

March 18, 2020

Students, Staff and Families,

I know I have said it so many times, but once again, I want to thank you for your patience, understanding and support over the past week as we have tried to keep you informed about the rapidly changing information regarding COVID-19 and its impact on our schools, students and families.

Please know that your teachers and full the administration team and staff in the WUSD are here to support you and your children in the upcoming weeks. Please reach out to our staff – we want to help – and know that we will do everything we can to support our students and families at home. The WUSD team cares deeply about our students and families, and we want to work together to help navigate this uncharted territory. Call us, email us, and let us know what you need and how we can help.

I wanted to reach out with some additional information today as you prepare for what will be an extended absence from our schools for an undetermined amount of time.

**First, please know that our sites will be closed to the public after today, Wednesday, March 18th. Please come to pick up any supplies and medications from school today by 4:00 p.m. (unless your school has extended hours to 5:00 p.m.) All elementary families should plan to pick up academic materials if you have not already done so - even if supplies are not needing to be picked up. You may pick up supplies and academic materials for a different student or family if necessary as well.**

**If you are in need of technology, devices may be picked up at any of our sites today – they will need to be signed out at our media centers. If you are not able to pick up a device today, devices will also be distributed at Watertown High School from 7:00 a.m. to 5:00 p.m. on Monday, March 30<sup>th</sup>. Devices will only be distributed to students in grades 3-12 at this time.**

Please take advantage of our free breakfast and lunch opportunities for our families. Breakfast and lunch will be provided beginning on Thursday and Friday of this week and will then resume after spring break on Monday, March 30<sup>th</sup> and continuing Monday-Friday during the dates of our school closures. Locations are listed below:

- Kwik Trip (Hwy 19) 10:00 a.m. to 11:30 a.m.
- Educational Services Center (111 Dodge Street) 10:30 a.m. to 12:00 p.m.
- Schurz Elementary School (1508 Neenah Street) 11:00 a.m. to 12:30 p.m.
- Area Dental Clinic Parking Lot (Boughton Street) 11:30 a.m. to 1:00 p.m.

Below I have included an updated FAQ for our families. We know you have more questions, but hopefully this list will assist you with some of your concerns.

**1. When can my son/daughter pick up materials from school?**

Our school offices will be open through Wednesday, March 18th, during regular business hours. If students or families need to pick up supplies or medications, please come to school during regular business hours. **For our elementary families, academic materials will be available for pick up on Wednesday until 4:00 p.m. Please make every effort to pick up materials during this time frame.** If you are not able to pick up materials, please reach out to your building principal to make alternative arrangements.

**2. Can my children get breakfast/lunch? How?**

Yes. **Free breakfast and lunch will be provided to all children in our community 18 and under during our school closure.** Meal pick-ups will be available March 19th and 20th and March 30th until school resumes (Monday through Friday). Please note that children must be present to receive a meal. Locations and times are listed below:

- Kwik Trip (Hwy 19) 10:00 a.m. to 11:30 a.m.
- Educational Services Center (111 Dodge Street) 10:30 a.m. to 12:00 p.m.
- Schurz Elementary School (1508 Neenah Street) 11:00 a.m. to 12:30 p.m.
- Area Dental Clinic Parking Lot (Boughton Street) 11:30 a.m. to 1:00 p.m.

**3. When should my child begin working on school work/working from home?**

Teachers will have materials prepared for students to begin working from home on March 30th. By the end of the day on Wednesday, March 18th, parents will have received academic correspondence from teachers regarding expectations/opportunities for students to work from home during the week of March 30th. If our school closure extends beyond the week of March 30th, parents can expect to receive a weekly update from teaching staff between the hours of 9:00 a.m. and 11:00 a.m. each Friday with the next week's lessons/model schedules and learning opportunities.

**4. What should I expect for learning experiences for my children over this time away from school?**

You can expect to receive the week's lessons/learning experiences from your child(ren)'s teacher(s) each week and at least one additional email correspondence to provide support and guidance in completion of the activities. We understand that home circumstances for our students will vary greatly, and we want to provide support and structure for our students while also helping to maintain balance and keep stress levels low during this already stressful time.

**5. Will I be able to contact my children's teachers/counselors?**

Yes. Teachers and counselors will be available Monday-Friday from the hours of 9:00 a.m. to 11:00 a.m. via email. They will respond in real time to your email questions and concerns during this time frame. Outside of this time frame, you may still reach out with questions and concerns via email, but please understand that an answer may take up to 24 hours outside of the designated time frame. Teachers and counselors are committed to providing support to our students and families as quickly and as comprehensively as possible.

