April 23, 2020

Dear SAU 7 Staff and Families,

As we put those remote vacation plans on hold and prepare for the final stretch of remote learning with our students, I want to take some time to update you on the end of year learning plan. This plan has been developed with input from administrators, staff, and school boards. The following plan is built with **May 29 being the final day of school** for most students.

**April Vacation**

Staff is expected to use April vacation time preparing remote lessons and materials for students. Students will have no commitment to learning during this time and therefore should not expect that there will be the usual group meetings or phone calls.

**Pick-up/Drop Off Dates**

May 4 and May 15 will be traditional pick-up/drop off dates. Please plan to bring completed work to the school and pick up newly developed lessons. Staff will be curbside and available from 7:30-10:30 to support you.

May 29 will be the final drop off date. Staff will be available from 7:30- 12:00 to collect the following:

* All final assignments
* Chromebooks and Chargers
* Textbooks
* Novels
* Essential Manipulatives (please do not return markers, rulers, pencils, pens)
* School library books (public library books should be returned to your local library)

**Week of June 1-June 5**

This week will be a work week for staff. Work should focus on recovery with students that still have outstanding work. It is also a time to begin preparing and entering final grades on report cards. Any incomplete grade should include a list of make-up work that can be accomplished during Extended School Year. Teacher should also reflect on remote learning. Identify what worked, what was a challenge and be thinking of how you can make this a better process for everyone.

**Report Cards**

All staff will have report card data entered and ready for print by June 8. Report cards will then be printed and mailed home on June 11.

**Nuts and Bolts**

* All materials left in student desks will be bagged and provided to families on May 29.
* Outstanding lunch balances must be paid prior to report cards being mailed.
* Town library books must be returned to the town library.
* School lunch deliveries will continue until at least June 5. We are working on a waiver that may allow this to continue until a later date.
* High School students who still need to clean out their locker should do so prior to May 15th. Please call your school office to set up a time between 8 and noon to collect your personal belongings.

**Closing**

I want to thank everyone for their effort and commitment during this unprecedented time. As Superintendent of Schools in SAU 7, I am proud of what these communities have done together. If anyone has questions, please feel free to reach out at any time.

Bruce Beasley