

March 23,2020

Good Afternoon Woodrow Wilson Academy Families,

Happy first day of Spring Break. I can't say that it feels like it here at WWA but I'm sure it's Spring Break somewhere?! Yesterday evening, Governor Polis encouraged all non-essential workers and families to stay home as much as possible. This wasn't a mandate, but I do feel a stay in place order is on the horizon for Colorado. I also anticipate this current school situation to continue through the end of the school year. I hope that I am wrong and we see everyone soon, but the virus trend is convincing me that this may be our new reality for a long period of time. To that end, WWA is going to move quicker than anticipated into our Phase 2 Learning Plan.

What does this mean for families?

1. Student material pick up- tomorrow, **Tuesday, March 24th**, we are asking all families to stop by WWA to pick up essential student materials that they may need to use/complete during Phase 2. This includes worksheets, texts, novels, etc. **ALL students in grades 3-8 will be issued a Chromebook.** This is to help with our learning platform, Zoom. Our Chromebooks have both a camera and microphone built in so students will be able to attend Zoom meetings and interact with their teachers when scheduled. We will have a drive-through process for acquiring your child's materials. Please pull all the way up to the crosswalk and move forward as cars leave the line. We will be following the pickup schedule below according to your child's last name:

A, B, C	8 – 9 am
D, E, F	9 – 10 am
G, H, I	10 – 11 am
J, K, L	11 – 12 am
M, N, O	12 – 1 pm
P, Q, R	1 – 2 pm
S, T, U	2 – 3 pm
V, W, X	3 – 4 pm
Y, Z	4 – 5 pm

*we will be here until 6 pm for those that missed their time or need a later slot due to working

*Remain in your car the entire time. A runner will bring you what you need for your child. You may pop your trunk if you'd like us to deposit them there.

*You are more than welcome to pick up materials for another family. Please let us know when you arrive in the pickup line.

*Grades 3-8 will have a materials sign out sheet to sign before you depart. Please bring a pen with you if possible.

*If you do not want to leave your home, please contact me a cbartusiak@wwacademy.org and we will arrange to deliver your materials on Wednesday.

***Should Governor Polis call a Stay in Place order tonight, we will move to a delivery only option for families.** (*Please keep fingers crossed that this doesn't happen!)

2. Learning Plan Phase 2/Zoom- Phase 2 will begin on **Monday, March 30th**. Unlike traditional Jeffco Public Schools, WWA is going to have a learning plan that runs Monday-Friday. Each Sunday evening at 7 pm, an email will be sent with a link to the coming week's plan. Our plan is divided into days and subjects. There will be days when students are just "working" on an assignment, other days students may have to click on a Zoom link to enter a Zoom meeting with their teacher for instruction or a pre-made video. Teachers in grades K-8 are required to have at least 1 live event per week (other lessons may be pre-recorded) so that students can interact, check in, and get their questions answered. **All staff will have open office hours as well for students to utilize from 12-1 pm each day.** If you have a specific question regarding your child, please email the teacher directly. Here are some pointers to make things go smoother:
 - Watch this [parent video](#) to tell you more about Zoom and how WWA will be using it!
 - Read the lower portion of the [Zoom etiquette sheet](#) with your child
 - Review the [chrome book care](#) file to ensure proper usage
 - Read the [Zoom Directions for Students](#)
3. Attendance- You will be required to complete a Google form **each day** for your child. The form is located in **red font** at the top of each day in the Learning Plan. Just click, answer the same 3 questions, and submit!
4. Grading- During this unprecedented time, teachers will use discretion when grading completed work. In the upper grades, students may be submitting work through Google Classroom or Google Forms. In the lower grades, students may be sharing a video or picture to count as work completed. Core teachers are required to submit a minimum of one grade per week, per subject area.
5. Regular Communication- We will be continuing with our Wildcat Weekly for general communication. Please look for this each Thursday. We will be sharing student and staff pictures in the Wildcat Weekly in an attempt to keep our community connected.
6. Want more for your children to do?- Mrs. Uttley has created a resource folder with all kinds of optional activities and extensions at the bottom of the Learning Plan. Specials teachers will be taking a day a week to give their thoughts too! Mrs. Finland in particular is sending home student sketchbooks in K-6 student supplies. For grades K-4, there will be some additional paper cut and placed inside. Please reserve this paper for the projects she will be posting if possible, and use sketchbook or scrap paper for sketching/other ideas. Look for the links to the art lessons and grade level galleries!

I realize this amount of information at once can be overwhelming. And, the situation that we've all been placed in already is! Please reach out to us if you need help. We are here for you! Thank you to all of you who have sent such wonderful, supportive emails to me and our staff. Never would we have thought that we'd be in this situation, however I am so thankful that I am in it with a community such as Woodrow Wilson Academy.

Please stay safe and healthy,

Carole Bartusiak

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