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Dr. Christine Burton

□ *Superintendent of Schools* □

SUPERINTENDENT'S UPDATE

Dear Millburn Families:

While we know that we could never fully replicate the experience of attending school, we have worked to create a plan that will allow for continued learning in a remote environment. Thank you to all of our families who adjusted their schedules to provide us with the opportunity for our staff to work through our plan. I want to commend our entire educator team for all of the work that has gone into devising our plan on short notice. It is important to recognize that distance learning will not look like typical classroom-based learning.

Here are the major elements of distance learning for our students:

1. Daily Attendance:

HIGH SCHOOL STUDENT ATTENDANCE PROCESS:

- Teachers will create an assignment in Google Classroom each day.
- As a result of this interaction, teachers will input attendance in PowerSchool and have it entered by the end of the day (2:00 pm).
- The school nurse will receive a list of all absences each day.
- Parents/guardians will be asked to check PowerSchool to note their child's attendance.
- Nurses may contact the parent/guardian to follow up.

ELEMENTARY AND MIDDLE SCHOOL STUDENT ATTENDANCE PROCESS:

- A Google Form will be sent each day to parent/guardian through PowerSchool/School Messenger.
 - School secretaries will monitor and enter information into PowerSchool.
 - The school nurse will receive a list of all absences each day.
 - The school nurse may contact the parent/guardian to follow up.
2. We must continue to monitor the health of our students in accordance with State and Health Department Guidelines. If your child is ill or is exhibiting symptoms, please contact your physician and send an email to your school nurse.
 3. We will use the listed parent/guardian email address in PowerSchool / School Messenger for communication.
 4. Our staff will follow regular email correspondence guidelines, should you need support.
 5. Grades PK-5 will be given a hard-copy of materials and resources. Extension activities are provided on-line. If your child was not in school on Friday, March 13, materials will be available for pick up between 1:00 and 5:00 today in your school building. Packets that were not picked up will be mailed home. A copy of the materials and resources can also be found on your school's website. Elementary students should return their completed work upon return to school.
 6. Grades 6-12 will be given assignments through Google classroom. Middle and High School students should follow the directions given on google classroom.
 7. Students are expected to complete assignments and comply with all policies regarding technology usage, as though they are in the classroom.
 8. Further information regarding our Covid-19 response and our Distance Learning Plan will be accessible on the school website and will be updated throughout the closure.

Your children are expected to engage in learning and practice. As with any new initiative, and especially an emergency situation, we ask that you be patient; patient with yourselves, your children and with us. This is truly a team effort - students, teachers, and families.

We wish you and your families health and well being during this challenging time as we all look forward to getting back to our regular school routines.

Thank you for your continued partnership.

Christine Burton

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