



1 TROJAN PLACE, SUITE B
ST. LEON, INDIANA 47012
PHONE: 812-623-2291
FAX: 812-623-3341
www.sunmandearborn.k12.in.us

DR. ANDREW JACKSON
Superintendent

CINDY MORTON
Director of Student Services

DUSTY BURRESS
Director of Support Services

MARY ANN BAINES
Director of Financial Services

March 25, 2020

Dear Sunman-Dearborn Community School Schools Parents:

Thank you again for your patience as we work to develop and implement our plan to provide continuity of instruction and meal services. Please take a few moments to review some very important information below. The plan outlined below has been developed while remaining compliant to Governor Holcomb's Executive Order to "Shelter in Place".

K-5 Chromebook Pick-up

Students will need a **Chromebook or desktop** to complete their assignments. Students will be permitted to take home a school-issued Chromebook. To reserve a Chromebook, go to the corporation COVID-19 webpage at

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

Once there, click on K-5 Chromebook Request Form. **In order to expedite the process, please be sure to request a Chromebook prior to distribution next week.**

All three elementary schools will be open on Tuesday, March 31st and Wednesday, April 1st from 9:00 - 11:00 AM and 5:00 - 7:00 PM to distribute Chromebooks. Only a parent or guardian of the student may pick-up the student Chromebook. When you pick-up the Chromebook, please stay in your car. You will be directed by staff there to assist you.

If your child was absent on Friday, March 13th, when Language Arts, Reading, and Math workbooks were sent home, you may pick up these articles during Chromebook distribution. However, other materials such as other content area textbooks, a mouse, headphones, clothing, etc will not be permitted to be retrieved.

Internet Access

Several companies are offering free wifi/internet access; Spectrum, Comcast, etc. ETC is offering free internet access at the Sunman Park. In addition, outdoor wifi will be accessible throughout the school day and evening at the East Central High School parking lot. Parents and students will not be able to enter the building, but may sit in their cars and access the wifi and internet. 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.

Chromebook Repairs

If your child's Chromebook is not operating properly and needs fixed, you may bring the Chromebook to your school during office hours on Monday and Thursday from 9:00 AM - 2:00 PM. Please email your principal in advance. The principal 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

Free breakfast and lunch will be offered to all students. In an effort to estimate the need, please take a moment to complete our food service meal survey. Go to the corporation COVID-19 webpage at

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

Once there, click on Meal Service Request Form. In addition, the website has more information on locations, dates, and times for pick-up.

Medications

On Monday, March 30th, school nurses will contact parents to make arrangements to pick up needed student medication from school.

Building Office Hours

Per Governor Holcomb's Executive Order, most employees will be working from home through May 1, 2020. 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 webpage.

Middle School/High School Student Items

Parents may contact Dr. Matt Maple, S-DMS Principal, or Mr. Tom Black, ECHS Principal, to request specific items for your child's locker. Items that may be requested are Chromebooks, textbooks, and personally owned band instruments. Other items may not be requested at this time.

In closing, I want to assure you that our staff is working extremely hard to make the best of this situation. Too many employees to mention have gone above and beyond in an effort to provide our students and parents the support you need. It won't be perfect, and there will be some bumps along the way. However, this community will learn what we're made of and what we're capable of. When this is over, we will be better, stronger, and more resilient.

Thank you again for your patience and understanding. 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, prominent initial 'A'.

Andrew Jackson
Superintendent