Dear WCASD Staff,

These are times like no other – and we're all working furiously to adapt and provide a connection and some kind of online learning for our students, while waiting for the governor to tell us how much longer we'll be closed. I can't say it enough: Thank you. Thank you for your professionalism, compassion, hard work, effort, and optimism – all while being trapped at home! Our teachers and all staff have done an *amazing job* over the last week.

My apologies in advance for a really long email. There is so much important information and I don't know how else to share it. Your survey input (563 responses) was very helpful.

Please, carefully read this, as it's going to serve as our road map. **Please understand that this all may change.** The situation is very fluid. Don't hesitate to reach out to me directly, or to your principals**. We will do our level best to consolidate our information to you so you aren't being bombarded with emails.** But, please understand that we are *all* being asked to learn how to fly a plane while we're already in the air. I ask for your patience in advance.

1. Like most schools in our area, we are planning to be closed for an extended of amount of time (beyond March 27.) We've received no state guidance, but the prevailing sentiment is that we should plan for a longer closure. As such, we've developed a remote learning schedule that takes us through June 5 as the last student date, and June 8 as the last day for staff.  *We will start to provide instruction of new materials on Monday, March 30.  We're setting up mechanisms for teachers to collaborate to cut down on everyone's workload. We encourage you to share resources and even share some of the teaching. We will need to be extremely flexible for both staff and student expectations. We know you're eager for direction, and we'll work to provide that. At the same time, we want to be sensitive to everyone's situation in this incredible time.*

2. We are not a cyber school. We've had almost no time to plan, train, or prepare for this. I know you have many, many questions. Unfortunately, I don't always have many answers! The truth is that the vast majority of school districts in the nation are making this up as we go along. I do know that whatever we provide for our students during this incredible shutdown will be better than not providing anything at all. We are important in our students' lives, and the connection and relationships we've cultivated with them maybe even more important now.

3. Schedule:
Monday, **March 23** - remote learning day; review material; High school AP teachers may already be grading, and may continue new instruction
Tuesday, **March 24** through Friday, **March 27 – these days have been set aside for staff to participate in training (will be provided online) for how to deliver online learning of new material.**
   - We will also work to deploy iPads for students who need them during these days.
   - High school AP teachers may continue new instruction

**Monday  March 30** – Remote learning with new material posted by all teachers

**Tuesday March 31** - Remote learning with new material posted by all teachers

**Wednesday April 1** – Planning Day for teachers

**Thursday April 2** - Remote learning with new material posted by all teachers

**Friday April 3** - Remote learning with new material posted by all teachers

**Monday April 6** - Remote learning with new material posted by all teachers

**Tuesday April 7** - Remote learning with new material posted by all teachers

**Wednesday April 8** – Planning Day for teachers/Spring break for students

**Thursday April 9/Friday April 10 –** Spring Break for staff/students

**Monday April 13** - Remote learning with new material posted by all teachers


This schedule will take us through the spring break.  If we are closed longer, we will then follow a schedule of 4 remote learning days and one planning day each week until June 5.  June 5 will be last student day.  June 8 will be last teacher day (flex day).

Please click here to see the end of year school closure calendar.

Please click here to see the Virtual Block Days Schedule for secondary.


4. Staff who are extremely eager to retrieve materials from their classroom may enter their school between 11 a.m. and 1 p.m. on Monday, March 23. *We will need to use social distancing procedures and request that you leave a 6 foot distance between you and any other person.* This is not the time to stop to ask questions of principals, etc. We want to really respect personal safety.

5. We recognize there's a significant difference between elementary and secondary remote learning and reasonable expectations. The younger the student, the harder it is to teach them remotely. We've set up elementary and secondary guidance/expectations.

   **Please click here to access secondary expectations.**
   **Please click here to access elementary expectations.**

6. As we move forward, we anticipate that you will cover *less* material than you would in a traditional setting. We ask that you focus on what is *most essential.*  Do your best but please don't overload yourself, your students, or our families. We are asking you to use your judgement and please contact your principal and/or supervisor if you have questions. Please don't stress if you aren't able to cover all materials.

7. Grading: We will focus on moving our **high school** students, with leniency, toward the next grade level and toward meeting graduation requirements. These are official transcripts that move onto college; We recognize that most high schools in the nation are facing the same dilemma. More direction will be coming from principals in the coming days.
   **At the middle level:** We are still working out a plan and communication will come to you from principals

   **At elementary:** We are not assigning grades during remote learning (and many neighboring districts we've talked to are not, either.)  We still encourage teachers to provide feedback when possible. Again, simply do your best.


8. Attendance: We are working on a plan to take attendance. We'll communicate it ASAP.


9. We are strongly suggesting that you continue to collaborate with your grade-level and school colleagues. We've set up a number of ways for you to do this. That information is included in the elementary/secondary links above

10. The expectation is that *any lessons that are provided live should also be recorded, posted, and students should you have these links.* In this time, we can't expect students or parents to be always be available during school hours. We understand that parents may be working from home and can't help students when a Zoom call is scheduled; Teachers may be trying to care for young children; And students may have to watch younger siblings so parents can work. Recording lessons provides flexibility.

11. Our curriculum/tech departments have literally been working around the clock to set up training modules to help us all learn how to use Zoom, record lessons and post on Schoology, etc All training videos will be recorded so you can watch them at your convenience but we encourage you to join live if you're able to do so.

    [Please click here to access secondary professional development.](#)
    [Please click here to access elementary professional development.](#)

12. If you have a problem with technology and need tech help, please call the help desk at: 484-266-1050 between 8 a.m. and 4 p.m. (or potentially earlier or later – times may vary slightly due to staff availability.)  You can also email:  [helpdesk@wcasd.net](mailto:helpdesk@wcasd.net)  or  [one2one@wcasd.net](mailto:one2one@wcasd.net)    Our help desk is servicing teachers, students, and parents. We also encourage you to reach out to tech-savvy colleagues who might be able to assist!  This is a time when we all need to lean on each other.

We'll be sending out a note with a lot of information to parents today.

Questions?  I've got a lot of them myself!  Feel free to ask, and thanks for understanding that the answer might be, "We don't know yet."  We'll get through it together.

Thanks again for all you're doing!

Jim