



# Ashley Community Schools

104 New Street  
P.O. Box 6  
Ashley, MI 48806



Telephone: (989) 847-2514  
Fax: (989) 847-4204

*"One Town, One School, One Family"*

Scot Henry, K-8 Principal  
Traci Gavenda, Superintendent/ High School Principal

April 12, 2020

Dear Parents/Guardians:

I hope this letter finds you healthy and well. The purpose of this letter is to provide you some information as we begin to maneuver this uncharted territory in education with the mandatory closure. Ashley Community Schools has submitted their Continuity of Learning plan for approval. Though the system we have in place will not be perfect, we will work to improve the system and educate your student. Teachers are in the process of contacting parents and students to help facilitate this learning program.

## **Locker/Desk/Material Schedule:**

The following schedule is for parents (not students, per the executive order) to come and get necessary books, items from the student's locker/desk and information teachers have prepared. These items will be prepared for you and will need to be pick up these at the gym entrance. A staff member will be there to assist you. Those parents who are unable to make the scheduled time, other arrangements will be made for you to obtain these items.

Student's Initial of Last Name	Date	Time
A - D	Thursday, April 16 <sup>th</sup>	8:00-9:00 a.m.
E - J	Thursday, April 16 <sup>th</sup>	9:30- 10:30 a.m.
K - O	Thursday, April 16 <sup>th</sup>	11:00 a.m.-12:00 p.m.
P - S	Thursday, April 16 <sup>th</sup>	12:30-1:30 p.m.
T - Z	Thursday, April 16 <sup>th</sup>	2:00- 3:00 p.m.

## **School Provided Meals:**

We will continue to offer sack breakfast and lunches for the remainder of the scheduled school year. The entire week's meals will be available for pick-up or delivery on Mondays. If you are able to pick up meals at school, pick-up time will be from 10a.m.-12p.m. Deliveries will begin at 10:15 a.m. If you are interested in this program, please contact Mr. Charles Clevenger. He can be reached at [Charles.clevenger@compass-usa.com](mailto:Charles.clevenger@compass-usa.com) or you may leave a message at 989-847-4000 ext. 1031.

## **Online and Paper/Pencil Education:**

Families with internet access and devices, teachers will be contacting and sending assignments to you in order to keep students thinking and learning during this mandated closure. Please note that some of the content may be new and some will be supplemental. Please have your student do what they can and try to keep your child educationally active during this time. Families without internet access or devices, paper material will be made available. Arrangements will be made to deliver and pick up these packets. Also, you may drop off the finished paper packets either in the elementary or main entry way between the two doors. Please make sure the packet has the student's name, teacher and date on the packets you return.

The amount of assignments sent home, either via paper/pencil or internet, is being kept to what we consider to be a reasonable amount. The goal is not to overwhelm anyone, but to help students continue to exercise their mind. We recognize that even with this process we will still have to do remedial work next year. Some teachers will be inviting you child to use the program(s) ZOOM, Google Meet, Microsoft team, etc. to meet with your student. Please note that you are not required to sign in and if you do, you are giving consent for your child to be a part of a video meeting. There will also be designated office hours throughout the week where a parent or student may speak or interact with the teacher. If you are unable to use the designated times you are encouraged to contact teachers through voicemail or email at other times. Additionally, staff will be making phone calls to follow up and assist parents and students with any questions they may have.

If you have any questions, please contact the school or classroom teacher through email. Please continue to follow us on Facebook and the school website for updates regarding the school closure and continued updates with our learning plan.

Sincerely,

**Traci L. Gavenda**

Traci Gavenda  
Superintendent/High School Principal