



Central High School - District of Westosha

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March 16, 2020

Dear Westosha Central High School Learning Community:

As you are well aware, face to face classes and extracurricular activities have been canceled by the State of Wisconsin through April 3, 2020. Our number one concern is the health of our students, staff, families, and community. Luckily, Westosha Central High School is well equipped to move to online learning during the physical shutdown of our high school.

That being said, we do not know what will happen as it relates to make-up days, state testing, and how the state will expect us to proceed. We are very lucky to have teachers who can provide online learning, as well as supportive families who can assist in student learning during this time.

Communication will be critical during this time period. Please check IC often, and email your child's teachers if you have any questions. For most teachers, Google Classroom will be the hub of our online learning.

As previously communicated, Central High School is open to students to pick up materials left at school on Monday and Tuesday between 8 a.m. and 3 p.m., using the main entrance only. Students will need to sign in and out as they come in and out of the building.

Students should expect approximately thirty (30) minutes of classwork per class each day. We understand the challenges that students and families will face with the responsibility of the school building being closed. Nevertheless, we are committed to providing thoughtful and rigorous learning opportunities online for students.

The schedule for Westosha Central High School online learning will be as follows:

Week #1

Monday, March 16:	Day off for students. Preparation time for teachers to move instruction online.
Tuesday, March 17:	First day of online instruction. Teachers post their plan for the week in Google Classroom.
Wednesday, March 18:	Online Instruction.
Thursday, March 19:	Online Instruction.
Friday, March 20:	Online Instruction.

Week #2

Monday, March 23:	Teachers post their plan for the week in Google Classroom. Online Instruction.
Tuesday, March 24:	Online Instruction.
Wednesday, March 25:	Online Instruction.
Thursday, March 26:	Online Instruction.
Friday, March 27:	Online Instruction.

Week #3

Monday, March 30:	Teachers post their plan for the week in Google Classroom. Online Instruction.
Tuesday, March 31:	Online Instruction.
Wednesday, April 1:	Online Instruction.
Thursday, April 2:	Online Instruction.
Friday, April 3:	Online Instruction.

Week #4

Spring Break April 6-13:	Our plan is to keep spring break as it was originally planned. Altering the dates at this point, with the uncertainties of the challenges we are facing, is problematic for staff and families who have already made plans for the scheduled break. Assuming that the State of Wisconsin lifts the mandated shut-down of schools, we will return to school on Tuesday, April 14, 2020.
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Conduct of Online Classes

Below is the schedule that Central will follow during online instruction. When students have questions or would like to work with a teacher, teachers are available during the time listed below for each class period. Each class is thirty (30) minutes with a five (5) minute passing period to take a break between classes. Students should use the class time to communicate with teachers, classmates, and potentially work on class assignments. The hope is that this will help teachers assist students in a more organized fashion. Students will know that their teacher is available for them at that time. **Students are not required to attend each class;** rather it is a way to keep everyone, students and teachers, organized and efficient with their time.

This is different from last year's digital learning days to compensate for the snow days. Due to the nature of the extended time period of online learning, we wanted to have a system that gives students/parents more structure if needed.

Hour	Class Start	Class Finish
Teacher Prep	7:15	9:20
1	9:25	9:55
2	10:00	10:30
3	10:35	11:05
4	11:10	11:40
Break/Lunch	11:40	12:15
5	12:20	12:50
6	12:55	1:25
7	1:30	2:00
Office Hours	2:05	2:55

Teachers will have a formal check-in with students once per week. This check-in will take place in a variety of forms. Teachers will explicitly explain to students what the check-in will be and when it will take place. A check-in might be a survey, formal classwork, or even a virtual meeting. Again, please utilize Google Classroom as a way to know what your child should be doing for check-ins and online learning.

The Westosha Information Technology Team has one point of contact for all technology-related questions. Please submit a work order at (<https://helpdesk.westosha.k12.wi.us>). This is the most efficient way for us to assist with your questions. You can also call the Westosha IT Direct Virtual Learning Support Number: (262) 586-8322 and your call will route to a member of the IT Department.

Parents: Student participation in online learning will be key in this process. Teachers will provide instructional activities for your child's engagement for each class period. Attendance for each class will be verified through completion of assignments and participation in online activities and check-ins. We will be required to submit attendance and participation information to the Department of Instruction to verify our program. Your child's participation will be key to their success.

During this unprecedented time in modern history, it is important that students and families take care of themselves. Remember to be kind and understanding to each other. Every Friday, or as needed, I will send a follow-up message with reminders, frequently asked questions, and other important information.

Please reach out if you have questions. I am fully confident in our teachers, students, and families in moving forward. **As with all challenges, we will get through this together.**

Dale Van Keuren
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