

# METROPOLITAN SCHOOL DISTRICT of NEW DURHAM TOWNSHIP

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March 13, 2020

Dear Westville Families,

As you are aware, we have been monitoring closely the developing COVID-19/coronavirus pandemic. Based on Governor Holcomb's announcement yesterday, and in conjunction with all schools in LaPorte County, MSD of New Durham Township will be closed beginning Monday, March 16, through at least April 13, 2020. Spring Break will still take place as scheduled from April 6-10, and we hope to return to school on April 14, following our scheduled eLearning day on April 13. However, we will continue to assess this situation in early April with the guidance of state and local health officials, and we will have the capability to extend the closure at that time if it is deemed necessary.

Our plan for this extended closure is to utilize a combination of eLearning and waiver days. Mondays and Fridays will be considered waiver days, with no assignments or eLearning expectations communicated to students on these days. Teachers will utilize the waiver days as work days to prepare their online lessons, and students can consider these waiver days as days off of school. Tuesdays, Wednesdays, and Thursdays will be conducted as eLearning days. Each teacher will communicate specific expectations for the assignments, activities, and work completion deadlines on these days. Teachers will be available during established work hours to assist students as needed.

Students in grades 9-12 who do not have access to an electronic device at home will be given an opportunity to check out a device for use at home before they leave today. Parents of students in grades K-4 who need a device will have an opportunity to pick one up from the school on Monday, March 16. Additional details on this process will be communicated over the weekend. If you do not anticipate having any access to the internet during this period, we will be offering an option for families to request alternate paper assignments from teachers. More information on this process will be communicated over the weekend.

The school building will be closed to all students beginning at 3:00 pm today. Teachers and staff will report to school on Monday, March 16, and beginning March 17, the building will be closed to everyone. This decision is being implemented in order to allow us to maintain a clean and sterile environment in anticipation of everyone's return in April. All extracurricular activities scheduled during this time are canceled.

We anticipate that additional information will be sent out this weekend and early next week as we finalize the details of this unprecedented closure. Student safety is always our top concern, and even though this situation is not ideal we believe that it is in the best interest of the safety and well-being of our entire community. We appreciate your understanding and support, and as always, if you have any questions, please do not hesitate to contact us.

Sincerely,



Sandra Wood