



# SUMMIT PUBLIC SCHOOLS

Board of Education -14 Beekman Terrace- Summit - New Jersey 07901-1702 (908) 273-3023

Mr. Scott Hough, Superintendent of Schools

September 14, 2020

Dear Summit Public Schools Community,

I hope this letter finds you and your loved ones healthy and well. As we continue to work through some of the issues that have come up throughout the past few weeks, I wanted to send some reminders to our parents and guardians that may help clarify some questions or concerns.

## Attendance

In general, we are following attendance like a typical school year. However, we understand there may be confusion when it comes to asymptomatic versus symptomatic students and the quarantine/isolation period. We may need to look at cases individually if there are extraordinary circumstances, so we ask for your patience and cooperation. Please keep in mind, remote instruction is not a carefree option that can be taken advantage of on a day to day basis. Students also cannot pick and choose which classes to attend in-person or remote. Remote instruction should only be used for students who signed up to receive remote instruction, students who are isolating at home for ten (10), or quarantining for fourteen (14) days. Below are some examples as to how we would handle attendance.

Situation	Present	Absent
If a student (in-person or remote) is experiencing symptoms of an illness not related to COVID-19		X
If a student (in-person or remote) is going on vacation and asks to participate in remote learning during travel days		X
If a student (in-person or remote) has a scheduled appointment in the morning or afternoon	Marked as half-day	
If an asymptomatic in-person student is quarantining due to being established as a close contact with a positive COVID-19 case	May participate remotely	
If a student is symptomatic and tests positive for COVID-19	Present if the student is no longer experiencing symptoms and can participate remotely during the remainder of their quarantine	Absent on the days the student is sick and cannot participate



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## Changes in Instruction Delivery

As a reminder, the registration deadline for changing instruction delivery from remote to in-person from October 1-31 is **Tuesday, September 15**. Requests need to be made in writing to the building principals by the registration deadline so class/course assignment and attendance can be properly recorded. If you do not want changes to instruction delivery, you do not have to take any action. Please see the information below which is taken directly from our [Reopening Plan](#).

### Remote to In-person

- Students who are full remote may only switch to in-person at the beginning of the monthly registration periods (see below).
- Extraordinary circumstances will be considered on a case by case basis.
- Requests need to be made in writing to the building principals by the registration deadlines so that class/course assignment and attendance can be properly recorded.

Registration Deadline	Registration Period
August 9, 2020	September 1, 2020 - September 30, 2020
September 15, 2020	October 1, 2020 - October 31, 2020
October 15, 2020	November 1, 2020-November 30, 2020
November 15, 2020	December 1, 2020 - December 31, 2020
December 15, 2020	January 1, 2021 - January 31, 2021

## Travel Advisory

Before the school year started, we distributed a health attestation form which stated that parents/guardians will notify the school health office whenever their child travels out of the state or out of the country, and parents/guardians will check the CDC list of travel recommendations and keep their child home for 14 days after traveling to a high risk area. Maintaining the health safety of our students and staff is a community effort. Everyone must do their part, which includes following the aforementioned guidelines. Please continue to check the [New Jersey Travel Advisory List](#) and contact the school health office if necessary.

I understand additional questions or concerns may arise over the coming weeks, and we will continue to communicate in an open and transparent manner to ensure we are all on the same page. I appreciate all of the ongoing support and cooperation which continues to drive our successful start to the school year.

Stay well,

Scott Hough  
Superintendent of Schools