



BURLINGTON
AREA SCHOOL DISTRICT

"A community of learners committed to continuous improvement through a culture of dialogue and reflection"

March 11, 2020

Dear Parents and Guardians:

We are aware of the fact that there are relatively few confirmed cases of Coronavirus (COVID-19) in Wisconsin and likely more to come; as this communication is being prepared, none of the current cases are located in southeastern Wisconsin. Nonetheless, I felt it appropriate to provide an update regarding our planning as the health and safety of our students and staff is our greatest priority. We continue to work closely with the local Health Department to monitor this situation and share information in a proactive fashion to enhance preparedness. We have updated our plans and are currently in the process of finalizing details associated with providing for off-site educational options, food service options, and other miscellaneous planning should a prolonged school closure become necessary in the future.

If a school closure becomes necessary and it is longer than a few days (as directed by the Health Department), we intend to distribute necessary curricular materials to students and families digitally where possible. Our primary method for uploading and disseminating schoolwork is through Google Classroom. However, details on how the materials will be accessed will be provided to students and families by the specific school their child(ren) attends.

We recognize that this approach may not work for every student and every family due to connectivity issues, special needs, and other circumstances; as a result, **we ask that parents reach out to their child(ren)'s school(s) principal, counselor or case manager to develop plans to meet your needs if accessing information and resources digitally is an issue.** Options include sending materials by U.S. mail, identifying a location to drop off materials, scheduling one-on-one or very small group meetings (if acceptable to public health), etc. School personnel may reach out to specific families to discuss options if we are aware of unique circumstances.

Also, if schools are closed, there will not be any academic or athletic co-curricular after school activities.

The approach described above will ONLY be used IF it becomes necessary to close schools for an extended period of time (e.g. more than 2 or 3 consecutive days). Again, specific details on how you and your child(ren) can access educational materials will be communicated by each specific school if/when it becomes necessary. In addition, there may be students and families with certain needs and circumstances not identified here; in those cases, we ask that you reach out to your child(ren)'s school to plan as proactively as possible to ensure that educational needs are met.

One way you can help keep the lines of communication open is to ***ensure your contact information is up-to-date, including phone numbers, e-mail addresses, etc. in the Skyward Family Access system.*** Contact your school's office if you need assistance in updating any information. We recommend that you give some thought and planning for any potential childcare needs you might have should school closures become necessary.

Finally, a reminder that the CDC recommends "everyday preventative actions" to stop the spread of COVID-19:

- *Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.*
- *Avoid touching your eyes, nose, and mouth with unwashed hands.*
- *Avoid close contact with people who are sick.*
- *Stay home when you are sick.*
- *Cover your cough or sneeze with a tissue, then throw the tissue in the trash.*
- *Clean and disinfect frequently touched objects and surfaces.*

Additional details will be provided as they become available. While this approach (if necessary) is less than ideal, it should provide for continuity of educational programming. During this uncertain time, know that you are an important source of guidance and support to your student and that the BASD wants to continue working in partnership with you and that we appreciate your patience, understanding, and flexibility as this situation evolves. At this moment, we are not able to account for every possible scenario, but will do our very best to communicate about this situation while making every effort to answer your individual questions.

Please feel free to contact me at 262.763.0210 or by email at splank@basd.k12.wi.us with any questions.

Sincerely,

A handwritten signature in black ink that reads "Stephen T. Plank". The signature is written in a cursive style with a large initial 'S'.

Stephen T. Plank
Superintendent

This message is being translated into Spanish and will be made available as soon as possible.