navigate this together.

One very important aspect of this distance learning is that parents will receive LPS communication via email, and that students will **need to check their LPS email at least 2 times each day**. Most teachers will be communicating regularly with students via their **LPS email accounts**. This link, [LPS COVID-19 Communication](#), contains all previous letters sent to our community from Superintendent Ewert. If parents have not received them, please check your settings in the LPS parent portal or check the LPS website a few times a week. [This site](#) on the AHS website might be helpful in checking your side of the parent portal in Infinite Campus.

While not 100% comprehensive, the information provided here should address most of the questions you may have right now.

**General Expectations for Arapahoe High School
Distance Learning
3/28/2020**

TRAINING

- Training for all LPS staff will be held virtually on **Monday and Tuesday, March 30 and 31**.

ATTENDANCE

- Attendance will be taken each day by TRIBE teachers.
 - TRIBE teachers will push a short, standardized Google Form to their TRIBE at **8:30 a.m. each day**. Students must submit the form daily as teachers will record the results in Infinite Campus **each day by 3:30 p.m.**
 - We realize this is not ideal, but it is manageable. It gives us a sense of who is at least interacting with this online model. It is possible for a student to have “perfect attendance” and never complete an assignment. Completing assignments will be their responsibility and will show in their grades in their classes.

ASSIGNMENTS & GRADING

- Teachers are expected to provide learning experiences for their individual classes throughout the week. These can be things to watch, read, website tutorials, teacher’s own tutorials, any format that works for them to deliver lessons effectively.
 - At a **minimum, at least one assignment** is expected to be collected, graded, and posted into IC each week for each class.
 - At a **maximum, two assignments** may be collected, graded and posted into IC each week for each class.
 - These grades can be progress checks on a longer assignment and can be as simple as completion grades.
 - Please be patient as teachers navigate this new expectation. We have asked teachers to be patient with students as well.
 - Teachers will communicate with their individual classes as to how they will provide

distance learning experiences and when and how assignments are given and collected each week.

- Student learning will be assessed/tested by individual teachers along the way.
 - This is another area where it will not be perfect. At the end of the day, we are going to have faith in our students, and parents as partners, as we expect our Warriors to do their own work.
 - We will not make a decision regarding final exams until we know more about whether or not we will return to our building this year.
 - This will be communicated as soon as we have more information.
- Current grades in IC are live and active. Teachers will continue using IC to enter grades and the grade there should be updated weekly.
 - LPS will award **letter grades to all high school students**.
 - We are awaiting guidance from our Board of Education regarding any exceptions to this. We will communicate as changes occur.

SPECIFIC STUDENT EXPECTATIONS

- **The school day will be defined as 8:30 a.m. - 3:30 p.m.** Though most of your learning will be asynchronous (not at the same time), Students should **check LPS email twice daily - once in the morning and again at the end of the day**.
- Complete the **Attendance Google Form from your TRIBE teacher BEFORE 3:30 p.m.** every day.
- Beginning **Wednesday, April 1, 2020** teachers will share with you their individual expectations for your classes.
- **Assignments are expected to be submitted in a timely manner** as communicated by your teachers. Any extenuating circumstances must be communicated with your individual teachers.
- When you are in a **group video chat of any kind**, you are expected to **behave in a professional and respectful manner** with regard to language, appropriate dress, courtesy, and taking care to place yourself in an appropriate area in your home for such meetings.
 - Teachers have the authority to “kick you out of class” for inappropriate or disrespectful behavior.
 - Violation of these expectations could result in disciplinary action.
 - Be respectful of yourself, your teacher, and your classmates. **BE A WARRIOR!**

OFFICE HOURS

- **All licensed staff** are in the process of setting their own **office hours between the hours of 8:30 a.m. and 3:30 p.m. each day**. They will be made available to students and parents via this [AHS Distance Learning Staff Office Hours for Students and Parents](#) once we have them set.
 - This may take a little time to get set up as PLCs, department meetings, and other group meetings will also still occur throughout the school week. Teachers will communicate their office hours to their individual classes.
- Office hours are **not expected to be in-person via Google Hangout**. However, some teachers may invite students to a Google Hangout if that better meets the needs.
 - Teachers will be available to check email at this time.
 - This process will evolve as we go. We have asked teachers to work with their students to do what works best to support them.
- Your teachers are here for you and want to help you be successful in this learning platform. You are encouraged to reach out to your teachers with questions or if you need support.
- Teachers should respond to students and/or parents within 24 hours.

SPECIAL EDUCATION SERVICES

All parents of students in special education should have received [this letter](#) from the LPS special education administrative team. The purpose of the communication is to assure parents that we will

be providing special education services to students on IEPs within the distance learning model. Services will look a little different from what they have had before, but the services will be designed to support access to the general education distance learning plan and to support IEP goals and objectives.

INFORMATION FROM LPS NUTRITION SERVICES

LPS Nutrition Services will be operating 4 bus routes to deliver FREE meals to students across the district in addition to the school sites at Field and East Elementary. The bus route meals will be prepared at Littleton High School. Please visit [LPS Nutrition Services](#) for updated information and further details.

As I shared with our staff, the most important thing is to remain flexible and to be patient. Your teachers are eager to connect with you and to have some structure back in their days, and I know many of you are feeling the same way. Though this is still an evolving and fluid situation, I think we are at a fairly stable starting point. I recognize that once we begin with distance learning across our LPS system on April 1, 2020, we will likely need to make adjustments as we go.

I will continue to communicate with the Arapahoe community when I have more information to share, and I will continue to be available for questions via email. Though the timeline and our situation is still quite uncertain, I remain hopeful about a graduation ceremony, perhaps a prom, and our traditional Fun-in-the-Sun Day for our Class of 2020! I hope you and your loved ones continue to stay healthy. This is indeed a trying time and one we will not forget in our lifetime. We will all grow and learn and come out of this even better than we were before.

Sincerely,

Mrs. Natalie Pramenko
Arapahoe High School Principal