



March 19, 2020

Elmbrook Families,

Thank you for all you have done to help your children transition to a virtual learning environment at home. Your Principals will continue to be the primary source of information, but there are several key updates we would like to share with all Elmbrook Students and Families.

### **Schools Closed Indefinitely**

The Governor declared on March 17 that all (brick and mortar) schools are closed indefinitely. Elmbrook will continue with our virtual learning plan following spring break (March 23-27) for all grade levels (K-12). Our timeline to re-open our schools will be determined by the State.

### **School Playgrounds Closed**

To comply with the Governor's ban on gatherings of 10 or more, all school playgrounds are closed indefinitely.

### **Home Learning Environment**

We have experienced a swift transition to a virtual learning environment, and as time progresses both students and teachers will become more comfortable within that environment. Below are a few suggestions to assist families in creating a productive virtual learning experience for their children.

1. **Create a Schedule.** Structure is important for all of us. Take time to design a daily schedule for your student, write it down, and stick to it. Schedules should include time for academic tasks, physical activity, and structured breaks. Furthermore, it is important to ensure that our students are getting adequate sleep on a nightly basis.
2. **Designate a Space for Learning.** Find a consistent space in your home for your students to engage in their daily learning activities. This space should be quiet, comfortable, and include access to needed supplies (including plenty of books!).
3. **Grab a Book!** We will need to leverage technology during this time of virtual learning, but it doesn't have to dominate our days. Our teachers are very cognizant of the need to help children find balance between online tasks and other mediums of learning. Continue to monitor your student's use of technology.
4. **Stay Engaged.** This is a unique and busy time for each of us. To the extent possible, stay engaged with your child's learning activities, assist them in limiting distractions, and reach out to our school community if you need help! Most importantly love and reassure your children as we navigate our current situation!

## Technology Support

There are two support options available to troubleshoot and/or replace your student's Chromebook.

1. Create a helpdesk ticket using the [Student Chromebook Portal](#). Enter either your email address or your student's Elmbrook email address to create a ticket. Families are encouraged to enter a phone number so a technology team member can contact you directly. Tickets will be monitored closely and families can expect a prompt follow-up.
2. Families may also receive support by contacting the Chromebook Support Hotline at 262-229-9789. If a staff member doesn't answer please leave appropriate follow-up information so they can contact you to provide support.

## SORA (formerly Overdrive) for eBooks or AudioBooks

Our district ebook and audiobook collection, Sora, consists of over 12,000 copies for all readers - preschool to adult. To access these books from a district chromebook:

1. Visit [elmbrookschoools.org](http://elmbrookschoools.org)
2. Click on MYELMBROOK in the upper right corner of the page and enter your district login and password.
3. Select SORA

To access SORA using a different device (iPad, smartphone) follow these [directions](#).

Can't find the book you are looking for? Any student or staff member can request an ebook using this [form](#). Requests are filled typically in 24 hours or less.