



March 13, 2020

Dear Elementary Families,

We are writing today with information about our extended school closure due to COVID-19. As you are aware from Mr. Schwarz's recent communication, the district is taking the necessary precautions to keep our school community safe and to help minimize the spread of the coronavirus. For the well-being of our educational community, we have taken steps to implement instruction via distance learning after receiving notification that the New Jersey Department of Education may permit these days to count toward the 180 day requirement.

We want to thank all families who adjusted their schedules, have been flexible, and have been supportive of the schools during this time of uncertainty. Our dedicated staff has been working diligently throughout the week to identify and gather valuable tools for online collaboration and paper-based materials that will be sent home to help students stay on track in a fun and engaging way.

When distance learning is put into place, expectations are as follows:

- Students will be expected to utilize a device to receive and complete assignments utilizing Google Classroom. Please utilize this [Parent Guide to Google Classroom](#) to familiarize yourself.
- Students will be expected to be online daily between 9:00 - 9:30 AM. Attendance will be taken and recorded on Genesis. We are expecting student participation during this timeframe, however we understand that circumstances may prevent your child to participate during the online portion time. If this is the case, please notify the teacher.
- Teachers will be posting to Google Classroom daily. In addition, teachers will use additional resources to conduct lessons. The assignments will be completed independently by the students.
- Special Area teachers may also have assignments within their own Google Classroom or within the General Education Teacher's Google Classroom.
- Teachers will have office hours that will be communicated.
- Students are expected to complete assignments as requested and comply with all Madison Public School policies regarding technology use in the classroom.
- Administrators, counselors, nurses, child study team members, and other support personnel will be available to students and families via email. A remote conference can be scheduled if requested.

We will assess the situation on a daily basis and provide updates when we have them. Until then, please take the appropriate measures to ensure the health and safety of you and your families. We will distribute our final plans to the school community on Tuesday, March 17th, and teachers will then follow up with more specific information. If your child is in need of a Chromebook for use at home during this time period and you have not already completed the district request form, please follow the link below:

[https://madison.az1.qualtrics.com/jfe/form/SV\\_dcikJDE8ZfkvmN7](https://madison.az1.qualtrics.com/jfe/form/SV_dcikJDE8ZfkvmN7)

Regards,

Kathleen Koop  
Principal  
Kings Road School

Thomas Liss  
Principal  
Central Avenue School

Ileana Sing  
Principal  
Torey J. Sabatini School