Dear Staff, Students, and Parents/Guardians,

As you may be aware, the Sanborn Regional School District has recently announced that they are closing the schools for at least the next two weeks due to COVID-19. The District has asked schools to switch to an “online learning” model in the interim. Teachers, counselors, and other professional staff at Sanborn spent Friday, March 13 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 all staff and students (except custodians). There will be no one available to answer the phones at the school, so please do not call. If you need to reach a staff member, you will have to do so by email. Staff members will be available to answer emails throughout the typical school hours, emails that come in after the end of the school day may not be returned until the next school day.

**Student Academic Expectations**

All students are expected to participate in the online activities that have been / will be prepared by teachers to be loaded into Google Classrooms each day. Staff will be available Monday through Friday from 9-2 to help students with any questions they may have.

**Attendance**

Teachers will be taking attendance, noting whether or not students are participating and completing assignments during their assigned classroom time. *Deadlines will be enforced during online days*.  Students are expected to complete all assignments on time, or reach out to their teacher directly if they have questions or need an extension.

**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:**

Over the last few days, we have received some guidance from the US and NH Departments of Education regarding special education services. Our Special Ed team met for most of the day to work on how best to support the needs of students with identified disabilities and 504 plans. Case Managers will communicate directly with students and parents to define these accommodations and modifications as the plans are finalized.

**Other School Activities:**

During the closure, all student activities are suspended. As we have more information we will let families know via constant contact.

**One Final Note:**

Even with a day to plan, there will no doubt be unanticipated items to which we must respond. The social and emotional health of our students was very much in our minds as we planned for the next few weeks. Counseling and our school nurse staff plan to reach out to specific students to support them during this time away. Please do not hesitate to reach out to us if you have ideas, concerns, questions, or anything else that comes to mind.

Mr. Sandy Rutherford.