



**Office of Superintendent**

100 Main Street, P.O. Box 360  
Menasha, WI 54952

vanderheydenc@mjsd.k12.wi.us

Ph: (920) 967-1401

Fax: (920) 751-5038

[www.mjsd.k12.wi.us](http://www.mjsd.k12.wi.us)

March 23, 2020

Hello Menasha Parents/Guardians,

Thank you for your patience as we continue to work through the details of helping you and your families navigate the school closure and these interesting times. This letter includes a few updates regarding lunch pick up and chromebook distribution. We plan on sending an update every Monday morning. Periodically check the district website for additional information or resources as we will post any updates to the [COVID-19 website page](#).

Lunch pick up will be expanded by an hour at most locations. Beginning Monday, March 23rd lunch will be served from **11am - 1pm** at Clovis Grove Elementary, Maplewood Middle School, and Menasha High School. Time will still be 11am - noon at the Schindler Apartments. **Students do not need to be in the vehicle** in order to pick up lunches. We have currently been serving approximately 600 meals per day. If you are having difficulty in accessing meals, please contact school social workers so they can help make arrangements. You can check the District COVID website for weekly menus each Monday.

Also, remember **at home packets for K-8** are available at all lunch pick up sites.

If you are still in need of a Chromebook, the one you currently have is not working properly, or you are in need of an additional Chromebook because you have three or more students and one Chromebook is not enough, we will have an additional opportunity to **check out a Chromebook on Tuesday, March 24<sup>th</sup> from 11am – 1pm at Menasha High School**. Please be prepared to sign the [use agreement](#) when picking up a Chromebook. If you are returning a Chromebook because it is not working properly, please include a brief description of the problem you are experiencing.

Here are resources for MJSD Students and Parents to obtain technology support with Chromebooks and at home learning. ***These options are listed in order by estimated response time.***

1. Email your teacher. Explain the issue and they may be able to help with curriculum based technology questions.
2. [COVID19 Help Desk](#) This form is used to provide us with detailed information on the issues you are having with the district provided Chromebook and/or at home curriculum issues. This method will receive the quickest response. The 4 people in the MJSD Technology team and the 1 Technology Coach will be monitoring this list daily and attempting to provide the best solutions for the students of Menasha in a timely manner.

3. Email [COVID19HelpDesk@mjsd.k12.wi.us](mailto:COVID19HelpDesk@mjsd.k12.wi.us) If you cannot access the form in option 1, email [COVID19HelpDesk@mjsd.k12.wi.us](mailto:COVID19HelpDesk@mjsd.k12.wi.us). This email account will be monitored by the MJSD Technology staff throughout the day. We will try to get back to you as quickly as possible.
4. Call **920-383-1060** Call this number if you do not have any other means of contacting us for technical support. You will go into a voicemail and we will respond as quickly as we can in the order the call was received.

The guidance provided from the Department of Public Instruction suggests the **Recommended Instructional Times for Virtual Learning:**

- Grades K - 1: 1+ hours
- Grades 2 - 5: 2 - 3.5 hours
- Grades 6 - 12: 4 - 6 hours
- AP/Dual-Credit Courses: reach out to your teacher for their guidance and requirements.

It is **NOT** an expectation that students should be sitting in front of a screen for 8 hours. Home time *does not have to be continuous-time* (i.e. student sitting at a computer for a specific number of minutes) you may spread out the time and be flexible.

Finally, we intend to designate April 6th - 10th as non-instructional days. There will be no expectations regarding instruction, but meal service will continue at the designated locations throughout this period of time.

In closing, I hope you are all doing your best to cope during this unprecedented situation in our world. We are here to help in any way that we can and we trust you are all doing your best to continue some type of learning for your children. I am keeping you in my thoughts and prayers and I look forward to the day we can get back together. Take care of yourselves.

Sincerely;

*Chris L. VanderHeyden*

Chris L. VanderHeyden  
Superintendent of Schools