

Elgin Upper Elementary School  
P.O. Box 369 Elgin, Ok. 73538

Dear 4th Grade Students, Parents and Guardians,

As a 4th grade team, we have collaborated and put together a compilation of information and resources that will be helpful to completing your 2019/2020 school year. Please take a moment to read through this letter.

First and foremost, we miss each student tremendously and we are saddened by the loss of face to face time and physical instruction with our students. We are wading in uncharted waters and each of us has to adapt to the times in the best way possible. Learning will look different as we forge through the remainder of the year. However, as a team, we have lined out the best learning plan for each of you with our current circumstances in mind.

We are informing you of our plan to ease your mind before we get to instruction. Students who are satisfied with their current grade in his or her subjects will solely work with enrichment in mind. In other words, students will complete assignments and tasks for participation purposes. Grades will not dip below what is currently in Wengage for any student. Students who would like to improve a class grade or those who are currently below passing in any class, will reach out to individual teachers and create a plan.

Each teacher has a remind app to communicate between teacher and parent/student. For those without student internet access, we are asking for a parent/guardian to provide current contact information (mailing address and phone number)

Students, you can log into Classlink from home.

**The website for Classlink is: <https://launchpad.classlink.com/eps>**

AR Reading will be opened at home on Monday April 6, 2020.

Students can check with their teachers to get other specific log on information.

Instruction in the best form will occur online. However, paper packets are being offered to those without internet access. We would like to offer paper packets **ONLY** if it is the sole learning option for a student. As a team, we have concluded that paper packets should be a last resort. To communicate that a paper packet is needed please communicate the need with your Teacher and Mr. Osborn 580-492-4067

Learning will begin on Monday, April 6. Please login to Classlink to ensure you have access or respond prior to April 6 if you need paper packets so our team can prepare and deliver instruction in a timely manner. The end of instruction date has been set as May 8, 2020.

**Students and parents** will request remote tech support by sending an email to [epstech@elginps.net](mailto:epstech@elginps.net). Please include your name, your student(s) grade level(s), a phone number where we can reach you, and a description of your issue.

I have included the pre-enrollment forms for our CURRENT students. You can fill out these forms and mail them back to the school at the address listed on the top of this letter. If you would rather you may also wait until we get the all clear to be back in the buildings to drop them off. I will say that we cannot put your student into a classroom for next year until we have that enrollment paperwork back.

Questions regarding lockers, backpacks, yearbooks, etc. have not been addressed at this time and direction regarding these items will come from administration when available. Please check the Elgin Elementary School Facebook page for updates.

If your family is in need of resources such as student lunches, a program named *Feed the Need* has been established by our local community. Please reach out to Rachael @ 816-838-7687 or Sarah @ 580-215-3665 for further information on services available.

Also, Hilliary Communications has offered possible free internet to students. For more information on this program, call Hilliary Communications @ 580-529-5000. (*Applies to new customers only*)

In closing, we are here for you. Distance learning is not meant to cause you additional stress. We are your same teachers, just virtually. Please reach out to us with questions or concerns. We will do our very best to help you through the remainder of your 4th grade year.

You are LOVED!

Sincerely,

Principal Todd Osborn and The 4th Grade Team