

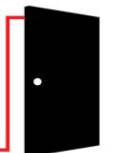
May 1, 2020

Dear Pewaukee School District Families:

I am writing to share with you a series of decisions and plans developed by our administrative team in response to the Safer-At-Home (SAH) order prompted by the COVID-19 pandemic. Recently, the Department of Health Services issued Emergency Order #28 that extended the SAH order which included the closure of all K-12 schools through June 30, 2020 for in person pupil instruction and for all extra-curricular activities. In a recent email to all families, I shared the order and confirmed that we will continue remote learning activities for all students through June 5, 2020 as scheduled per our published school year calendar. We are very appreciative of the efforts of our students, parents, and staff as we have partnered together to make the best of this challenging situation.

Unfortunately, the closure of schools and the concerns over the health and safety of students, parents, staff, and our community require that a number of typical activities and traditions be cancelled, modified, or rescheduled. In addition, there are logistical concerns such as retrieving student belongings and the return of school issued resources that need to be addressed. Please review the list below for updated information.

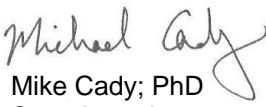
- **Student Belongings** - Our buildings are closed and students are not allowed in our schools to retrieve personal items at this time. Personal items will be made available for curbside pick up based on a plan and schedule that will be communicated by each school principal. Please be patient as this process will take some time to accomplish.
- **End of year events**
 - **Graduation** for the Class of 2020 has been postponed and will be held on Friday evening, **July 31**, if we are permitted to do so based on direction from the State and local agencies. In addition, the PHS administration is in the process of planning a virtual recognition to take place on June 5th to commemorate the scheduled date of commencement and provide recognition for our seniors. We are committed to finding ways to honor our seniors and celebrate their accomplishments and Mr. Sniff is actively working with groups of students and parents to design the best possible experience. More details will be communicated to PHS parents and students soon.
 - **Junior Prom 2020** has unfortunately been cancelled for this year. The administration is considering options such as holding a Senior Prom sometime next year to replace this event.
 - **Kiwanis Honors Banquet** has been cancelled. The high school is working on a virtual process for recognizing Honor Students, subject area Students of the Year, and Scholarship recipients.
 - **8th Grade Promotion** will be moved to a virtual recognition ceremony. More specific information will be shared soon by the Asa Clark administration.
- **School calendar for the remainder of the year**
 - May 1 - Teacher professional development, planning and preparation day (Non-instructional day for students)
 - May 15 - Teacher planning and preparation day (Non-instructional day for students)
 - May 25 - Memorial Day - No School
 - June 5 - Last day of school. Each school will provide more specific details related to the end of the school year (e.g. final exams at PHS, etc.)



- **ACP** - Spring Academic and Career Planning Conferences (grades 7-10) have been cancelled for this spring. Our focus for the remainder of the year will be on continuing to provide quality virtual learning and social-emotional support for our students.
- **Food Service** - The district will continue to provide the breakfast and [lunch food service](#) as planned through June 5, 2020 with the exception of Memorial Day on May 25th.
- **Fee Refunds** - The business office will issue prorated refunds of fees collected including those for field trips, student parking, athletics, activities, and other unused course fees. These refunds will first be applied to any outstanding unpaid fees before refunds are issued.
- **Medication Pick-up** - If you have medications that need to be picked up please email psd-health@pewaukeeschools.org to make arrangements. Pick-ups can be coordinated with locker clean out pick-ups that will be organized by each building. Medications not picked up by June 30 will be disposed of.
- **Summer School** - All in-person summer school activities are cancelled. We will provide virtual opportunities that include two for-credit courses for PHS (Physical Education & Health), credit recovery classes for PHS, and Math and Reading Intervention for invited students in grades K-8. Families with students in special education may be contacted by your case manager regarding summer options.
- **Athletics** - The WIAA has cancelled all spring sports. There is a possibility of an extended 30-day contact window post June 30th for spring sports that may be utilized for current 9th-12th grade students if conditions are met as established in the [Badger Bounce Back Plan](#).
- **Technology** -The Technology Department will **NOT** be collecting the Chromebooks that were distributed to homes this year to K-11 grade level students. Information about collection for those students leaving the district and 12th grade students graduating will be shared shortly. In late summer or early fall, upon a return to campus, we will indicate the collection process for those students not in a 1:1 take-home setting. Should there be a need to support virtual learning again in September, devices already placed in homes will prove to be helpful in enabling a virtual learning experience with much less disruption. For devices needing repair, please contact the HelpLine at 262-695-5041 to arrange for support.
- **Library, Textbook, and other district equipment** - Procedures for the return of library books, textbooks, and other equipment will be communicated by each school.

Like many of you we are saddened and disappointed by the loss of the experiences and traditions for our students and families. From school trips, concerts, dances, musicals, and athletic events, to banquets, promotion, and commencement (if we are unable to have it), are very hard things to lose. That said, we will persevere and know there are great and brighter days ahead. We are fully committed to doing all we can to support our students and families for as long as we are dealing with the disruption caused to our lives by this pandemic. Most importantly, it is our hope that all our students and families are healthy and safe during this challenging time.

Take care everyone,


Mike Cady; PhD
Superintendent