



SCHOOL DISTRICT OF WEST SALEM

March 18, 2020

Dear West Salem Middle School Families,

The School District of West Salem is preparing to move to an online and at-home learning environment for our students starting Wednesday, March 25th. Our goal is to continue the delivery of curriculum and to be able to foster learning at home. Because our priority is the health and welfare of our students and families, please understand that learning will look different than it would in our regular face-to-face classrooms during this time.

West Salem Middle School Families:

Our staff has been hard at work since 3/18/2020 preparing for this necessary adjustment in our delivery of the curriculum. Teachers will post information and assignments for each class on Google Classroom for your student to access. We have already been utilizing this platform, so students are familiar with how to use it. Our Homework Hotline on the District Website will also continue to be updated with classroom activities included. Middle School Teachers will maintain office hours with the opportunity for virtual, face-to-face interaction beginning March 30th. Office Hours will be held on Tuesdays, 10 AM-Noon and Thursdays, 1-3 PM starting on March 31st.

Middle school students can expect up to 4 hours of engaged learning each day. Student work will be graded. The teaching staff will continue to review and provide feedback on student work. Homeroom teachers are prepared to be your main point of contact, and you may also contact any classroom teacher with questions about their classes.

All Families:

Please remember that your students' online day will look different than a school day on campus. It certainly won't be a perfect substitute for in-person instruction. What we can promise is that we will do our best, and when challenges arise, we will work flexibly with students and parents to find solutions. We will continue to work together to *Serve* our Panther students with *Passion* to *ignite creativity, innovation, and excellence*.

Student Learning / Daily Schedule

- Beginning March 25th with an online check in to troubleshoot technology issues and begin the online learning adventure.
- Beginning March 30th, students will follow this schedule:

- Science, English, Social Studies, and Music will post content by 8 AM on Monday and Wednesday.
- Math, Reading, and Non-Music Allieds or Electives will post content by 8 AM on Tuesday and Thursday.
- Students will have Healthy Living components daily. We want our students to remain active and keep a healthy perspective during this uncertain time.
- Fridays will be homeroom check-in, re-assessment opportunities, catch up, and teacher meetings.
- Expect the regularly scheduled days off to remain as previously scheduled.
 - Example: Good Friday, April 10th - No School
- Friday, March 27th will be a normally scheduled online school day for homeroom check-ins, as explained above.

Student Expectations for Online Learning:

You have district-issued devices that allow you to work from home and continue learning.

- You will receive at least 2 posts per week from each of your teachers. This will take various forms.
- Grades will be given for assignments and assessments.
- You can expect up to 4 hours of learning activities per day.
- Students should not anticipate covering the same amount of material or go as in-depth in the same period of time in your regular classroom environment.
- If you have questions, communicate with your teacher through email or during office hours.
- If you have technology needs/repairs, submit a help desk ticket by...

[Browse our website > Schools > Select your School > Students > Helpdesk](#)

Parent Advice for Online Learning:

- Designate clear times during every day when your child(ren) should be focused on learning. A daily schedule of academic and behavior expectations can help everyone stay organized and minimize stress. Please see the schedule above to support your student(s) learning along with the best time(s) to reach the teaching staff.
- Designate a place in your home for school work. Preferably in a family living area where you can provide supervision, guidance, and ensure progress on assigned work is being made. If your child is struggling to find or understand materials, please reach out to their teacher.

Teacher Expectations for Online Learning:

- Student communication will begin on March 25th with an online check in to troubleshoot technology issues and begin the online learning adventure.
- Homework hotline will be updated weekly, as normal. Please also include activities/agenda for the class.
- Instruction begins March 30th, with the following schedule:

- Science, English, Social Studies, and Music will post content by 8 AM on Monday and Wednesday.
- Math, Reading, and Non-Music Allieds or Electives will post content by 8 AM on Tuesday and Thursday.
- Students will have Healthy Living components daily. We want our students to remain active and keep a healthy perspective during this uncertain time.
- Fridays will be homeroom check-in, re-assessment opportunities, catch up, and teacher meetings.
- Teaching staff will create online lessons, provide feedback and grade student work.
- Teachers will maintain office hours with the opportunity for virtual, face-to-face interaction beginning March 30th. Office Hours will be held on Tuesdays, 10 AM-Noon and Thursdays 1-3 PM starting on March 31st.
- Fridays will be homeroom check-in, re-assessment opportunities, catch up, and teacher meetings.
- Following best practice for online learning, staff will respond to emails within 24 hours, excluding weekends (3:30 PM Friday - 8:00 AM Monday).

Technology Support, Help and Questions:

Students (or their parent/guardian) that experience an issue with their iPad or laptop should use the information on our website (see below) to contact the Technology Team for help.

[Browse our website > Schools > Select your School > Students > Helpdesk](#)

Need Internet Access?

Students and families that do not have home internet please follow the attached link to contact Charter Spectrum with no installation or hidden fees

[Charter to Offer Free Access to Spectrum Broadband and Wi-Fi For 60 Days For NewK-12 and College Student Households](#)

Other Questions?

[Browse our website > Families > Technology Help](#) for FAQ's and up-to-the-date District technology information during the current school closing.

We miss our students already, but we're here for them in partnership with you in this new format. Let's work together to make this situation the best it can be.

Proud to Be a Panther,

Ben Wopat

Principal

West Salem Middle School