



JEFFERSON ELEMENTARY SCHOOL

1421 4th Street SE, Mason City, Iowa 50401-4498

Phone: 641-421-4411 Fax: 641-421-3367

LINDSEY MILLSAP, Principal

Dear Jefferson Parents and/or Guardians:

Enclosed you will find your child's progress report with grades as of March 6, 2020 the end of third quarter. As well as your child's winter literacy scores. This will be the final grade report for the year given the school closure due to COVID-19. All learning that has taken place since spring break has been on a voluntary basis and will not factor into your child's overall grade. You may find several blanks on your child's progress report; this is due to not having the opportunity to teach all standards. This may be a concern to you and cause you to have questions. As we start to plan for returning to school in the fall we will take into account that standards were not taught this fourth quarter and embed them into the learning in the upcoming year.

By this time you should have received an email encouraging you to sign up for spring conference with your teacher. We would like to give families the chance to talk one on one with teachers about any questions or concerns that they may have as they relate to progress reports, learning opportunities or any other things you would like to discuss. This will also be an opportunity to bring some closure to the year for students, families and teachers. Please email your child's teacher if you have questions about how you sign up for a conference. Typically, we have at least 95% participation in conferences and even though these will take place virtually we are strongly urging families to participate.

The week of May 18 the final learning packet will be mailed home and posted on the learning website. Teachers will continue to be available to students and families during their office hours through the last day of school, which is June 4.

Families will need to make plans to return Chromebook, library books and any other supplies that they may have to the building. Teachers have cleaned out student lockers and desks and we have all of their items bagged up and ready to give to families. Please arrange to come to Jefferson on:

- **May 28 between the hours of 10:00 a.m. - 6:00 p.m.**
- **May 29 between the hours of 7:00 a.m. – 2:00 p.m.**

The process will be to drive through the staff parking a lot and come around on the long drive up to the circle drive (on the East side of the building). There will be cones/signs to direct you. When you reach the circle drive the staff will be there. We ask that you remain in your vehicle and hold up a sign with your child's name. A volunteer will take the items that you are returning and we will bring all of your child's items directly to the vehicle. We ask that you practice social distancing and if you yourself have signs or symptoms of COVID-19 or been exposed by someone who does please contact Jefferson at 641-421-4411 to make other arrangements and do not come to the building.

If you have any questions or concerns regarding any of the information above please reach out to your child's teacher or to the building directly. Take care and be safe.

Sincerely,

Lindsey Millsap
Jefferson Principal