

Good evening ELPS families and staff,

As we move into the implementation of Week 1 of Distance Learning, I'd like to provide you with a list of individuals you may contact with questions on various topics. We continue to hope you are all healthy and safe, and please know that while we are excited to reengage with our students this week, we know this is no replacement for face-to-face instruction and we miss seeing our students dearly.

You should have received information last week from each of your student's principals regarding the building's *Implementation Plan* for distance learning. Our district's *Continuity of Learning Plan* has been approved by the Ingham Intermediate School District and is posted on our website – here is the link: [ELPS Continuity of Learning Plan](#). Our team worked hard to develop a plan that was flexible for families, equitable for students, and collaborative for teachers and staff. You should be hearing from teachers early this week to ensure that you have the resources and materials you need.

We'll all need to exercise patience and flexibility as we move into this new kind of learning – please remember that we didn't just transfer to distance learning – we transferred to “emergency distance learning,” and we know that there may be some challenges along the way. Below is a list of individuals you may contact if you have questions or need assistance – please start with the first individual listed. Most of our employees are working from home as much as possible so email is your most effective way to contact each person.

Thank you and take care – Dori Leyko, Superintendent

## ELPS Contact List for Questions or Assistance

### East Lansing High School

Andy Wells, Principal – [andrew.wells@elps.us](mailto:andrew.wells@elps.us)

Matt Morales, Associate Principal – [matthew.morales@elps.us](mailto:matthew.morales@elps.us)

Ashley Schwarzbek – Associate Principal – [ashley.schwarzbek@elps.us](mailto:ashley.schwarzbek@elps.us)

Nikki Norris – Athletics and Activities Director – [nicole.norris@elps.us](mailto:nicole.norris@elps.us)

### MacDonald Middle School

Amy Martin, Principal – [amy.martin@elps.us](mailto:amy.martin@elps.us)

John Atkinson, Associate Principal – [john.atkinson@elps.us](mailto:john.atkinson@elps.us)

**Donley Elementary School** - Tracey Barton, Principal – [tracey.barton@elps.us](mailto:tracey.barton@elps.us)

**Glencairn Elementary School** – Lorraine Ware, Principal – [lorraine.ware@elps.us](mailto:lorraine.ware@elps.us)

**Marble Elementary School** - Josh Robertson, Principal – [josh.robertson@elps.us](mailto:josh.robertson@elps.us)

**Pinecrest@Red Cedar Elementary School** – Amy Webster, Principal – [amy.webster@elps.us](mailto:amy.webster@elps.us)

**Whitehills@Old Donley Elementary School** – Shane Johnson, Principal – [shane.johnson@elps.us](mailto:shane.johnson@elps.us)

### Curriculum content and Instruction

1. Your student's teacher
2. Building principal
3. Glenn Mitcham, Director of Curriculum, Instruction and Assessment – [glenn.mitcham@elps.us](mailto:glenn.mitcham@elps.us)

### Special Education & 504 plans

1. Your student's case manager (IEPs) or school counselor/social worker (504 plans)
2. Building principal
3. Nick Hamilton, Director of Special Education - [nick.hamilton@elps.us](mailto:nick.hamilton@elps.us)

### Meal Distribution

1. Dori Leyko, Superintendent – [dori.leyko@elps.us](mailto:dori.leyko@elps.us)

### ELHS Athletics & Activities

1. Nikki Norris – [Nicole.norris@elps.us](mailto:Nicole.norris@elps.us)

### Technology distribution or material retrieval (Please know that there will be a time for parents to retrieve items once the *Stay Home* order is lifted.)

1. Building principal

### To request a device

1. Christian Palasty, Director of Technology – [christian.palasty@elps.us](mailto:christian.palasty@elps.us)

### To request additional support for food or other needs

1. Nick Hamilton – [nick.hamilton@elps.us](mailto:nick.hamilton@elps.us)

### Technology support/troubleshooting

1. [techsupport@elps.us](mailto:techsupport@elps.us)
2. Or call (517) 333-7436