



December 15, 2020

Dear Elementary & Middle 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 ready to adjust as circumstances merit. As you may be aware, recently we have seen a rising number of new positive cases of COVID-19 throughout our community, and this spread is impacting our school operations. We are committed to providing in-person instruction as long as it is safe and operationally viable, and we work closely with the Department of Public Health (DPH) to help with those determinations.

**Thursday, Dec. 17 and Friday, Dec. 18 will be Digital Learning Days at all PCSD elementary and middle schools.** Schools will be open for in-person instruction on Wednesday, December 16, but absences will not be counted. Please be sure that on Wednesday your students bring home any instructional materials or other items they may need over the Holiday Break.

Elementary and Middle Schools	
<b>WEDNESDAY, DEC. 16</b>	Schools will be open for in-person instruction.
	Absences will not be counted.
	Students should bring home materials needed over Holiday Break.
<b>THURSDAY, DEC. 17</b> and <b>FRIDAY, DEC. 18</b>	All PCSD Elementary and Middle schools will shift to <b>Digital Learning Days</b> .
<b>SCHOOLWORK:</b>	Parents should assist students with checking Canvas for class assignments each day beginning at 9 a.m. (See <i>ATTACHMENT A</i> ).

Thank you for continuing to be flexible as we adapt our plans to ensure the safest and healthiest possible learning environment. I apologize for any inconvenience this schedule change may cause, but I believe it will help ensure that all of our families enjoy a safe and healthy Holiday Break.

Sincerely,

Dr. Brian Otott  
Superintendent

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-2<sup>nd</sup> Grade

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

#### 3<sup>rd</sup>-5<sup>th</sup> Grade

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

#### 6<sup>th</sup>-8<sup>th</sup> Grade

One assignment in each of their classes

#### 9<sup>th</sup>-12<sup>th</sup> 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)