



# Willard Elementary School

*Inspire . Challenge . Educate*

## COVID-19 UPDATE 3/17/2020

### A Message From Mr. Duncan



Willard Family,

The past few weeks have cast an unusual and uncertain future over education for our children. The spread and potential spread of the COVID-19 virus has raised a host of questions: Should schools close? How can educators and parents make remote learning a meaningful experience when it's happened so suddenly? And who's supposed to watch the kids at home? Please know that our hearts and minds have been racing, trying to find answers to what is best for our students. While I can make no promises about what is to come, I can promise that the faculty and staff at Willard will work endlessly to keep you updated, try to ease any burdens that you or your children are feeling, and try to provide your child with the best educational opportunities possible, albeit in a different format for the immediate future.

While it is still too early to know the exact impact the virus may have on the remainder of our school year, we are currently taking steps in anticipation of our students returning to us on April 13<sup>th</sup>. As you can see in the pictures below, we are in the midst of doing a deep cleaning of our building, disinfecting desks, chairs, tables, light switches, door knobs, and other commonly touched surfaces. Steps will continue to be taken in the coming weeks to create an environment that is as safe and secure as possible for our most valuable assets.

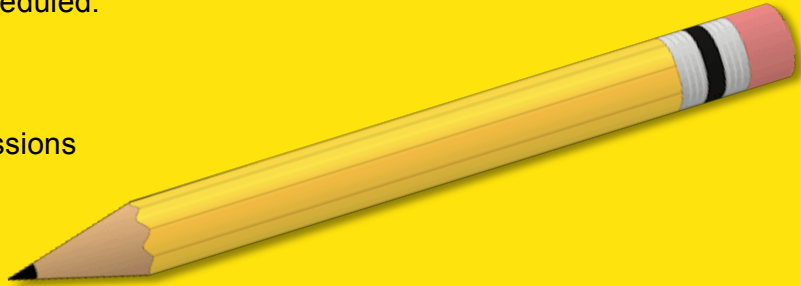
As always, the safety of our students, staff, and families remains our top priority. We will communicate with you as information becomes available to us on any changes in our plans or schedules. Our office will remain open during normal business hours during our closure should you have questions or need any assistance. Additionally, I hope information in this document will help you navigate the waters of what the next few weeks will bring.

Thank you for your support, cooperation, and grace as we work through a challenging and uncertain season.

A handwritten signature in black ink, appearing to be "Duncan".



## School Closure Basics

- School will be closed to “in person” sessions starting on Monday, March 16<sup>th</sup>. The earliest that Willard will reopen for “in person” classes will be April 13<sup>th</sup>.
  - To date, we have a 14 day break, plus our previously scheduled Spring Break and Good Friday.
    - 8 days are “Waiver Days” - The state of Indiana has allowed 20 total waiver days if needed.
    - 6 days are eLearning Days
  - All co-curricular and extra-curricular activities that were scheduled during this window are postponed indefinitely and may or may not be rescheduled.
    - Math Bowl Meets
    - Parent/Child Dance
    - Choir Practices
    - School Success Remediation Sessions
    - Grandparents Days
    - 4th Grade Ag Days
    - Spring Pictures
    - More...
- 
- Students should not be in the building. If you have a need for something in the building, please call the Willard office and we will make arrangements for the item/s to be picked up.
  - Medication may be picked up in the Willard office by appointment. Please call the office to set up a time to do so.
  - The school office will be open for questions via telephone for each of the 14 days of our extended break.
  - The IREAD3 assessment has been suspended for our grade three students. Students were scheduled to test on Tuesday, March 17<sup>th</sup>. We are awaiting further guidance for the IREAD3, ILEARN, and I AM assessments.

