

Sullivan West Central School
PO Box 308
Jeffersonville, New York 12748
845-482-4610 (fax) 845-482-9883

Rod McLaughlin
Elementary Principal

Kevin Carbone
Elementary Assistant Principal

November 13, 2020

Dear Parent/Families,

I hope that this letter finds you and your family safe and healthy. As we all know, the past few weeks have presented a continued challenge for all of us. By working together as a school community, we have handled the start of the new school year using a hybrid model, with an option for a fully at-home learning model for our students. No matter the model or the circumstance we find ourselves in, we are committed to making decisions that focus on your child's educational well-being while maintaining the highest level of safety for each child and our staff members.

We are sending this letter to prepare you and your family for the *possibility* of our school building or District having to temporarily close due to COVID-19, as we have observed in many other school districts in our County and around the State. Please let me stress that, at this time, there is no need for this to occur. However, we are communicating our plan that is in place 'IF' the Sullivan County Department of Health or another State agency provides us with guidance or an order that would necessitate a closure of our school building. This plan allows for the continuation of education with as minimal disruption as possible.

In the event of a **short-term school closure of 2 school days or less;**

1. Students will continue to follow their Monday/Tuesday or Thursday/Friday schedule and attend virtual classes only on those days. Teachers will be setting up their schedules and providing virtual class meeting times to their students.
2. Wednesday will continue to be as it has been for all students. It is a day of remote learning with scheduled office hours for your teacher to provide assistance and answer questions.
3. Students who are already learning through the completely At-Home model should maintain their normal schedule with their remote teacher(s).
4. Teachers will work with students/families who may not have a device for each student in their family to schedule virtual classes at a time that works with the family, as much as possible. Please reach out to your students' specific teachers with any scheduling issues.

In the event of a **closure of more than 2 consecutive school days:**

1. All students will be scheduled to attend Zoom classes 4 days a week (M, T, Th, F) for instruction with their teachers each day, regardless of which cohort they are assigned to for their hybrid learning. Students who are already learning through the completely At-Home model will maintain their current schedule and expectations.
2. Wednesday schedules will continue to be as they have been prior to the closure.
3. Your homeroom teacher will be reaching out with a schedule. If your student cannot attend the scheduled class Zoom meetings, they should check in with the teacher at another time during the day in order to keep accurate attendance.

I know that we will continue to work together as a school community in taking appropriate steps to keep children learning while keeping our families safe and healthy. We will continue to collaborate with Sullivan County Department of Health to implement New York State requirements and guidance for keeping our building clean and ensuring the safety of our students and staff members.

If you have any questions about this communication or our School's plan in the event of a closure of school, please feel free to contact Mr. Carbone or me.

Sincerely,

Rod McLaughlin

Rod McLaughlin

Principal, SWE