



1200 E. Fairmount Avenue Whitefish Bay, WI 53217

P: 414-963-3928

www.wfbschools.com

Amy Levek

PRINCIPAL

Julie Henningsen

ASSOCIATE PRINCIPAL

Jeff Worzella

ACTIVITIES DIRECTOR

August 5, 2019

Dear Parents, Guardians and Students,

It is hard to believe that the 2020-2021 school year is nearly upon us! The summer has been fast and furious in preparation for your return and we are excited to begin anew. I hope that you are enjoying every moment of your break, while also looking ahead to a fresh start in September. No doubt this school year will look distinctly different than any other in your school career, but that reality presents opportunities for all of us to harness and grow our resilience, perspective and appreciation for many things we may otherwise take for granted. I am confident that this year could be one of the most empowering stories in the history of the Blue Dukes and I appreciate our collective commitment to making that possible.

In response to the COVID-19 pandemic, we have been planning for many modalities of instruction including face to face, blended and virtual. The School Board has determined that *we will begin our year in a blended model* with the option for families to choose a fully virtual option. As part of the upcoming registration process, we will be asking families to make a choice of either blended or fully virtual for the first quarter of the year. I'd like to share a few logistics that will help to understand the blended model. Students who are fully virtual will attend courses in their schedule through both Canvas and Google Meets/Zoom with their teacher.

In addition to the information contained in this letter, you should have received an informational booklet from the District regarding plans for fall. ([Reopening Booklet](#)) The **district will host three panel presentations**, one for each level of education: elementary, middle and high school to answer any remaining questions from our school community. The panels will answer questions that are submitted **by noon on Monday, August 10, 2020**. To submit a question, please fill out the attached form for the appropriate level (you can also find links on the reopening of schools website <https://www.wfbschools.com/district/wfb-2020-2021-back-to-school-information.cfm>):

- [Elementary FAQ Panel](#)
- [WFB Middle School FAQ Panel](#)
- [WFB High School FAQ Panel](#)

The building principals and District Office Directors will review the submissions and create an updated presentation that will answer the common questions. The presentation video will be uploaded on Tuesday, August 11, 2020.

Weekly Schedule: Students will either attend on A or B days. Students with last names A-La will attend school in-person on Mondays and Tuesdays and students with last names Le-Z will attend Thursdays and Fridays. Wednesday will be a fully virtual day for everyone. Some exceptions to this exist during short weeks. The full calendar of A/B days is attached to this email.

Monday	Tuesday	Wednesday	Thursday	Friday
Group 1 (Students with last names A-La) attend in-person	Group 1 (Students with last names A-La) attend in-person	All students attend class virtually	Group 2 (Students with last names Le-Z) attend in-person	Group 2 (Students with last names Le-Z) attend in-person
Group 2 (Last names Le-Z) attend virtually	Group 2 (Last names Le-Z) attend virtually		Group 1 (Last names A-La) attend virtually	Group 1 (Last names A-La) attend virtually

Daily Schedule: We have modified the daily school schedule for this semester. ISHP has been divided into 15 minutes before school and 17 minutes after. Doing this allows us to open up our lunch hour for 50 minutes so that students can leave the building more easily and regularly to go home, sit outside socially distanced, etc. While we will have space for students to eat inside, our lunch hour is a challenge for consistent mitigation and we appreciate family support with off-campus options.

ISHP: 8:00-8:15

Period 1 8:15-9:06

Period 2 9:10-10:01

Period 3 10:05-10:56

Period 4 11:00-11:55 (to include announcements)

Lunch 11:55-12:45 (Expectation that students leave the building if possible)

Period 5 12:45-1:36

Period 6 1:40-2:31

Period 7 2:35-3:26

ISHP 3:26-3:43

Extended Junior/Senior Privilege: In order to reduce the large groups in our study hall, we are extending our typically senior-only privilege to both juniors and seniors *for this semester only*. If students meet the criteria as established, they may leave during periods 1, 4, 5 or 7. This will significantly reduce the number of students in study hall and allow us to use our new LMC as an instructional space. If students would like to pursue this option, they should return the [Jr/Sr Privilege Form](#) to their counselor for verification. Student FOBs will allow students to enter/leave for lunch and junior/senior privilege while also keeping our building locked and safe.

