

Date: March 14, 2020

To: All Norwalk-Ontario-Wilton School District Staff, Parents and Students

Re: Updated Information on the Mandated School Closure

Governor Tony Evers has given a directive that all public schools will be closed Thursday, March 19 through April 3 due to the Covid-19 pandemic. The April 3 date could be extended further, depending on the severity of the pandemic. This letter is intended to give staff, parents and students an update on school operations as of Saturday morning, March 14.

1. It is important that all parents complete and return the portable technology survey sent home with the children yesterday. If parents could, please add your home e-mail address on the survey to improve the communication between the school and parents during this time. The school district needs this information early Monday morning to coordinate the portable technology available in the District for student home use by Wednesday.
2. Mrs. Funk, Dr. Luebke, Mrs. Springborn and Mr. Anderson have been developing instructional programming with the staff in order to continue the educational process during the school closure. I understand this will be less than ideal for many students and families. During this time the school district will do its best to keep instructional programming moving forward. More detailed information will be distributed to parents and students before the school closure this Thursday.
3. As long as the logistics work out, the school district is planning to provide lunches to students during the closure. The meals will follow all USDA nutritional guidelines. Meals will be distributed off school district grounds at sites to be determined. A letter will be sent home with all students on Monday, March 16, that will need to be returned by Tuesday, March 17, so the food service staff will know how many meals need to be prepared. Information will also go out on Wednesday, March 18 as to where and when the meals will be distributed. I am still reading up on the details of offering school lunches during the closure.
4. Donations from our food pantry will be disbursed to families in need.
5. The Wisconsin Department of Public Instruction has informed school districts that they may apply for a waiver, so that the hours of instruction missed during this closure, will not have to be made up. I will be talking to the Norwalk-Ontario-Wilton Board of Education about this at the March 16 School Board meeting.
6. The weight room will be closed to students and to the public during the school closure. It will be reopened once classes are allowed to continue at the Norwalk-Ontario-Wilton School building site.
7. Students will need to take all personal and other items that are in their lockers, including their gym lockers, home during the school closure. The building is going to be completely disinfected during the closure and all items must be removed from the premises. It is possible items may get thrown away if they are not taken home.
8. A packet will sent home with all students on Monday, March 16 which will include the following:
 - an updated copy of this letter.
 - the food service survey.
 - Instructional programming details for all student during the closure.

As matters that are associated with the pandemic develop, please check the school's web-site and Facebook pages for updated information.

If you have questions, please contact the following School District employees:

Instructional Questions: Elementary Principal: Gayle Luebke gluebke@now.k12.wi.us
 Jr. & Sr. High Principal: Angela Funk afunk@now.k12.wi.us
 Director of Special Ed.: Cindy Springborn cpringb@now.k12.wi.us

Technology Questions: Technology Coordinator: Holly Ziegler hziegler@now.k12.wi.us

Food Service Questions: Food Service Director: Kristi Schlafer kschlafer@now.k12.wi.us
 Superintendent: Kelly Burhop kburhop@now.k12.wi.us

All Other Questions: Superintendent: Kelly Burhop kburhop@now.k12.wi.us

As I stated earlier, this situation will be less than ideal for students, parents and staff. The Norwalk-Ontario-Wilton School District will do its best to help families through this situation. Hopefully, the pandemic ends as soon as possible. If the school closure date is extended, the District will distribute additional information. Thank you for your cooperation and patience during this time.

Just a reminder to everyone:

- Wash your hands often with soap and water for at least 20 seconds.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home and/or keep your children home if they have a fever or feel sick.
- Cover your cough or sneeze with a tissue, and throw the tissue in the trash.
- Clean and disinfect objects and surfaces that are frequently touched.

Sincerely,

Dr. Kelly T. Burhop
District Administrator