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Superintendent

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Director of Student Services

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Director of Financial Services

April 3, 2020

Dear Sunman-Dearborn Community Schools Parents:

On Thursday, April 2nd, Governor Holcomb signed Executive Order 20-16. The order states “All K-12 schools in Indiana shall provide instruction via remote learning for the remainder of the 2019-2020 school year, and school buildings shall remain closed.” In addition, schools are required to complete either one-hundred sixty (160) days of instruction, or at least twenty (20) additional days of remote learning between the date of the executive order (today) and the end of the school year.

When schools were ordered to close until May 1st, we anticipated that it could potentially be extended. Knowing this, we developed a revised school calendar that would enable us to extend e-learning until the end of the school year if needed. As a result, I will recommend the attached calendar for approval at the April 9th board meeting.

### **Internet Access**

As a reminder, a limited number of Verizon Mifi devices will be available for parents if no other internet option exists. These units are ordered, and we expect the delivery in early April. If you are interested in receiving a Mifi device, please email Ms. Cindy Morton at [cmorton@sunmandearborn.k12.in.us](mailto:cmorton@sunmandearborn.k12.in.us).

### **Chromebook Support/Repairs**

We have developed a form for parents to use for Chromebook support. If you are having any issue at all, please complete the form. The form can be accessed through the COVID-19 webpage linked at the bottom of the letter. A member of our IT department will contact you. If the Chromebook needs repair, they will schedule a date and time during school office hours on Monday and Thursday from 9:00 AM - 2:00 PM for you to bring the Chromebook to school to drop off and pick up a temporary replacement.

The principal or administrative assistant will meet you at your car with a spare Chromebook to use until the other Chromebook is repaired. You will receive an email notification when the Chromebook is repaired and ready for pickup. Again, please stay in your car. The principal or administrative assistant will meet you at your car.

### **Food Service**

In an effort to limit the number of employees working at school, we will eliminate the Sunman Elementary and Bright Elementary locations for meal pickup. East Central High School will be

the only pick-up location. We have also adjusted the days to Tuesday and Thursday. Times will remain the same; 11:00 AM - 1:00 PM and 4:00 PM - 6:00 PM.

### **Building Office Hours**

Per Governor Holcomb's Executive Order, most employees will be working from home through the end of the school year. Each school building will be open on Monday and Thursday from 9:00 AM - 2:00 PM with a limited number of staff working. All parents are asked to call during office hours, or email the administrative assistant or principal for assistance or to schedule an appointment. Access to the building will be limited to essential employees and scheduled visitors only. You can access an email and phone directory on each school's webpage.

### **School Activities/Events**

All school activities, events, fundraisers, etc, for the remainder of the school year are cancelled.

### **Kindergarten Registration**

A revised plan and dates for Kindergarten Registration will be announced in May.

### **3rd Quarter Report Cards**

3rd Quarter report cards will be posted in the PowerSchool Parent Portal by Friday, April 10th. They will not be mailed. You will be able to access the report card by logging in and clicking on Report Cards, on the left hand menu.

### **Student Items**

More information will be coming in early May regarding a plan for student items left at school.

### **Graduation**

We will continue to monitor the situation to determine if a traditional graduation ceremony can still occur, or if it will need to be some sort of non-traditional graduation ceremony.

In addition, per Dr. McCormick's announcement, all seniors will receive credit for any course they are currently enrolled in. However, seniors are still expected to participate in e-learning to establish grades for their transcripts.

### **COVID-19 Webpage**

As a reminder, this letter and all other supporting documents and links can be found at the Sunman-Dearborn Community Schools COVID-19 webpage at:

<https://www.sunmandearborn.k12.in.us/information/covid-19>.

I understand there are many, many questions. Our focus right now is to prepare for our first week of e-learning. Once e-learning has begun, there will be time to make additional decisions and provide answers to your important questions. As several of you have noted, our staff is working extremely hard right now to make the best of a difficult situation. We care about our students, parents, families and our communities.

Thank you again for your patience and understanding. As always, please contact me with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew Jackson".

Andrew Jackson  
Superintendent