



Pablo Muñoz
Superintendent of Schools

March 18, 2020

Dear Staff,

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. Please contact your building or school administrator if you need to return to the building to gather essential personal items. 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, for all students. A remote professional development day is taking place today, Wednesday, March 18, 2020, and all applicable staff have received additional communication regarding the schedule from their administrators. During the remote professional development day, school leaders are

sharing the expectations and procedures created for supporting home-based instruction. Students and families will be able to access all of the online resources at: <http://passaicschools.org/home-instruction/>. Hard copies of instructional materials will be available to be picked up at resource centers.

Students in grades 9-12 will be able to access all of their schoolwork through the APEX online learning program. Learning modules for navigating APEX are available for staff and students, and representatives from APEX will be available to provide live support as we work through this implementation.

Finally, we are aware that not all of our families have full access to digital devices or the internet. We will communicate to students and families the process to obtain a Chromebook.

Additional Information

Essential staff may be required to report to work throughout the closure period.

Payroll will continue its regular process throughout the closure. Any employee that does not receive a direct deposit will receive information from the Business Office related to receiving their checks.

If you have any questions or concerns during the closure, please communicate with your immediate supervisor. 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 you and your families are in my prayers during this very difficult time for our country.

Sincerely,

Pablo Muñoz

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