

March 16, 2020

Dear Families:

Hello to you all. You have been on my mind and in my hearts. I hope that you are staying healthy and able to make the best of this new situation that we are all in.

Even though it is important to me that your child does not regress academically, I am most concerned with the health and well being of your family. It is important that you and your child/children do not feel any added stress right now.

I am sending home some practice sheets for you to use with your child. However, this is not mandatory and will not need to be returned to me. Please use them at your discretion. Since we are unable to access the school, I am unsure if I may be able to send more practice to you in the future.

Our best option in giving your child educational practice is to have him or her read as much as possible at home and to practice his or her addition and subtraction math facts by using flash cards or having them write them out on paper.

For those of you who have internet access, there is a link through the school website that will give you access to many helpful educational games that your child can use. To get there, go to www.lfcsd.org and click on BHA. On the drop down menu, click on BHA weblinks. From there, you can have your child use any of the listed educational links for practice. Please also check the Little Falls City School District Facebook page, as we will be posting info there too for educational options.

One of the best math programs for your child to use to practice math skills at home is called IXL. We use this program in class and they love it. You can access IXL through the Benton Hall website or by using the attached IXL parent letter. Either way, your child will need his or her username and password that I have attached to the IXL parent letter.

One of the best reading programs is Accelerated Reader (AR). We also use this in class. Your child can read a book at home and then go on to AR and take a comprehension test on that book and earn points. These are the points that we share with you at Morning Program:). The school is working on linking AR to our BHA weblinks page. I am hoping that it is up and running for you soon. Your child's username for AR is first initial/last name and 123 for password.

Please know that I am thinking of you all and send my love to each and every one of you. Please email me with any questions at skoch@lfcsd.org. Take care and please give your child a hug from me.

**Sincerely,
Mrs. Stefanie Koch**



The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

In addition, it is crucial to review the records regularly to identify any discrepancies or errors. This proactive approach helps in catching mistakes early and prevents them from escalating into larger issues. Consistent auditing is a key component of effective financial management.

Furthermore, the document highlights the need for clear communication between all parties involved. Regular meetings and reports should be used to keep everyone informed about the current status and any changes that may affect the records. This collaborative effort is essential for the success of the project.

The second section focuses on the specific procedures for data entry and validation. It provides a step-by-step guide to ensure that all information is entered correctly and consistently. Attention to detail is paramount to avoid any inaccuracies that could compromise the integrity of the data.

It also outlines the protocols for handling sensitive information and ensuring its security. All data should be stored in a secure location and access should be restricted to authorized personnel only. This is necessary to protect the organization's assets and maintain the confidentiality of its operations.

Finally, the document concludes by reiterating the importance of ongoing training and development. As technology and industry standards evolve, it is essential for staff to stay updated on the latest practices and tools. Continuous learning ensures that the organization remains competitive and efficient in its operations.

In summary, this document serves as a comprehensive guide for managing financial records. By following the outlined procedures and maintaining a high level of attention to detail, the organization can ensure the accuracy and reliability of its data, leading to better decision-making and overall success.

The following table provides a detailed overview of the key components and their respective responsibilities. It is intended to serve as a reference for all staff members involved in the record-keeping process.

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Dear Parent,

I am pleased to tell you that we will be using a website called IXL in our classroom this year. IXL is a comprehensive learning program offering unlimited math and language arts practice across thousands of skills—all of which are aligned to New York Standards. One of the best things about IXL is that your child can access it from home, so you have a chance to see your child's progress!

To get your child started on your home computer, please follow these easy steps:

1. Go to <https://www.ixl.com/signin/bentonhall>
2. Enter your child's username and password and click "Sign in."
3. Click on any skill to start learning!

IXL is designed to help your child learn at his or her own pace. The program is adaptive and will adjust based on your child's demonstrated understanding of the material. All of your child's results will be saved, so you can monitor his or her progress anytime by clicking on Analytics. For on-the-go practice, you can download IXL's free tablet apps for iPad, Android, or Kindle and sign in with your child's username and password.

I hope you'll encourage your son or daughter to use IXL regularly. Here's to a year of working together to make learning fun for your child!

Sincerely,

Stefanie Koch

A screenshot of the IXL sign-in page. The page has a dark grey background. At the top left, the text 'SIGN IN' is written in large, white, bold, sans-serif capital letters. In the top right corner, there is a small IXL logo. Below the title, there are three input fields. The first field is labeled 'Name' and contains the text 'Brooke Greiner'. The second field is labeled 'Username' and contains the text 'bgreiner2@bentonhall'. The third field is labeled 'Password' and contains the text 'ixl'. At the bottom right of the form area, there is a small link that says 'Sign in at www.ixl.com/signin/bentonhall'.

