



**Office of Superintendent**

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March 15, 2020

Dear Menasha Parents and Guardians,

Late Friday afternoon, Governor Evers [directed](#) that all public and private 4K-12 schools are mandated to shut down by Wednesday, March 18th.

Beginning Tuesday, March 17, the Menasha Joint School District will close until further notice. This includes the before and after school extended day learning program, athletics/co-curriculars, etc.

We are receiving daily updates and directions from the State Department of Health Services and the Department of Public Instruction. Please read this letter carefully and continue to monitor email, the district website, and social media as we share additional information.

- March 16th - School in session - regular school day with before and after school programming, will include preparation for online/at-home learning
- March 17th - No School for Students; Staff Preparation Day
- March 18th - No School for Students; Staff Preparation Day
- March 19th through April 3rd - online/at-home Learning (more information to follow)
- April 6th - April 10th (Spring Break) - highly likely that we will cancel if the Governor's order for school closure is lifted.

**All school buildings will be closed to students and families starting Thursday, March 19th.** The maintenance team will be doing extensive cleaning so buildings will not be accessible. All sporting events and extra-curricular activities have been cancelled. Gyms and large group areas are closed.

**Feeding our students:**

The District, along with Chartwells, our food service provider, have an emergency food distribution plan ready to start on Tuesday, March 17th. Details can be found [here](#).

**Technology and Internet Access:**

If you do not have internet access please contact your school secretary to arrange for a packet of materials.

Charter communication is offering free access to Spectrum broadband and WiFi for 60 days. Click on this [link](#) or contact Charter at 1-844-488-8395. Additional private internet providers may

also be offering free services. MJSD is not endorsing or recommending any particular service but are making you aware of this service.

MJSD will be able to distribute chromebooks to students/families that do NOT have a working device at home. **Parents and guardians should contact their school secretary to reserve a chromebook on Monday by 3:30p.m.** We prefer one device per family to ensure access for all.

- **Tuesday, March 17th, Maplewood students/families (only)** that need a chromebook/computer (I-Ready does not work on Apple IPADS) should come to Maplewood, door 3 West parking lot, between 11:00-6:00 p.m. to sign out a Chromebook.
- **Wednesday, March 18th**, 11:00-6:00 p.m. students and families that **do not have** a student at Maplewood can come to Menasha High School, door 18 parking lot by the field house, to sign out a chromebook.

The following link is a **good resource** that can be used to guide your discussions with your child [NASP How to Talk to Students about COVID-19](#)

**Prevention is the best way to contain this virus please continue to follow these guidelines from CDC:**

- Stay home when you're sick
- Get your flu shot.
- Cover your mouth and nose with a tissue when coughing or sneezing.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer if no soap and water are available.
- Avoid assumptions or stereotypes about who you think might be sick.

The health and safety of our staff and students is always our top priority and we remind everyone to keep children home who may be feeling sick. If you believe you need to be tested for COVID-19, please call ahead to your medical facility to make sure they can perform the test and contact the Menasha Health Department (920)967-3520.

**Please note that this communication may NOT address all questions. Further details will be shared as needed, and as quickly as possible. We appreciate your patience as we navigate this unprecedented situation together.**

Please direct questions to [COVID19@mjsd.k12.wi.us](mailto:COVID19@mjsd.k12.wi.us)

Respectfully,

Chris L. VanderHeyden  
Superintendent