



Nov. 28, 2020

Dear Hutchens Elementary School Parents/Guardians of In-Person Instruction Students:

Throughout this unique school year, the changing COVID-19 environment has required that we remain flexible and be ready to adjust as circumstances merit. During the Thanksgiving break we have learned of new positive cases of COVID-19 in our school community that have resulted in a large number of staff and student quarantines. The health and wellbeing of our staff and students continues to be our highest priority, so **we are shifting our in-person instruction students to online digital instruction for at least the first three days of next week.**

Hutchens Elementary School	
WHAT?	Effective immediately, Hutchens Elementary School is closed for in-person instruction.
HOW LONG?	Until further notice, but at least through Wednesday, December 2nd . Monday, Tuesday and Wednesday (11/30-12/02) will be Digital Learning Days. Parents will be contacted Wednesday with an update.
SCHOOLWORK:	Parents should assist students with checking Canvas for class assignments each day before 9 a.m. (See <i>ATTACHMENT A</i>).

On Wednesday evening, parents and students will be notified whether Digital Learning will continue or if in-person instruction may resume.

Thank you for continuing to be flexible as we adapt our plans to ensure the safest and healthiest possible learning environment. Should you have any questions or concerns regarding this temporary schedule, please reach out to PDSmith@paulding.k12.ga.us.

Sincerely,

Dr. Brian Otott
Superintendent

Priscilla Smith
Principal

Short Term (1-2 days)

Digital Learning Days Parent Information



OVERVIEW

For future school closures, we may declare “Digital Learning Days”. If a digital learning day is declared, our students will have the opportunity to continue their learning while allowing flexibility to complete the activities at home. Teachers will provide assignments via Canvas, our learning management system, for students to complete at home. Teachers will also be available for virtual “office hours” through Canvas should students or parents have questions on the material or need assistance with their learning. The following are expectations for short term digital learning (1-2 days).

DAILY ASSIGNMENT EXPECTATIONS

Kindergarten-2nd Grade

A Reading assignment and a Math Assignment with Science and Social Studies integrated

3rd-5th Grade

One assignment in each of the following: Math and ELA with Science and Socials Studies integrated and specials (see schedule)

6th-8th Grade

One assignment in each of their classes

9th-12th Grade

One assignment in each of their classes

REQUIREMENTS

- All Digital Work will be housed in Canvas in a module labeled “DATE Digital Learning Day”.
- The module will be published for student access by 9:00 am on the Digital Learning Day.
- Each subject’s work will have a submission component such as quiz, discussion, or assignment.

DIGITAL ACCESS CONCERNS

- Request a hard copy of assignments upon return to school
- Students will have time upon returning to school to complete assignments.
- Media Centers will be open before and after school as needed following a closure to provide students access to computers.

SPECIALS SCHEDULE

	Mon	Tues	Wed	Thurs	Fri
3	Art	STEM	Venture	PE	Music
4	Music	Art	STEM	Venture	PE
5	PE	Music	Art	STEM	Venture

NEED HELP?

- Utilize the Canvas parent and student guides
- Contact your child’s teacher

TIPS FOR SUCCESS

- Make sure your student can access Canvas.
- Set up your parent account.
- Combined work from all classes totals 2-3 hours for elementary students and 4-5 hours for middle and high school students per day.

VIRTUAL OFFICE HOURS

Check with your child’s teacher for details on how to connect with them through Canvas on the Digital Learning Day.

As a minimum, teacher office hours are as follows:

- Elementary: 9-10am OR 1-2pm
- Middle/High: 10-11am OR 2-3pm

Learn more at

<https://www.paulding.k12.ga.us/Page/36386>

(Parent Info)

<https://www.paulding.k12.ga.us/Page/36387>

(Student Info)