

August, 2020

Hello Maine families,

We hope you and your family are doing well and that you're ready for the start of the 20-21 school year. As you know, the year will begin in a remote learning model. Students will learn from home accessing content and classrooms via their iPads. To help start everyone off on the right foot, we would like to invite you (one parent or adult guardian and your child) to a face to face meeting with your child's teacher to be held during the first week of school September 1st, 2nd, or 3rd. We are providing an electronic as well as hard copy of this letter to all families.

We will be using our conference scheduling program to schedule these meetings. The website is [https://ptcfast.com/schools/Maine\\_Elementary](https://ptcfast.com/schools/Maine_Elementary). Put this in your browser and follow the prompts. Select the parent/student meeting with your child's teacher's name and choose a time. Feel free to call Mrs. Maley at 715-261-0250 if you do not have internet access, if you have any questions or for assistance scheduling. She is happy to help.

These 30 minute meetings will be scheduled so we may get to know you a little better, share learning materials, provide an iPad and charger, go over expectations and schedules, discuss attendance and grading, and make sure you and your child understand how to access the content and learning. We will also be collecting iPad User agreements and Census Forms.

Because health and safety are top priorities, we want to explain that limiting the conference to one adult allows us to minimize the number of individuals in the building. (If you are not comfortable attending in person or if you have the need to have more than one adult at the meeting, we could schedule this meeting in a virtual manner utilizing Google Meet. We will then need you to call school to indicate your preference for a virtual meeting. Your child's teacher will send you a link to attend. If attending virtually, we will also need to set up a time for you to pick up your child's device and materials at school so you would have them prior to the meeting.

We wish to continue our efforts to adhere to safety protocols by sharing with families the following procedures for when you come to Maine for your child's meeting.

- Wear a mask at all times.
- Six feet of social distancing is required.
- Please avoid congregating with others in the hallway or parking lots.
- Use the entrance doors listed below for your child's conference.
- The building will be secure. Your child's teacher will greet you at your assigned door and escort you inside the building. Please wait for your child's teacher there.
- Time will be needed by the teacher to sanitize the meeting area in between each meeting.
- Teachers will then escort families out following the meeting.

In order to assist in minimizing contact with others by reducing traffic in the hallways, we'll utilize the following doors for these meetings:

- **Kindergarten and First Grade - Door #2 (south front of building by library)**
  - Mrs. Fitzsimmons (Mrs. Goetz), Ms. Williamson, Mrs. Bandura, Ms. Bramley
  
- **2nd and 3rd Grade - Door #1 (main entrance to school by office)**
  - Mrs. Bardonner, Mrs. Kmiecik, Mrs. Xiong, Mrs. Miller
  
- **4th and 5th Grade - Door #10 (north parking lot door)**
  - Mr. Edwards, Ms. Rasmussen, Mrs. Swiander, Mrs. Thorson

If you have come across school items over the summer, please bring them back and drop them in the bin outside of the teacher's door; this includes library books.

**iPad Information:** Please follow these links to the iPad Student/Parent Handbook, iPad User Agreement, and the iPad Insurance Options and Fees. Please bring the iPad User Agreement to your teacher meeting. You can pay for the insurance online or bring a check to the teacher meeting.

[iPad User Agreement](#)

[iPad Student/Parent Handbook](#)

[iPad Insurance Options and Fees](#)

**Census Form:** A copy of the census form will be included in the mailing to you. Please verify the information on this form and provide three emergency contacts. Change any information that is incorrect and initial the bottom of the page. Please initial the bottom even if there are no changes, this tells us that it was checked. Please bring this form to the meeting with your teacher.

Thank you for your continued support of your child, our school, and learning in general. Together, we can make this the best school year possible. Each family circumstance is unique and we are committed to supporting our students and families to the best of our ability.

If you have questions or concerns prior to this meeting, please don't hesitate to contact us. Thank you for scheduling your meeting by Tuesday, August 25. We will reach out to families beginning that day if we have not heard from you to help get you scheduled. The School Supply list can be found here [School Supply List](#) or on the district website [wausauschools.org](http://wausauschools.org).

Enjoy the balance of your summer!

Sincerely,

Marie Northup, Principal

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