**Letter to community and families**

Month XX, 2020

To: [School/District] Families and Community Members  
Re: Key Updates for School Year 2020-21

Welcome to the beginning of the 2020–21 school year. I know you are eager for more information about what the school day and learning will look like as students return. This letter is intended to share an important update and a preview of what you can expect. Before I share the details, I want to acknowledge the challenges and ongoing uncertainty that you have faced since schools closed this spring and offer our appreciation for your patience as we developed a comprehensive plan for learning this fall.

With input from families and through working in close collaboration with health, education, and community partners, we have designed our district specific plan to focus on:

* Our foremost priority of keeping our community safe and healthy
* The instructional needs of district families
* A commitment to overcome barriers to learning
* A recognition that we must remain nimble and responsive to any changes in the prevalence of COVID-19 within the community

The Plan SELECT ONE: 1) now awaits final approval or 2) was approved on XX. We invite you to review this plan in its entirety. It can be found on the SELECT: district’s/ESD’s website, add link here.

Below are some key highlights of the distance learning model of instruction [referred to as **Comprehensive Distance Learning (CDL)**]you can anticipate this fall:

* Our CDL follows state guidance and the majority of instructional time for students will be learning together with teacher-led, real-time online classes, calls, and video conferencing.
* In the spring, instructional time requirements were paused in response to the pandemic. Our CDL reinstates instructional time requirements to ensure a restored full year of learning time with focused on real-time, interactive, teacher-led instruction.
* “Asynchronous” learning activities that students complete at their own pace through video assignments, projects, packets, etc., will be available, but comprise less than 50 percent of instruction time.
* Non-instruction time for nutrition and wellness is recommended daily.
* Support for English language learners, TAG, SPED, federal title programs, and other services is provided through real-time opportunities.
* Time for peer-to-peer and family-teacher interaction is required.
* We have a plan to address digital learning needs, including infrastructure, devices, software system, digital content, and professional development needs.

Our CDL applies improved standards to your student’s learning, and is intended to provide consistency and quality learning opportunities. IF NOT YET FINALIZED: As mentioned above, our next steps to finalize the plan are\_\_\_\_\_\_\_\_\_.

We understand that beyond this plan you will need ongoing, transparent communication from us. In addition to the family engagement opportunities included in the plan, we will provide regular updates to share more about our reentry plan, digital learning, and other changes as necessary.

We know that families and the larger community are essential partners in this process and we are grateful to the staff, students, families, tribes, community organizations, and early learning and childcare providers who have contributed to this work thus far.

Together, we have proven we are stronger when we work together, and we all have a part to play. On behalf of all of us at the district, thank you for your patience, partnership, and ideas as we forge this path forward.

Signature