



Dear KGBSD Staff, Parents, Community and Students,

The Coronavirus situation has presented many challenges for our community, our school, and our families. The district has been working in close partnership with community leadership, state leadership and KEA leadership to support our students and families and to keep our community safe and healthy. This will continue to be our primary concern.

All information is being updated on our website: <https://www.kgsbd.org/coronavirus>

### **To Our Students**

We are sad that this virus is disrupting your senior year and every year from eleventh grade to pre-kindergarten. I was recently in a meeting with Commissioner Johnson receiving updates about education and everyone's commitment across the state is to put students first. He said the following, "**learning is not a location, but about actions and relationships**" and these words are words I take to heart. As educators, students and parents I am asking that during this time this is our motto.

Your teachers, support staff, principals, custodians, administrative assistants and counselors have all had you in their thoughts. I want you to know that each of their thoughts, concerns, praises and ideas for you is read, heard and somehow somehow put into a plan to become an action. We are working hard to try and continue working to preserve Kayhi, Revilla and Tribal Scholars senior traditions as safety considerations allow. We have been working on making sure college admissions dates are not missed and scholarships are sent in on time. Teachers are and will continue to prepare activities, lessons and plans to keep reading, building math skills and writing!

Our commitment to your health and safety necessitates some difficult decisions too. In light of the challenges of the current situation, and in the interest of protecting student health, **Kayhi Senior Prom has been postponed until the end of May 23, at the earliest.** Graduation dates are still in place at this time. Ultimately, the decision will be based on what is in the best interest of protecting the health and safety of our students. We will keep you posted as this dynamic situation continues to evolve.

Regarding grades, credits, and seniors: We do not yet know what this looks like April 6 and beyond. We will communicate expectations as soon as we have direction from DEED, as well as a better handle on students having access to the internet and devices.

In the meantime, keep your energy and efforts focused on staying healthy and taking care of yourself and your family.

### **To Our Staff, Parents and Community**

I can not thank each and everyone of you for all that you have done to help support our students and staff during this time. I have provided information that will answer some of the most asked questions at this point in time.

### **How Will My Child Continue to Learn?**

KGBSD is developing a Delivery of Lessons Plan for while school is closed. It is our hope to begin rolling out the plan by March 26, 2020. This plan will be designed for each level of learning and your child's building principals will be sending out notifications prior to the roll out. Our goal is for students to read, write, communicate, and engage in continued at-home learning experiences during this period.

The first weeks of school closure (Monday, March 23 to Friday, April 3) will not include any teacher-directed instruction; however, teachers will be available to support students, to collect and grade previously assigned work, and will be reaching out to contact students and families. ***We want to make sure that none of the activities/lessons provided these coming weeks have penalties attached to them.*** While teachers will be providing guidance and feedback on assignments given, ***students should not be penalized for non-participation or failure to complete tasks.*** This has been the approach other districts in Alaska have taken as well.

Students can participate in optional, self-directed activities posted on the district's website. Self-directed activities will be neither required nor graded. These activities will be across the content areas so each child can choose activities that suit their interests. Additional information for families who need access to technology and connectivity will be provided soon.

### **Here are some tips to help you support your child during this time:**

- Establish routines and expectations.
- Balance screen time and non-screen time activities.
- Know how Covid-19 is transmitted and take action to stay healthy.
- Establish times for quiet and reflection.
- Remain mindful of your child's stress

This plan will continue to build should the school closure last past April 3, 2020. We ask for patience and continued support as we continue to communicate the plans to you.

### **How Are We Providing and Maintaining Social Distancing and Safety?**

Tonight due to continued evolving changes during this time I sent out the following message to our KGBSD staff:

***Due to the amount of out of state travel by staff over spring break we want to make sure that we are taking all precautionary measures that eliminate the possibility of KGBSD personnel and buildings being infected with viruses. Starting on Monday, March 23rd until April 6th all certified (teachers and specialist) and classified (paraprofessionals) staff will work from home, except for a few designated KGBSD personnel.***

*Designated personnel are building principal and/or assistant principals, administrative staff, custodial workers, maintenance workers, and other staff who are **designated as no risk by the school nurse.***

*Monday, March 23rd will be designated for **only** administration training and communicating with certified and classified staff on preparing for distance delivery of lessons, food service preparation and handing out meals.*

*Tuesday, March 24th **all staff** will begin working **from home** based on their assigned tasks by the building principals.*

*All KGBSD buildings will be closed for staff and community usage.*

*More information will be forthcoming as we continue preparing for our distance delivery educational model. Please check your [k21schools.org](http://k21schools.org) email regularly. I will be sending out a more detailed letter.*

### **What Is Our Food Service Plan During School Closure?**

KGBSD Food Service Plan during School Closure

Beginning March 23rd and lasting for the extent of the school closure, KGBSD will be offering food service for children 18 years of age or younger at the following locations:

- **Schoenbar Middle School**
- **Fawn Mountain Elementary**
- **Houghtaling Elementary**
- **Point Higgins Elementary**

“Grab-n-go” meals will be provided at each facility Monday-Friday in drive-through style pick up at each location during the following times:

<b>FACILITY</b>	<b>BREAKFAST &amp; LUNCH PICK UP</b>	<b>LUNCH &amp; SNACK PICK UP</b>
<b>Schoenbar Middle School</b>	<b>7:30am-9:00am</b>	<b>11:30am-1:00pm</b>

<b>Houghtaling Elementary</b>	<b>8:30-10:00am</b>	<b>12pm-1:30pm</b>
<b>Fawn Mountain Elementary</b>	<b>8:30-10:00am</b>	<b>12pm-1:30pm</b>
<b>Point Higgins Elementary</b>	<b>7:30am-9:00am</b>	<b>11:30am-1:00pm</b>

Owing to the need to social distance and keep KGBSD facilities clean and secure, meals will be offered in a drive through fashion, meaning parents, guardians, or caregivers can pull up to the curb at a designated entrance at each of the locations, and staff will come out to greet you at your vehicle, take names and meal orders, and deliver meals directly to your vehicle. Look for signs or staff at each of the locations for pick up spots!

