Date: March 13, 2020
To: WOLCS Parents & Guardians
From: Dr. Lee, CEO & Charletta Zeigler, Principal
RE: WOLCS School Closure

West Oak Lane Charter School Will Be Closed – March 16th through March 27th

As we have communicated previously, we are monitoring the Coronavirus Pandemic and are creating and revising our plan of action as the situation evolves. Our priority is keeping our students, families, and school community safe, while continuing to provide students with daily instruction and practice on critical skills.

The most recent updates about mitigation and social distancing has forced the shutdown of Montgomery County schools, businesses, and the community at large. Many of the teachers, administrators, and staff at WOLCS and other neighboring schools live in Montgomery County and are affected by the school closures and/or the directive from Governor Wolf to limit their travel within and outside of the county. Because many of our staff are affected by the mandate communicated by the Governor, WOLCS will close for two weeks, from Monday, March 16th through Friday, March 27th. We will continue to send updates as the situation evolves and we receive information from the Governor, State Department of Education, or the School District of Philadelphia.

WOLCS’ Academic Team has set up a process, via the internet, to help ensure that all students can continue learning during the school closure. Grade level packets will be provided to students who do not have internet access. Additional information regarding academics is provided on the reverse side of this letter.

While students are away from school, please encourage them to continue practicing the measures we have shared to prevent spreading the virus:

- Frequent handwashing with soap and warm water for at least 20 seconds.
- Avoid touching eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then discard it in the trash.
- Clean and disinfect frequently touched objects/surfaces.

In closing, I want to sincerely apologize for any inconvenience that this closing may cause families. However, it is a circumstance that is beyond our control.

We are hopeful that these measures will help improve things for our city, region and country. Thanks in advance for your understanding and patience.

PLEASE SEE REVERSE SIDE OF THIS LETTER FOR OUR ACADEMIC PLAN OF ACTION!
ACADEMIC PLAN OF ACTION

Below are the academic expectations for students during the time that we are closed. Please make a note of the following points:

1. All students are required to complete assignments daily.
2. Assignments will be graded each day and entered into PowerSchool.
3. Students will receive a failing grade for missed assignments.
   a. Assignments must be completed each day and not all in one sitting. The goal is to ensure that students are participating in academic activities EVERY DAY.
4. Parents will receive a DOJO message each day after an assignment is due if your child has not completed the assignment. This notification is to inform you that your child has received a failing grade and serves as an opportunity for you to make certain that he/she completes all of the remaining assignments. Teachers will not go back to give credit for missed or late assignments.
   a. The grades will be factored into your child’s overall performance and will be reflected in their overall grade.
5. For students who do not have internet access, students are expected to complete hard copy assignments each day. The packets can be found on the WOLCS website at www.wolcs.org.
   a. You can locate the packet and print it at your local library.

The daily assignment details are attached.