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Michelle Dutrow, Superintendent

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Parents and Families:

Our colleagues in the Indiana School District shared some valuable thoughts with their families and we thought it was well-done and worth sharing with you today as we move into the next phase of our school closure – instruction at home. As they shared, this is a crazy time with a constant flow of new information from our government, updates from schools, posts of learning ideas for home, shared learning sites and endless maps and graphs about the spreading virus. We know that you are overwhelmed with the day-to-day responsibilities of guiding your family through this health emergency. We know that many of you are juggling going to work and lack of daycare, working from home and engaging with your children, and simply just trying to keep them safe and healthy. West Branch School District will be starting at-home instruction on Monday, March 30, 2020. We will be providing daily school assignments for your children in Grades PreK – 12. The District will be using a Review/Enrichment model as our format. This model will serve to maintain, reinforce, and strengthen existing skills to reduce regression. All activities will be based on concepts previously taught by your child's teacher(s). We are preparing for 2 weeks (10 days) of instruction. Please carefully read through the section(s) below that pertain to the building where your children are currently assigned.

Elementary School (Grades Pre-4)

We will be providing all elementary students with a packet of activities. The packet will contain a cover letter with the assignments for each day along with other instructions from the teachers at the given grade level.

All West Branch teachers (or long-term substitutes) will be available to provide assistance and/or answer questions Monday through Friday from 9:00 a.m. – 12:00 p.m. and 1:00 p.m. – 3:00 p.m. You can reach them through email or your parent communication app (Remind, Class Dojo, etc.).

The packets will be delivered on Friday afternoon to each student's bus stop. We will be using vans to make these deliveries. The vans will depart from the school at the same time as on a normal school day which is 3:35 p.m. You should expect the van to arrive at the bus stop at the regular afternoon time however it might be a bit later depending on how long it takes to distribute packets at each stop. If your child is a parent pick-up at the end of the day or if they are dropped off somewhere other than your home, please know that the packets are being taken to the bus stop closest to your home and not the afternoon drop-off point. Parents are asked to use social distancing at the bus stop. Do not all rush to the van when it arrives. Approach the van 1 or 2 at a time to collect your child's packets. We will allow parents/guardians to pick up packets for neighboring families if someone is unable to come to the stop. For this arrangement, you will be required to provide us the names of those children. If we have made a mistake and do not have your child's packet on the correct van, staff will be at the school on Saturday, March 28th to pass out the remaining packets in a drive-thru format. You can come between the hours of 9:00 – 11:00 a.m. Please enter the driveway at the Elementary School

It is the policy of the West Branch Area School District not to discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability in its educational programs, activities, or employment. Services and facilities are accessible to and usable by disabled persons as required by Title IX, Section 504 and Title VI.

and proceed to the Rotunda entrance where we will meet you for this pick up. Any packets not given out between the bus stop delivery on Friday or the school pick-up on Saturday will be mailed on Monday morning.

Please keep your envelope, the assignment sheet with your signatures, and all the completed work to return to the school. We will be expecting to receive these materials when we reopen the school and students return.

Middle School (Grades 5-8)

We will be providing all middle school students with online instruction. If you do not have internet access at your home, please notify the school office tomorrow so that an alternate plan can be implemented for your child.

You can expect to receive your child's weekly assignments via the student email by 6:00 p.m. each Sunday evening that this plan remains in effect.

All West Branch teachers (or long-term substitutes) will be available to provide assistance and/or answer questions Monday through Friday from 9:00 a.m. – 12:00 p.m. and 1:00 p.m. – 3:00 p.m. You can reach them through email or your parent communication app (Remind, Class Dojo, etc.).

We will need to distribute the middle school laptops to our students in these grades. If you have a family laptop at home that your child can use, you do not need to come pick up the school-issued laptop. Staff will be at the school on Friday, March 27th to sign out your child's laptop to you. When you arrive on the property at your assigned time, please enter the driveway at the Elementary School and proceed to the Rotunda. We will bring in a small number of student/parents at one time and escort you to the gymnasium or cafeteria to sign for and pick up your laptop. If you are not able to come to the school on Friday, you may come at any time on Saturday, March 28th between the hours of 9:00 and 11:00 a.m. Following are the assigned times on Friday to pick up your child's laptop based on last name:

Last Name A-B	8:00 – 8:30 a.m.
Last Name C-D	8:30 – 9:00 a.m.
Last Name E-F	9:00 – 9:30 a.m.
Last Name G-I	9:30 – 10:00 a.m.
Last Name H-J	10:00 – 10:30 a.m.
Last Name K-L	10:30 – 11:00 a.m.