### WILLARD ELEMENTARY SCHOOL SCHEDULE MARCH 16-APRIL 10

|   | Monday  | Tuesday  | Wednesday  | Thursday   | Friday   |
|---|---|--|--|--|--|
| <b>March 16-20</b>  | <b>Waiver Day 1</b><br><i>Day Off for Students</i><br>All employees report to school for organizational meetings (full staff meeting at 8:30AM) and planning time. An optional Hapara session for teachers is scheduled for 1:00 at the WCHS/DMS library. | <b>Waiver Day 2</b><br><i>Day Off for Students</i><br><b>Teacher Work Day</b><br>(Preparation of eLearning lessons and other tasks as needed. Teachers may work onsite or remotely. If working remotely, check email regularly.) | <b>Waiver Day 3</b><br><i>Day Off for Students</i><br><b>Teacher Work Day</b><br>(Preparation of eLearning lessons and other tasks as needed. Teachers may work onsite or remotely. If working remotely, check email regularly.) | <b>Waiver Day 4</b><br><i>Day Off for Students</i><br><b>Teacher Work Day</b><br>(Preparation of eLearning lessons and other tasks as needed. Teachers may work onsite or remotely. If working remotely, check email regularly.) | <b>Waiver Day 5</b><br><i>Day Off for Students</i><br><b>Teacher Work Day</b><br>(Preparation of eLearning lessons and other tasks as needed. Teachers may work onsite or remotely. If working remotely, check email regularly.) |
| <b>March 23-27</b>  | Spring Break  | Spring Break   | Spring Break   | Spring Break   | Spring Break   |
| <b>Mar. 30-Apr. 3</b><br><i>The WES lobby will be open on Monday of this week from 7:30-3:30. Paper/pencil lessons for this week may be picked up for students. There will be marked boxes in the lobby.</i>                                      | <b>eLearning Day - Day 6</b><br><i>Lessons posted in UC by 9:00 a.m.</i><br><i>Teacher office hours 9:00-2:00.</i>  | <b>eLearning Day - Day 1</b><br><i>Lessons posted in UC by 9:00 a.m.</i><br><i>Teacher office hours 9:00-2:00.</i>   | <b>Waiver Day 6</b><br><i>Day Off for Students</i><br><b>Teacher Work Day</b><br><i>This is a day off for students. Catch up on Monday and Tuesday lessons. This is a planning/grading day for teachers.</i>                     | <b>eLearning Day - Day 2</b><br><i>Lessons posted in UC by 9:00 a.m.</i><br><i>Teacher office hours 9:00-2:00.</i>   | <b>Waiver Day 7</b><br><i>Day Off for Students</i><br><b>Teacher Work Day</b><br><i>This is a day off for students. Catch up on earlier lessons. This is a planning/grading day for teachers.</i>                                |
| <b>April 6-April 10</b><br><i>The WES lobby will be open on Monday of this week from 7:30-3:30. Paper/pencil lessons for this week may be picked up for students. Completed work may be dropped off. There will be marked boxes in the lobby.</i> | <b>eLearning Day - Day 3</b><br><i>Assignments from March 30-April 3 are due today by 9:00 a.m.</i><br><i>Lessons posted in UC by 9:00 a.m.</i><br><i>Teacher office hours 9:00-2:00.</i>   | <b>eLearning Day - Day 4</b><br><i>Lessons posted in UC by 9:00 a.m.</i><br><i>Teacher office hours 9:00-2:00.</i>   | <b>Waiver Day 8</b><br><i>Day Off for Students</i><br><b>Teacher Work Day</b><br><i>This is a day off for students. Catch up on Monday and Tuesday lessons. This is a planning/grading day for teachers.</i>                     | <b>eLearning Day - Day 5</b><br><i>Lessons posted in UC by 9:00 a.m.</i><br><i>Teacher office hours 9:00-2:00.</i>   | <b>Good Friday</b><br><i>Scheduled Holiday</i><br><i>No School</i><br><i>Assignments from April 6-10 will be due on Monday, April 13.</i>  |



## eLearning “Need to Know” for COVID-19 Closure

While students are away from school, lessons and work will be delivered to students digitally using their Chromebooks. The online platform of choice here at Willard is Unified Classroom. This will be the “HUB” from which all assignments are pushed to your students. It is vital that students stay up with their work during the closure. eLearning Days are school days and students are responsible for all work on these days.

A few important things about eLearning Days during the closure:

- eLearning Days will be held on the following dates as listed in the chart on page 2:
  - March 30, 31
  - Apr. 2, 6, 7, 9
- During the closure, eLearning assignments are due one week after their assigned date. This is a change from the normal three days after returning to school.
- Assignments will be posted each eLearning Day by 9:00AM.
- Teachers will be available for questions from students each eLearning Day from 9:00AM-2:00PM.
- Many teachers will be available for students via Google Meet. This program allows a teacher and students to communicate in real time via the computer’s camera and microphone.
- For students without access to the internet, paper packets are available for pick-up in the front lobby. Please make arrangements with the office to pick up these packets on Monday, March 30<sup>th</sup> and Monday, April 6<sup>th</sup>. Paper packets are due back in the Willard office one week after these dates. Week 1 packets (March 30-April 3) are due by Monday, April 6<sup>th</sup>. Week 2 packets (April 6-9) are due on Monday, April 13<sup>th</sup>.
- Mrs. Lovern will be available to provide assistance to any student in Title One services. If a student needs her assistance, you may email her at [llovern@randolphcentral.us](mailto:llovern@randolphcentral.us).
- Mrs. Hoggatt and Mrs. Schroeder are available for all of the students on their caseload. If students need their assistance, you may reach them at [ahoggatt@randolphcentral.us](mailto:ahoggatt@randolphcentral.us) and/or [sschroeder@randolphcentral.us](mailto:sschroeder@randolphcentral.us).
- Mrs. Chalfant will be working with her Speech/Language students to set up possible teletherapy services if requested. Her email address is [achalfant@randolphcentral.us](mailto:achalfant@randolphcentral.us).



# Grab & Go LUNCHES



Randolph Central School Corporation will be providing grab & go lunches to kids 18 and under beginning Tuesday, 3/17/20 from 11 a.m. - 1 p.m. at the following three locations:

Ridgeville STEPS (210 S. Walnut)

Saratoga City Building (107 N. Barber)

Driver M.S. (Door 1, 700 Union St., Winchester)

Children must be present to receive a meal.

## What Is COVID-19?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China. On March 11<sup>th</sup>, 2020, the World Health Organization characterized COVID-19 as a pandemic. A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect people and can spread between people sustainably. Because there is little to no pre-existing immunity against the new virus, it spreads worldwide. Universal precautions should be taken to avoid further spread of the disease. Updated information is available online through the Centers for Disease Control.

## Ways to Stay Up to Date

Facebook: Search for Willard Elementary School

Twitter: WillardElem

Online: <https://www.rc.k12.in.us/o/willard-elementary-school>

Download: Randolph Central App on the App Store or Google Play

Phone: (765) 584-9171

## TIPS FOR PARENTS

### Don't Panic

Whether you're concerned about the new coronavirus, or about the idea of your children staying home from school for an indefinite period of time, it's essential to remain calm, frame for your kids what's unfolding in clear terms and separate rumors from reality.

### Organize Your Time

A routine or schedule, particularly on eLearning Days, can be very helpful for students. Schedule time to work on eLearning during teacher office hours (9-2).

### Get Outdoors

Maintaining "social distancing", encourage students to go outdoors and be kids.

### Be Safe

Continually take universal precautions to ensure the safety of yourself and others (wash hands regularly, use cough etiquette, maintain social distancing, etc.)

