



West Buffalo Charter School

113 Lafayette Avenue • Buffalo, New York 14213
716.923.1534 • www.westbuffalocharter.org

Mrs. Andrea Todoro, School Leader • Elizabeth Sterns, Finance and Operations Officer

March 15, 2020

Dear West Buffalo Charter School Families,

Based on guidance from local/state authorities and in cooperation with other area schools, West Buffalo Charter School will be closed beginning Monday, March 16th until further notice. We understand that these are certainly trying and unsettling times for everyone. As the COVID-19 virus continues to impact our daily lives, we want to assure you we are doing everything we can to provide your family and child(ren) with ongoing quality education, supports, and resources.

Over the course of the last few weeks, the West Buffalo Charter School team worked diligently to prepare materials for students to take home, made arrangements for daily lessons to be taught virtually by your child(ren)'s classroom teacher(s), and coordinated with Buffalo Public School's food service to continue daily meals in an effort to retain some semblance of a daily routine during these trying times.

Below you will find more detailed information about our **Remote Instruction Plan** during our school closure. In addition, we have included each grade level's assigned time for online lessons taught **live** via *Google Meets* by your child(ren)'s Classroom Teacher, Special Education/English as a New Language Teacher, and Curriculum Extension Teacher (Art, Music, Physical Education, STEAM). Teachers will also be utilizing their classroom websites (accessed via the WBCS website), Google Classroom, and ClassTag to communicate important announcements, post teacher-created lessons, share daily students assignments, etc. In addition, each classroom teacher will be sharing his/her "daily office hours" with families. During this time, teachers will be available to immediately respond to emails and ClassTag messages.

Remote Instruction Plan

Kindergarten, First, and Second Grade: Student skill packets were sent home on Friday, March 13th with all K-2 students. In addition, classroom teachers will provide daily instruction via *Google Meets* (see reverse side for assigned time per grade level). Please note that attendance will be taken at the start of the session for our records. Students and families should visit the classroom teacher's website and Google Classroom **daily** for lesson information, student assignments, links to apps, etc.

Third, Fourth, Fifth, Sixth, Seventh, and Eighth Grade: *Families of students in these grades should report to WBCS on Monday, March 16th anytime between the hours of 1:00 until 5:30PM to pick up the student's ChromeBook for use during the school closure.* These must be used for school purposes *only* and will be returned to WBCS once school resumes. Classroom teachers will provide daily instruction via *Google Meets* (see reverse side). Please note that attendance will be taken at the start of the session for our records. In addition, students



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should access their Google Classroom **daily** for lesson information, assignments, links to apps, etc.

Google Meets Hours by Grade Level

Grade Level	Assigned Time
Kindergarten	8-9AM
First	9-10AM
Second	10-11AM
Third	11AM-12PM
Fourth	12-1PM
Fifth	1-2PM
Sixth	1-2PM
Seventh	2-3PM
Eighth	2-3PM
Curriculum Extension	3-4PM *Students choose which CE to “attend” daily.
Health (6-8)	No live lessons; Activities will be posted on Google Classroom
Spanish (6-8)	No live lessons; Activities will be posted on Google Classroom
Mrs. Minear’s 1 st -4 th	9-10AM
Ms. Feldmeyer’s 5 th -8 th	1-2PM

Again, should you have any questions about our **Remote Learning Plan**, please feel free to contact your child(ren)’s teacher and/or a member of Administration via phone or email. Please continue to check your email and WBCS social media for further communications.

Thank you for your continued understanding, cooperation, and flexibility.

Sincerely,

Mrs. Todoro

Mrs. Sterns

Mrs. Banas

Mr. Siddall

Mrs. Lysiak