



STATE OF HAWAII
DEPARTMENT OF EDUCATION
JEFFERSON ELEMENTARY SCHOOL

324 KAPAHULU AVENUE
HONOLULU, HAWAII 96815

April 25, 2020

Dear Parents/Guardians and Students,

I am the School Counselor, Mrs. Bangan. I hope this letter finds you and your family safe and healthy. As you know, Jefferson Elementary remains closed due to the COVID-19 situation. Currently, the anticipated date for students to be home from school is April 30, 2020 or until further notice. This date may change in light of Mayor Caldwell's recent City & County stay at home / work from home order. Official word on an additional extension of the DOE school closure will come from the Superintendent or Governor Ige. Please, do your best to monitor the status which may occur at any time.

The week of March 23 through 27 is a planning week for teachers to prepare work packets for our students. Teachers may begin posting learning activities beginning the week of March 30. Please be sure to begin checking the school website for updates and/or changes.

As we begin the experience of online learning, which is new for all of us, we will need a commitment from our students and parents. Here are some things you can do to be proactive in your academic success.

Student Tips to be a Successful Online Learner:

- Establish daily routines for engaging in the learning experiences.
- Identify a comfortable, quiet space in your home where you can work effectively and successfully.
- Regularly monitor your online classroom via school website, teacher web pages (ie. Class dojo) check for announcements and feedback from your teachers.
- Complete assignments with integrity and academic honesty, do the best you can.
- Do your best to meet timelines, commitments, and due dates.
- Communicate with your teachers, especially if you do not understand the material
- Collaborate and support your peers in their learning via virtual.
- Comply with HIDOE's Acceptable Use Policy, including expectations for online etiquette, do not gossip or talk poorly about anyone, keep to the topic.

- Proactively seek out and communicate with other adults at your school (i.e. your school counselor) as different needs arise. Mrs. Bangan's hours for conference, Monday-Friday 8:00am-3:00pm, by appointment only.

Parent/Guardian Responsibilities for Meaningful Engagement:

- Establish routines and expectations, this is to maintain some structure while being at home.
- Define the physical space for your child's study
- Monitor communications from your children's teachers
- Begin and end each day with a check-in
- Take an active role in helping your children process their learning
- Establish times for quiet and reflection
- Encourage physical activity and/or exercise
- Remain mindful of your child's stress or worry
- Monitor how much time your child is spending online
- Keep your children social, but set rules around their social media interactions
- Encourage healthy, balanced use of technology

Continue to monitor our school's main website <https://www.jeffersonsurfers.k12.hi.us/> for updates on the school closure and check your child's teacher regularly for communication (ie. Class dojo) from the school.

We thank you for your continued patience and understanding throughout these difficult circumstances and encourage you to reach out to myself, your teacher, or administrators with questions and/or concerns.

We are all here for you and will continue to update you as we get news as well. If your child is feeling anxious and you would like me to speak with him or her, please feel free to contact me Jennifer.ichyama@k12.hi.us from Monday-Friday, 8:00am-3:00pm, by appointment ONLY. Upon your email, specify the date and time you would like to either, phone, email or video conference.

Please, be safe and healthy,

Sincerely,

Mrs. Bangan

School Counselor, MSCP