Additional Mitigation Strategies include, but are not limited to:

- Social distancing through reduced group sizes
- Cleaning protocols between classes and each evening
- Additional PPE in key areas (Plexiglas, etc.)
- Virtual alternatives for large group gatherings/presentations (Meet the Teachers, College Visits, etc.)
- Traffic patterns to allow for one-way movement on staircases, in the English wing, etc.
- The use of alternative spaces (auditorium, outdoor fields, etc.) to accommodate instructional needs
- Changes to some protocols (no excused attendance requirement for exam exemptions, etc.)

Advisories: We will have many important topics to discuss with students at the start of the year including Canvas expectations, safety procedures, hygiene/mitigation procedures, and social-emotional health and supports. We intend to hold regular advisories through Canvas within our first period classes during the first few weeks of school in order to be sure all students have the information that they need.

Orientation Meetings:

- Our **New Parent Orientation Meeting** is scheduled for Wednesday, August 19 at 6:00pm. A reminder will be sent out to families with information about whether it will be done in-person or virtually but it will be live either way. Please mark your calendars! The essence of this meeting will be key advice shared by the three high school administrators to the end of ensuring a satisfying experience for families new to our school community.
- We are moving **Freshmen Orientation** to the afternoon of Monday, August 31st. We will run this in two separate groups for the AA/BB groups. Each session will be two hours each. More information to come from Ms. Henningsen next week.
- **Meet the Teachers** will be accomplished via a Padlet. It will be sent on the same day of the initially-scheduled event (September 3).

Registration: With school starting in a little less than a month, it's time to begin preparations for the upcoming year. Registration forms for the 2020-2021 school year **will be online on August 7**. Please **logon to Family Access**, click on 2020-2021 Student Registration and follow the step by step process to register. Workstations are available in the counseling office for parents need internet access to complete this process. Please note that this must be completed before we can release schedules/textbooks. We are asking all families to denote their in-person/virtual preference by August 12 so that we can plan accordingly.

The dates and times for pictures/books are:

- August 10 from 8AM-12PM for last names A-La in grades 9, 10 and 11
- August 17, from 10AM - 2PM for last names Le-Z in grades 9, 10 and 11
- August 12 from 8AM-12PM for SENIORS ONLY to get textbooks. If seniors intend to submit senior pictures, they can come on this day just to get books. If seniors would like their yearbook picture taken by VIP, they can come on August 10 or 17 in accordance with their last name assignment.
- If students are unable to attend one of these dates, they may still have their picture taken during a makeup day in September and pick up their books during lunch the first week of school.

Once again, we will accept online payments for those who prefer credit cards and checks for those who prefer to mail them. Checks can be made payable to Whitefish Bay High School. If you prefer to send a check, please print a **copy of your invoice and include it with the payment**. Fees for this year are \$92 for freshmen and sophomores, \$101 for juniors (to include the grammar book) and \$110 for seniors (to include graduation expenses). Please note that if students have chosen to take elective course(s) that require additional fees for consumables, these will be added to the base fee. If families prefer to wait until January to pay consumable fees for second semester courses, that is allowable. Finally, exam fees for AP tests must be collected during our registration process as the College Board requires payment in the fall. The deadline for AP payment is early October. A few additional points related to registration:

- Parents, especially those of new students, are welcome to join their student in conducting this business but we ask that siblings stay at home this year.
- We will limit the number of students allowed in the building at any one time in order to allow for social distancing. The line will form outside of the music wing so please go there to begin the process.
- Students in grades 10-12 will **need their ID/fob card** to check out their textbooks. It is imperative that all students have a fob and that any lost fobs are deactivated. This is an important piece of our safety system. Therefore, if a student has lost their card, they must purchase a new one from Ms. Jones in the office for \$10. **We will not check out books to any student without an ID.** Freshmen can simply present their student schedule to the bookstore to receive their books as they will get their IDs during the first week of school.
- Student schedules, including locker numbers and combinations, will be provided on picture days but we ask that all students bring their textbooks home at this time. Note: All textbooks from prior years need to be returned before any new textbooks can be checked out. Students may still do so before registration by leaving the books on the carts in the vestibule.

