

## **School Site and District Closures**

Aside from the ongoing lunch program at Dana Middle School and the technology loan check out, starting tomorrow I am directing all our school sites to close and lock their doors for an unknown period of time as we continue to monitor the COVID-19 pandemic. Starting tomorrow our schools' websites will provide information as who to contact should you have a school matter that needs to be addressed. Our District Office will also be closed to the public beginning tomorrow, March 18, 2020 for normal business. Should you need to contact any of our departments, you can do so by contacting our District Office general line at 310-725-2101 x 0 for the Receptionist, Breana Contreras, who will be able to assist our families and community members in connecting with the appropriate department. She can also be reached at [bcontreras@wiseburn.org](mailto:bcontreras@wiseburn.org).

During this time, both District and school site office staff will be working remotely during regular business hours (8:00 a.m. – 4:30 p.m.). We are asking our families to utilize email as the first option for communication for any of our employees as this will be the most efficient way to gather information. Feel free to request a phone call via email and the appropriate staff member will follow up accordingly. One of our top priorities continues to be the health and welfare of our entire Wiseburn community and, currently, we believe these steps are necessary to protect our staff members and their families.

## **Moving Forward**

We will continue to update our websites and provide updates via email as we gather information regarding COVID-19 and our school closure. As we anticipate any changes, we will let you know as soon as possible. Please be patient with us during this time of transition as we plan for, prepare, and deliver most of our information via electronic means.

Stay tuned for more updates to come soon.

I wish each of our families good health!

Sincerely,

Blake Silvers, Superintendent