March 18, 2020

Dear Parents and Guardians,

Phrases such as social distancing, an unprecedented event, uncharted waters, and e-learning have all become the norm in our everyday conversations. Our daily routines and favorite activities are abruptly halted and uncertainty abounds during this new normal of interactions.

I would venture to say this is how we are all feeling right now. It is a difficult time with changing expectations daily. What I can do is share with you what Maryville Jen School is putting in place to work with our students and families during this difficult, ever-changing time.

E-Learning:
- Jen School has been approved to implement e-learning educational programming for our students. Most students and families have already been contacted and given information as to how to login to our Learning Management System (LMS) Blackbaud as well as Google Classroom.
- A week’s work of educational materials was sent home with your student on 3/13/2020, mailed home or hand-delivered to all students. Materials were individualized for students based upon the courses they are currently enrolled in and their IEP goals.
- Per guidance from the Illinois State Board of Education, grading during this time will not negatively impact students. Jen School will utilize the grading to enhance a student’s academic standing. Completing work at this time will only enhance your grades and goals towards graduation.
- Classroom social workers have reached out to each family/student to check-in and to schedule regular times to check in going forward via phone, email or text.
- We have compiled a list of internet suppliers that will work with families to install internet service at a reduce cost, we will post this information on our website.
- We will be sending Chromebooks home with students who do not currently have devices at their homes. The classroom team will be contacting students to go over the details of the use of the Chromebook at home.
- The approved E-Learning plan will be posted on our website on Thursday 3/19/2020 for your information. This will list in detail the full plan. Please feel free to contact me with questions.
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Other resources:
- Jen School will make additional school supplies available to students to complete e-learning projects.
- Jen School will have on hand to the extent possible non-perishable food for students and families.
- Jen School faculty will be in the building through 3/20/2020 to assist students and families.
- Please look at our website and social media for updates. www.jenschool.org
- The Illinois State Board of Education has a CoVid-19 link on their website: www.isbe.net

Jen School will observe Spring break from 3/23/2020-3/27/2020. Jen School will be closed per the Governor’s executive order on 3/30/2020. It is all of our hopes that we will be back in session as normal on 3/31/2020.

In the event that schools continued to be closed:
- E-Learning will continue.
- Jen School faculty will reach out with specific information for your student.
- Educational materials will be available for student pick and/or delivery.
- Jen School administration will be in the building during normal school hours to answer any of your questions.

It has been difficult to be in school this past couple of days without our students, they are the reason we come to work every day. Please know that every member of the Jen School team is doing everything possible to make this “unprecedented event” as bearable as possible for our students and their families.
The Jen School team has been here and will be here every day this week preparing work, reaching out, shopping for and delivering food, materials and supplies, ordering materials and figuring out next steps. They have been, will be here and always will be. That is what Jen is all about-you.

Please feel free to reach out with questions or concerns, I can be reached at 847-390-3030 or craiga@jenschool.org

Take care and Be safe,

Ann M. Craig
Director of Educational Services/Principal
Maryville Jen School