Based on the second floor construction, students will not have locker access during registration.

- If you choose to purchase pictures, you can follow the link online.
- Seniors may have their picture taken by VIP as their senior portrait for the 2021 Tower Yearbook.
- 2020 Tower Yearbooks purchased last year may be picked up in the music wing.
- Please remember to purchase English trade books (paperbacks) needed for each assigned English course. The list of books is available online with the registration forms. Please also view the Supply List for 2020-2021.
- The Parent Association is online! Please click on the link to their website to join a variety of parent organizations AND/OR provide any contact information that you would like available through their student directory.
www.wfbhspa.membershiptoolkit.com
- Finally, please read the News, Notes and Reminders listed below.

Enjoy the rest of your summer and best wishes for successful 2020-2021 school year!

Sincerely,

Amy Levek, Principal

NEWS, NOTES AND REMINDERS

IMPORTANT CONTACT INFORMATION

Family Access allows parents and students the opportunity to keep tabs on student academic performance as well as demographic, attendance, discipline and scheduling information. The Family Access Message Center also enables school to home communication via email. To ensure a functional connection with this critical resource, please be certain to have a current email on file with us. Should your email address change, you can update it in Family Access through the Account Info link located at the top of the home screen. In addition, parents and students have the option to receive emergency alerts from the school. In order to receive these alerts, please be sure that an accurate cell phone number is also listed in Skyward. High school students must have the field titled "student phone 3" filled in. This number can be entered in step 2a of the registration process under student information. Existing students/parents/employees who opted in within the last few years will not have to do it again. They will continue to receive alerts. **New staff/students/parents will get an opt in text at 10 am the day after their number goes into the system.**

COMMUNICATION THROUGHOUT THE YEAR

Each Monday, students and their parent/guardian will receive an email containing the Parent/Guardian Link. It will also be posted to our website. This is similar to the Thursday Folder that is utilized K-8. The Link will update you with timely information, dates for future events, information related to building initiatives, and significant student/staff accomplishments. As a principal, I trust that you are informed of the content contained in the Link. Thank you for skimming it each week. A current email is necessary in order to receive this information directly.

DROP-OFF OF FORGOTTEN ITEMS

We understand that students occasionally forget important items at home. Given our need to reduce office traffic, we cannot accept forgotten items in the office this year. If you need to deliver an item, please make every attempt to meet your child at lunch. We encourage students to have a \$10 emergency lunch fund in their backpacks to reinforce responsibility and resourcefulness.

IN THE CASE OF CONCUSSION

If you believe that your son or daughter may be suffering from a concussion, please seek medical care and let us know as soon as possible. Whether school-related or not, we ask that you contact our School Nurse, Jackie Turkal at 414-963-3989 so that we are aware of your child's condition. While Ms. Turkal will certainly alert relevant staff, we also encourage you to maintain contact with your son/daughter's teachers, coaches and counselor so that we can do our part to accommodate individual student circumstances.

SUBSTITUTE TEACHERS NEEDED

Opportunities exist in the District for parents/guardians to work as a paid substitute teacher and/or paid substitute paraprofessional (aide). If this type of opportunity is of interest to you, please contact the Human Resources Office by email) or by phone at (414) 963-3960 and you will receive more information on the necessary steps to join the daily pool of substitute teachers and/or substitute paraprofessionals (aides).

LOCKERS AND LOCKS

Each student is assigned a hallway locker equipped with a combination lock for her/his personal school use. Lockers are also provided for Physical Education class use, but students must supply their own locks. In order to prevent any theft, it is imperative students securely store any valuable possessions they bring to school.