



Pablo Muñoz  
Superintendent of Schools

March 18, 2020

Dear Students and Parents,

I am writing to inform you on the following topics: Governor Murphy's Executive Order No. 104, the revised 2019-2020 School Calendar, home-based instruction, and additional information that will be helpful moving forward.

### **Executive Order No. 104**

First, Governor Murphy's Executive Order No. 104, released on Monday, March 16, 2020, ordered all schools closed effective Wednesday, March 18, 2020. A copy of this order is available on our website for your reference. Schools will not reopen until the district receives an order from Governor Murphy to do so. School buildings will be closed for all educational, extracurricular, and athletic activities. However, specific schools will serve as resource centers, continuing to provide access to breakfast and lunch, and serving as sites to pick up instructional materials and technology as needed.

In addition, the district is closely monitoring the buildings to ensure that we comply with the Executive Order regarding limiting all gatherings to 50 or less people. School nurses will be directly contacting parents to make arrangements to pick up student medications. In all circumstances, the district is advising all members of the community to maintain the practices related to social distancing.

### **Revised Calendar**

Second, at its Special Meeting on Wednesday, March 18, 2020, the Passaic Board of Education approved a revised school calendar for the 2019-2020 school year. The new calendar, attached for your reference, maintains Spring Recess, beginning on Friday, April 10, 2020 through Friday, April 17, 2020, and makes the following changes from the previously approved calendar:

- Monday March 16, 2020: District Closed-Social Distancing Day
- Tuesday March 17, 2020: District Closed-Social Distancing Day
- Wednesday, March 18, 2020: Remote Professional Development Day for Staff-Schools Closed for Students
- Thursday, March 19, 2020: Home-Based Instruction Starts for Students

### **Home-Based Instruction**

Third, as noted above, home-based instruction will begin on Thursday, March 19, 2020. Passaic Public Schools is committed to providing a thorough and efficient education to all students during this challenging time. In efforts to continue learning during the school closures, students throughout the district are being provided with assignments to work on during the next fifteen school days, and additional assignments will be added as necessary. All of the instructional resources can be found at <http://passaicschools.org/home-instruction/>.

For students in preschool through grade 8, the instructional materials are all available on our website. Classroom teachers will be communicating with parents and students regarding the assignments. For families unable to access the materials online, you may pick up hard copies at our resource centers (Schools 3, 6, 8, 10, 19, 21, or PHS) from Monday, March 23, 2020 through Friday, March 27, 2020, from 8:00 am through 12:00 pm.

Students in grades 9-12 will be able to access all of their school work through the APEX online learning program. Learning modules and instructions for accessing APEX are available on the district website.

The resources include support for our students identified as English Language Learners. In addition, for students with Individualized Education Plans (IEPs), caseworkers and teachers will provide additional assistance regarding your child's assignments and related services. Parents can expect additional communication from Ms. Cynthia Costa, the Director of Special Education.

Please make every effort to ensure that your child is connecting to their teacher, as they will record daily attendance. In addition, teachers will support your child in accessing the instructional resources through phone calls, emails, and Google classroom.

Finally, we are aware that not all of our families have full access to digital devices or the internet. In order to comply with the requirements of the Governor's Executive Order to maintain social distancing, students in grades 9-12 will be contacted by their school principal to set appointments to pick up their assigned Chromebook. Families with students in kindergarten through grade 8 will be able to schedule a time to borrow a Chromebook by visiting our district website. Please note, in order to receive a Chromebook, parents and students must complete the correct forms, bring student and parent identification, and visit our technology resource center in the Passaic High School Library. In addition, our website includes information about the offer from Altice (formerly Optimum Online) to access free wireless internet connections in your homes.

### **Additional Information**

If you have any questions or concerns during the closure, please email your child's teacher or school principal. We will continue to update our district information page <http://passaicschools.org/coronavirus/>, which includes an updated Frequently Asked Questions (FAQ) document, as well as other resources.

We are doing our best to respond to the changing local, state, and federal guidance at this time. Thank you for your patience and cooperation during this time. We appreciate your understanding as we work to support our community during the home-based instruction.

Please know that our students and families are in my prayers during this very difficult time for our country.

Sincerely,

*Pablo Muñoz*

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