

Dear WCASD Staff,

How is everyone holding up? My sincere wish is that you've been able to find some kind of balance this week between the demands of caring for your families and staying healthy, and the professional development and instructional planning you've been participating in to get ready for March 30. A big thank you to our curriculum department and technology staff developers (and any other staff members who helped with training) who organized online workshops this week.

Our very dedicated technology staff also delivered hundreds of iPads to students who did not have them at home, and have been working to provide internet access to the many families who do not have it. Our food service staff has been serving some 800 meals 3x per week to low-income families, and our Spanish speaking staff have been translating all our communications for our 500 families that speak Spanish as the primary language in the home. Thank you to all who have helped with this.

Here's some important information for this coming week:

1. We've set up elementary and secondary FAQ's for staff expectations. **Please review these for your level.**

[Please click here to access secondary FAQ](#)

[Please click here to access elementary FAQ](#)

2. 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. We encourage you to continue to collaborate with your grade-level and school colleagues, and reach out to administrators if you need help.
3. Because of privacy/legal concerns that have been raised this week, we may *not record any Zoom sessions or other live calls in which students are seen or heard*. Our goal is to deliver instruction that is accessible to as many of our students as possible. Based on parent feedback, we feel the best way to do this is to offer video that you have recorded, since some students/families may simply not be available to access Zoom calls at a certain time of day because of work and child care. *Alternatively, if you do a live Zoom session and want to record it, you can do so if you mute/block student video and audio.* (You are welcome to use Zoom for brief class check-ins/meetings, story times, etc. with student participation, but please don't record these.)

4. **The earliest we'll be back is April 13.** 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.](#)
5. Because Chester County is now in a 'shelter in place' order, staff are not permitted back in the building without permission from the superintendent. The legislature has also passed laws this week requiring certain cleaning regulations for our custodial staff. Parts of each building will be locked down as it is cleaned to maximize effects of social distancing during the shutdown.
6. 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 or 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.

More specific information will be coming from your building principals. Thanks for all everyone is doing to help our students, parents, community, and each other. I am proud to be part of this WCASD team. Please invite me to any of your virtual lessons next week. I would love the opportunity to see you and your students, even if it is virtually.

Thank you!
Jim