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These meals will be provided under the model of the Summer Food Service Program, with the following requirements:

- All children ages 0-18 will be served at any location listed above. (Schoenbar will be the main hub for food distribution.)
- Children must be present in order to pick up a meal, in accordance with federal requirements.
- Meals will be provided based on the current March Lunch Menu, posted on the district's website.
- Children and their parents will be allowed to pick up both meals (breakfast & lunch or lunch & snack) at each of the open pick up times, 2 meals per student/child per day.
- Students and children receiving meals must provide names upon pick up.
- If students and children with food allergies or meal modifications plan to receive a meal, their parent and/or guardian/caregiver will need to RSVP to Food Service Manager no later than the morning of meal service to be prepared by the lunchtime distribution period: Call 907-228-7215 or email [madonna.brock@k21schools.org](mailto:madonna.brock@k21schools.org)
- Parents of students who are homebound, medically fragile, or who cannot otherwise access transportation to one of the approved locations should contact Katie Parrott, Business Manager at 907-247-2116 or email [katie.parrott@k21schools.org](mailto:katie.parrott@k21schools.org) to discuss options

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Any questions or concerns? Contact Katie Parrott (907) 247-2116 [katie.parrott@k21schools.org](mailto:katie.parrott@k21schools.org)

This institution is an equal opportunity provider.

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We know that this is an uncertain and difficult time for students, parents, and families. KGBSD is committed to supporting our community in tangible ways as much as we can during this time.

Katie Jo Parrott

Business Manager

### **Who Is The District Communication and Planning Team?**

As information was being provided to the district office about the COVID-19, and the possibilities of the first extended week from March 23-27, I was working to gather information from the CDC, Ketchikan EOC Manager, Borough and City Managers, Public Health Office, Department of Education and Early Childhood and other local and state leaders to make informed decisions to provide safety for our students, staff and community.

Because we were on spring break and many of our school personnel traveled out of town our team was made up of those who didn't travel and were on site for daily planning meetings. The team is made up of:

- KEA President and Vice President
- Principals
- School Board Members
- School Psychologist
- Business Manager
- Information Specialist
- Public Information Officer
- District Wide Nurse
- Superintendent

Today, March 19, 2020, we held ZOOM (virtual) meetings with all building principals to start bringing them onto the team. Please note that since March 17, 2020, we have been holding only ZOOM (virtual) meetings.

Next, I want to share the following letter to our staff from our KEA President and Vice President. The team work and team effort by everyone has been amazing, helpful and informational.



19 March 2020

Hello KGBSD Educators:

This past week, KEA leadership has worked closely with Superintendent Lougee. We have been included in daily meetings as part of the district planning team on how to best meet the needs of our students' safety and learning during this unprecedented time. It's more important than ever that we are united in doing this work. It is also important that we are leading our practice with empathy and understanding of the numerous challenges our students, families, staff, and community is facing. It is important for us to realize that over the next two weeks our students will be at home and many staff will also be working from home. We also need to remember that many of our staff and students have varying degrees of resources, connectivity, and security in their home environment.

Given the changing dynamics, we will need to collaboratively develop a plan for at-home learning during our March 23- April 3 in-service time. The instructional planning team has created a template and will ask you to work together to bring your individual expertise to create grade-level, content specific lessons/activities that will be posted on the district's Covid-19 Web site. In creating these activities, we need to recognize that at-home learning will look different than our regular in-school learning model. And, while we all want to create individual lessons unique to each of our classes, we need to understand that for the next two weeks, we need to standardize the at-home educational opportunities to ensure equity to access for students across the district. Our unified approach in creating at-home activities/lessons will make things easier for students and families to successfully manage and complete during this challenging time.

We will also work together to learn how to best stay connected with our students. Social distancing has likely already had an impact on our students' mental health. It's important for us to help them through this by encouraging establishing regular routines, practicing self-care, and taking action to stay healthy. You will receive training for ways to do that during our upcoming in-service time.

We know you are worried about your students and their families and you are committed more than ever to their learning and well-being. You are all such dedicated educators! Thank you in advance for the creativity, compassion, and knowledge you will bring to the work we will do in the next few weeks. If you have any questions or concerns, please reach out to Meredith or Sarah.

Thank you,

**Meredith Lundamo, KEA President & Sarah Campbell, KEA Vice President**

### **What Will Happen After April 6 and Beyond?**

**April 6 and beyond:** We simply do not know. I am on daily calls with other Superintendents and DEED. Katie Parrott, Business Manager, is in communication with her counterparts across the state. Arizona Jacobs, District Wide Nurse, is in communication daily with health officials. There is an abundance of information delivered daily and as we have all experienced plans change quickly. As soon as we know as to whether we will have school beyond April 6, and what that will look like, we will communicate those plans with you.

In closing for tonight, if you need anything please continue to reach out to me. I will either answer your questions or send you to someone who can and will. My email address is [beth.lougee@k21schools.org](mailto:beth.lougee@k21schools.org) and my office phone is 247-2136.

Sincerely,

Beth Lougee, Superintendent