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DR. ANDREW JACKSON  
Superintendent

CINDY MORTON  
Director of Student Services

DUSTY BURRESS  
Director of Support Services

MARY ANN BAINES  
Director of Financial Services

March 13, 2020

Dear Parent or Guardian:

Thank you for your patience as we continue to receive and implement guidance from the various agencies. Please take a moment to review some additional information as we move forward. This information can be divided into two categories; (1) our plan for the next two weeks, and (2) our initial plans should we be required to implement an extended closure.

An extended school closure will be determined in consultation with both the state and local Departments of Health. The current recommendation is to close school for fourteen (14) calendar days if a student or staff member has a confirmed case of COVID-19. **Please begin making childcare arrangements now.**

Limited staff will work the next two weeks. During this time, all contract buses, corporation buses, and schools will be deep cleaned using a hospital-grade disinfectant.

### Events

**ALL** events, rentals, games, practices, etc. are cancelled beginning after school on Friday, March 13th through Sunday, March 29th. Extra-curricular and co-curricular events will be postponed as needed. Our current guidance from the Dearborn County Department of Health is to cancel or postpone events with fifty (50) or more participants. Next week, I will review upcoming events on or after March 30th and determine if they will be cancelled, postponed, or permitted to continue. In the event school is closed, all events, rentals, games, practices, etc. will be cancelled.

### Instructional Resources

Students are being sent home today with limited instructional resources in Reading and Mathematics. These resources are to be used in the event of an extended closure. A K-8 pacing guide will be posted online so parents can monitor their student's progress. Due to the limited instructional resources, these days will not be considered days of instruction, but will qualify for the waiver of up to twenty (20) days.

### K-5

Students will take home their write-in Reading and Mathematics textbooks today. Teachers will ensure these textbooks are in their students' backpacks. In addition, these students will be given an opportunity to take home additional reading books today. Reminders of Reading Eggs, Math

Seeds, and Study Island login credentials will be sent home today. A link will be provided on each school website.

6-8

Students will take home their write-in Reading and Mathematics textbooks today. 7th period teachers will ensure these textbooks, Chromebooks, and chargers are in their students' backpacks. In addition, these students will be given an opportunity to take home additional reading books today. Students will be encouraged to use ExactPath and Study Island. A link will be provided on each school website.

9-12

Teachers will post at least two (2) and no more the three (3) short lessons per week. Each lesson will be fifteen (15) to thirty (30) minutes in length.

### **Food Service**

We will provide a modified food service during an extended closure. Final plans will be developed the Food Service Director and Managers next week. More information will be forthcoming once the circumstances of an extended closure are known.

### **Building Access**

Building access will be disabled for any staff not expected to work. Access to the buildings will be limited to essential staff only. Only essential visitors will be permitted in the buildings on school property during the two-week break.

I would like to reiterate, accurate and factual communication will continue to be provided through the Sunman-Dearborn Community School Corporation website, Twitter, School Messenger, and email. These are the only official communication channels of the school corporation.

Thank you again for partnering with the school as we navigate uncharted territory. As always, please contact me with any questions.

Sincerely,

A handwritten signature in black ink that reads "Andrew Jackson". The signature is written in a cursive style with a large initial 'A' and a long, sweeping tail.

Andrew Jackson  
Superintendent