Break 11:00 – 12:00

Last Name M	12:00 – 12:30 p.m.
Last Name N-R	12:30 – 1:00 p.m.
Last Name S	1:00 – 1:30 p.m.
Last Name T-Wh	1:30 – 2:00 p.m.
Last Name Wi-Z	2:00 – 2:30 p.m.

High School (Grades 9-12)

We will be providing all high school students with online instruction. If you do not have internet access at your home, please notify the school office tomorrow so that an alternate plan can be implemented for your child.

You can expect to receive your child's weekly assignments via the student email by 6:00 p.m. each Sunday evening that this plan remains in effect.

All West Branch teachers (or long-term substitutes) will be available to offer assistance and/or answer questions each day Monday through Friday (9:00 a.m. – 12:00 p.m.) and (1:00 p.m. – 3:00 p.m.) You can reach them through email or your parent communication app (Remind, Class Dojo, etc.). Students taking College Dual Enrollment Courses will be working to complete the required coursework. The course instructor will be providing instruction so that the course can be completed in the permitted timeframe.

If your child does not have their district-issued laptop at home with them at this time, they will need to come to the school to pick up their device. If you have a family laptop at home that your child can use, you do not need to come pick up the school-issued laptop. Staff will be at the school tomorrow, Thursday, March 26th so your child can retrieve the laptop. When you arrive on the property at your assigned time, please come to the Main Entrance of the High School. A staff member will be there to escort the student to their locker to retrieve their laptop. If you are not able to come to the school tomorrow, you may come at any time on Saturday, March 28th between the hours of 9:00 and 11:00 a.m. Following are the assigned times on Thursday to pick up your child's laptop based on last name:

Last Name A-C	8:00 – 8:30 a.m.
Last Name D-G	8:30 – 9:00 a.m.
Last Name H-K	9:00 – 9:30 a.m.
Last Name L-Q	9:30 – 10:00 a.m.
Last Name R-S	10:00 – 10:30 a.m.
Last Name T-Z	10:30 – 11:00 a.m.

Special Education Programs

This section serves as the District's written notice to the parent or guardian of each student who receives services under an Individualized Education Program (IEP) contained within the Individuals with Disabilities Act (IDEA) (Public Law 91-230, 20 U.S.C. & 1400 et.seq.) of the school entity's plans for ensuring the student receives a free and appropriate public education as required under IDEA.

All students who receive special education programming will be receiving at-home instruction during the period we remain closed. Your child will be receiving an instructional packet or online instruction provided by both their special education teacher and/or mainstreamed teacher(s). The activities will be designed at your child's ability level as designated in the IEP. Accommodations and adaptations will be implemented as possible. We will also be providing your child with their related services to the greatest extent possible while your child remains at home. This includes Speech & Language, Occupational Therapy and Physical Therapy. Hearing Impaired and Vision Impaired teachers will be reaching out to provide activities and consultation. Please understand that we are willing and able to provide your child with services as this time. We are making a good faith effort and understand that we may need to alter our plan as we move through this period of at-home instruction. Further, we are committed to rectifying any concerns or shortcomings when we return to our normal operations and reopen school. Please reach out to us if you feel your child is not receiving the level of services contained in the IEP.

Gifted Education Programs

All students who receive gifted education programming will receive at-home instruction during the period we remain closed. Your child's gifted education teacher will be reaching out to you to provide enrichment activities that can be completed as part of the instructional program.

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Summary

So that was a lot of information! There is no way to restart instruction with you at home as our "teachers" without giving you this lengthy overview. Take a deep breath and give yourself time to take in all this information. Maybe reread it a few more times. You may also reach out to your child's school office tomorrow to ask questions and clarify when you need to be someplace to pick up a packet or retrieve a laptop.

As I have stated in every letter sent home so far – please be patient with us. This way of doing school is new for everyone and we are learning as we go. We continue to be committed to our students and their families. We are excited to get our students back into daily learning activities. Our teachers were very excited to be able to reconnect with their students this week and hope your children are excited to get busy!

Please continue to be safe and we hope to reopen our doors soon!

Sincerely,

Michelle Dutrow

Michelle Dutrow

Superintendent of Schools