**6. How many hours/day should I expect my children to be working on school work?**

At the elementary, we will expect children to work on school work/learning opportunities for approximately 2 hours/day. Parents will receive a model schedule showing how those learning opportunities might be structured and supported at home.

At the middle school and high school, school work/learning opportunities will be planned for approximately 4 hours/day.

It is important to note that WHS students will need to make progress towards graduation during this time so students will need to submit required work and actively engage in their learning. Teaching staff and counselors will be available to answer parent and students questions and support learning.

**7. What if we don't have access or have limited access to computers/Wi-Fi at home?**

If you are in need of a device for use at home, please come in today, Wednesday, March 18<sup>th</sup>, by 4:00 to your school site to pick up a device at the media center. We will have an additional distribution at Watertown High School on Monday, March 30<sup>th</sup> from 7:00 a.m. to 4:00 p.m. **Charter Spectrum is offering free Wi-Fi service to residents – to enroll call 1-844-488-8395** – installation fees will be waived for new student households. In circumstances where service is still not available the WUSD will work to furnish a limited number of temporary hot spots for internet access. **Devices will only be distributed for children in grades 3-12 at this time.**

**8. Will our school year be extended?**

No. The Department of Public Instruction has confirmed that they will waive the hour requirement for any school district that requests a waiver due to the ongoing public health emergency. The WUSD will apply for this waiver which will mean we will not need to extend our school days or the school year.

**9. Will we have spring sports? Prom? Graduation?**

We very much want our students to have these important and valuable experiences. We will be continuing to monitor and respond to recommendations from the CDC and our local and state agencies, and we will keep you informed about these and other activities as soon as we have answers.

**10. Will the WUSD be open over this time away from school?**

Our sites will be closed, but you may reach out to any regular employee of the WUSD during this time with questions and for support via email or by calling the WUSD offices at the Educational Services Center at 920-262-1460. We will work to return your call within 24 hours.

**11. Who should I contact for help with a question or school work?**

You can reach out to your child(ren)'s teacher(s), to your building principal or to school counselors for assistance via email. They will all respond promptly to your question or concern.

**12. How should I help my son/daughter from home?**

Teachers will be supplying helpful resources, and we will work to compile a list of those resources for you in the coming weeks. We strongly encourage you to help you child(ren) by establishing strong learning routines. Create a regular time for waking up in the morning, beginning school work, doing homework practice/accessing practice and supporting websites, getting outside to exercise, and eating healthy meals. A regular schedule will be the key to success and consistency.

**13. How should I help my children practice social distancing? What types of activities are okay?**

Social distancing means avoiding public spaces as much as possible. Our latest guidance from the CDC is that we should not have any gatherings of more than 10 people. Encourage your children to play outside – take a walk, take a camera outside and capture some great photos, or hop online and take a virtual tour of a national park [here](#). There are lots of great ideas online, here are some suggestions <https://onmilwaukee.com/living/articles/things-to-do-while-social-distancing.html>, but there are many more out there.

**14. How should I help my children understand COVID-19?**

This article is a great resource. Please try to help your children feel calm and safe during this stressful time.

[https://higherlogicdownload.s3.amazonaws.com/NASN/3870c72d-fff9-4ed7-833f-215de278d256/UploadedImages/PDFs/02292020\\_NASP\\_NASN\\_COVID-19\\_parent\\_handout.pdf](https://higherlogicdownload.s3.amazonaws.com/NASN/3870c72d-fff9-4ed7-833f-215de278d256/UploadedImages/PDFs/02292020_NASP_NASN_COVID-19_parent_handout.pdf)

**15. When will schools reopen?**

On Tuesday, March 17<sup>th</sup>, Governor Evers extended the closure of public school “for the duration of the public health emergency.” This means that our schools will be closed indefinitely. As we know more we will be communicating with our students, staff and families.

I hope that you have been able to find answers to many of your questions here in our list, but if you have additional questions, please reach out to your building principal and/or directly to me by responding to this email or by calling me at 920-262-1460 ext. 3229.

We will continue to keep our families updated, and we will also be working to keep our website updated to keep you informed. <https://www.watertown.k12.wi.us/district/coronavirus.cfm>

Again, thank you all for your patience and understanding during these challenging times. Please take care of yourself and one another and stay safe and stay healthy.

Sincerely,

Cassandra Schug

Superintendent of Schools

Este mensaje será traducido por nuestras familiar hispanohablantes, y una versión en español seguirá una vez preparada.