

Jerry Gregoire
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SCHOOL ADMINISTRATIVE UNIT #101
Wakefield School District
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Anne L. Kebler
Student Services Director

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Dear Staff, Students, and Parents/Guardians,

As you may be aware, the Wakefield School District has recently announced that they are closing the school building due to COVID-19. The closure will run at least through April 3. The Paul School will transition to an "online learning" or "remote learning" model in the interim. Teachers, administrators, counselors, paraprofessionals and other staff spent today planning for a move to an online environment during this time of national emergency.

What does this mean?

During online days, the building is closed to non-essential personnel. If you need to reach a staff member, you will have to do so by email. [CLICK HERE](#) to access the staff email directory. Staff members will be available to answer emails between 9 AM and 1:30PM; emails that come in after this timeframe may not be returned until the next school day.

The school is planning to disseminate remote learning materials on Wednesday. The tentative plan is to make materials available to be picked up outside of the building from 9am until 6pm on Wednesday. During this time, small groups of people can access personal belongings from their lockers and sign out laptops if needed.

Student Academic Expectations

All students are expected to participate in the online activities that have been / will be prepared by teachers either in a digital format or paper format.

Students will be expected to complete the assigned work in a timely manner, so that their teacher will be able to review the work, make corrections and give feedback. If students are not completing their work, parents can expect email or other digital contact from the teacher. Students should have structured time at home prompting them to participate in the instruction.

Completed work, whenever possible, should be emailed back to teachers so they can provide feedback. Students are expected to complete all assignments on time, and students or parents are expected to reach out to their teacher directly if they have questions or need an extension.

Support

Students will have access to additional academic intervention and support when needed. We will be establishing support staff who will assist students with tutoring, as well as any technology issues that they may face. The school counselor will host office hours daily to address day-to-day issues. If students would like to meet online with Mr. Tritter, they will need to email him to arrange a time michael.tritter@sau101.org.

Illness

Students and staff will likely require time to recover from the normal illnesses that occur every year, as well as potential COVID-19 related issues. Counseling, Nursing, and Administrative staff will work with parents, guardians, and students to help resolve any issues or provide any

assistance we can. Teachers will be flexible with their response to students encountering such issues. We ask in the strongest terms that you communicate health issues to school administrators as soon as possible so we may provide appropriate support.

Special Education / 504s:

We are working with our special education staff to provide the best service possible. This is a work in progress. Mrs. Kebler, our Student Services Director will be in contact with you, informing you of what services and support will look like for the coming weeks.

Computers and Technology

We understand that not everyone in our community will have access to the internet or have a computer or device. The Wakefield School Board authorized me to distribute school computers to families that need one. Please use this [survey](#) to indicate if your family is without a computer or internet access.

Spectrum Internet <https://www.spectrum.com/internet> is offering free internet for households with students from grades K-College for 60 days due to the Covid-19 school closures. These families can call Spectrum's Sales Department @ 855-243-8892 to set up service.

Meals

As of today, you can anticipate that brown bag breakfast and lunch will be accessible for people who are 18 years old and under, at no cost to the recipient. The exact details are currently being worked out. We will be dropping off meals at predetermined times and at select locations in town. This information will be sent out to you on Tuesday or Wednesday. Additionally, families who are experiencing hardship in accessing food should contact Mrs. Wilson, deb.wilson@sau101.org, who will help coordinate with the local food pantry.

One Final Note:

Despite planning, there will undoubtedly be unanticipated items to which we must respond or logistical changes that need to be addressed. No one knows for how long we will be away from school. The social and emotional health of our students was very much in our minds as we planned for the next few weeks and potentially beyond. Counseling, teaching, and administrative staff plan to reach out to specific students to support them. We will be available to talk, to listen, and even to laugh as we all share in what may be the most significant shift in our lives in our lifetimes. Please do not hesitate to reach out to us if you have ideas, concerns, questions, or anything else that comes to mind.

Sincerely,

Jerry Gregoire, Superintendent
Wakefield School District, SAU 101