



SUMMIT PUBLIC SCHOOLS

Board of Education • 14 Beekman Terrace • Summit New Jersey 07901-1702 • 908-918-2100

Mrs. Jennifer McCann, Director of Education

March 13, 2020

Dear Summit Public Schools Parents,

The safety and well-being of our students and staff remains top priority at Summit Public Schools. In light of our decision to close our schools, we want to ensure that everyone has clear and consistent details regarding our instructional plan. As per guidance from the NJDOE, Summit staff has proactively created a 14-day instructional plan for all major content areas, as well as most electives and special areas, which will allow for continuation of instruction and keep our district on course to complete our 180 school day requirement. The plan outlined below will take effect on Monday, March 16, 2020, and will continue up until Spring Break. We will continue to assess our needs as information arises and evolves, and remain committed to communicating with you.

Google Classroom will be the platform by which teachers will communicate with your child. We are asking students in grades K-4 to use a personal device from home, and students in grades 5-12 to use their District issued Chromebook. At this point in time, your child has been invited to join their teacher(s) Google Classroom(s) in order to have access to daily assignments. For parents who have not used Google classroom, a step by step instruction sheet has been included with this letter.

Teachers will post lessons/assignments by the start of each regular school day. Assignments will be provided for math, ELA, science, social studies, World Language, physical education and other courses that lend themselves to online learning. The assignments will not require printing or scanning in order to be submitted. Your child will have all day to complete their daily assignments. We recommend middle and high school students access their Google Classrooms in the order of their daily schedule. Students who receive special services will continue to receive support from their respective teachers via Google Classroom. Teachers will be checking their classrooms/emails multiple times throughout the day to provide feedback and answer questions. Please note that teachers are not expected to be online continuously for the entire day, but will be checking in and responding periodically. Staff workday will begin and end at their usually scheduled times.

If you are in need of paper copies and were unable to pick them up last night or earlier today, they will be delivered to your home. If you do not receive a packet and are in need of one, please email your building principal. We will make arrangements to get you a packet.

Thank you to the community, administrators and staff for their patience and on-going support as we work through this ever changing situation.

Warmest regards,
Jennifer McCann
Director of Education

