



**April 9, 2020**

Greetings High School Bulldogs,

I hope this letter finds you and your loved ones doing well during this challenging time. I would like to thank you for your support and patience during this time of uncertainty. All of us are struggling to get used to our new “normal” and we cannot do it alone. In the coming days, as we embark on this “distance learning” journey together, we will need to continue to stay connected and help one another in new ways.

On Tuesday, April 14, 2020, we are officially welcoming everyone back to school in a way we have never done before! As we venture into “distance learning,” there will be a learning curve for all of us. Let’s have patience with each other as we navigate these uncharted waters. This community has demonstrated perseverance, camaraderie, and spirit that is unparalleled. I have no doubt we will get through this together and will emerge stronger than ever before.

Our staff has been working extremely hard and have put in countless hours over the past few weeks to make this new learning possible for all of our students. Teachers have been and will continue to communicate with students via email and through our learning platform, Canvas. The High School will continue to operate under a schedule that mirrors the previous schedule followed by students. We felt it was important to do our best to maintain a sense of normalcy during this time. The schedule will also allow students to connect with teachers in a way to avoid overlap and conflicts with other classes. Students are encouraged to take advantage of teachers’ office hours and reach out if support is needed or to simply check-in.

I have included important information for students and families below. Please read the information carefully and do not hesitate to contact me if you have any questions.

### **Canvas**

As stated, teachers will be using Canvas as the learning management system at the secondary level to engage students in “distance learning.” This is where assignments, videos, and resources will be posted and it will also be where students can turn in work. Please be sure to use the District-issued Chromebook as we are able to support you if any technical issues arise. The website for Canvas can be found [HERE](#) or also on the tab to the top right. I highly encourage you to watch the informational videos about how to use and access Canvas. These can be accessed on the High School’s main webpage.

### **Technology Help**

If your child does experience technology issues with their District-issued Chromebook, or with accessing Canvas, please feel free to reach out to the District Helpdesk. If support is needed, please reach out through our website [HERE](#) or by calling the District Helpdesk at 717-792-2796 x 2044. The Helpdesk is available from 9AM - 3PM every school day.

### **High School Schedule**

The following schedule will be used for teachers to coordinate synchronous lessons with students. Synchronous lessons are learning opportunities for students and teachers to connect at the same time. We will be using Zoom as a way to connect online and hold synchronous sessions. Most of the learning will be asynchronous, meaning the teacher has provided information and learning opportunities online and the student completes the work over a period of time. It is up to the teacher how often synchronous sessions are offered. Teachers will also be communicating additional office hours for students to offer support for asynchronous learning.

## High School Schedule: Synchronous Distance Learning

9:00-9:30	Block 1	Block 1 Even
9:30-10:00		Block 1 Odd
10:00-10:30	Block 2	Block 2 Even
10:30-11:00		Block 2 Odd
11:00-12:00	LUNCH	
1:00 - 1:30	Block 3	Block 3 Even
1:30 - 2:00		Block 3 Odd
2:00 - 2:30	Block 4	Block 4 Even
2:30-3:00		Block 4 Odd
5:00-8:00	Evening Block Options/Office Hours (at teacher's discretion)	

*Note: Times provided are for synchronous and/or asynchronous lessons. Each week, all teachers will communicate (in Canvas) which lessons are synchronous and when office hours are provided. Students are expected to attend and participate in synchronous sessions.*

### Distance Learning Expectations for Students

All students should be logging in to Canvas daily in order to complete assignments for all classes. We are asking our families to review and implement the following guidelines for “distance learning” during Zoom sessions held by teachers and when communicating with teachers online.

- All students are expected to attend and participate in Zoom sessions provided by their teachers. If a student cannot attend a session due to another obligation or extenuating circumstance, the student should notify the teacher ahead of time and make an alternate plan.
  - All students are expected to review and abide by the following set of expectations for all virtual sessions. Failure to do so may result in discipline according to the Student Code of Conduct.
1. Cyberbullying, or bullying in any form, is not acceptable behavior for any student enrolled in West York Area School District classes. Any student found to be involved in these activities will be disciplined according to the Code of Conduct.
  2. Be respectful at all times.
  3. Be aware of your surroundings for inappropriate material that might be seen during an online Zoom session.
  4. Do not post or share any inappropriate material.
  5. Dress appropriately; the school dress code applies to online Zoom sessions.
  6. Maintain integrity at all times. Cheating is considered a violation of the Student Code of Conduct.

### Attendance

All teachers will take attendance on a weekly basis at the secondary level. Students will be assigned an “Attendance Assignment” in Canvas by their teachers. All students will have the week to complete the assignment (8:00 a.m. on Mondays until 11:59 p.m. on Saturdays). Teachers will then enter attendance every Monday morning for the week prior. It is very important for students to submit their attendance assignments for each teacher each week.

We understand that each family is facing unique challenges, and due to these extraordinary circumstances, the District will strive to be flexible in our understanding and approach to these challenges during this time. Further, while we do expect that each student will attend lessons and work to the best of his or her ability, please know that our priority for Distance Learning throughout the closure is that students will not be penalized for circumstances beyond their control.

Thank you, as always, for your continued support, patience, and flexibility. We look forward to “seeing” all of our students next week in class.

Stay safe and healthy!

With Bulldog Pride,

**Carrie Jones**

*Principal*