



**Burch Charter School of Excellence**  
**100 Linden Avenue, Irvington, NJ 07111**  
**(973) 373-3223**  
**Dr. Jeff White, Chief School Administrator**  
[www.burchcharterschool.org](http://www.burchcharterschool.org)

March 20, 2020

Dear Burch School Community,

Due to the COVID-19 Crisis, the State of Emergency, and the Burch School closure, we had to alter our school calendar to be in compliance with the 180-day school law. As such, the Burch Staff have worked very hard to put our Distance Learning Plan into effect. Due to our recent circumstances, the Burch Distance Learning Plan will not take effect until, March 30, 2020. Teachers have prepared enough work for two weeks of school closure for the scholars to complete and return to them for grading when school resumes as normal. **(Additional work will be forthcoming as Governor Murphy has decreed that schools are to be closed indefinitely).**

**Please see the below Distance Learning Schedule for K-5 Scholars:  
(10:00 am – 3:00 pm/Inclusive of a one-hour lunch/recess)**

Mathematics	60 minutes daily
Language Arts (Reading, Writing, and other literacy related assignments)	80 minutes daily
Social Studies/Science	30 minutes daily
Physical Education	30 minutes daily
World Language (Spanish)	30 minutes weekly
Art	45 minutes weekly

Some elementary classroom teachers and teacher assistants will communicate with their students using Google Classroom and/or Class Dojo on a daily basis. Some will communicate using email and pre-distributed packets that will be distributed on Monday March 30, 2020. Our K-5 special education team will provide students with appropriate materials and means of parent contact via email. In the case of an extended or indefinite school closure, summative assessments will most likely become necessary. The details of summative assessments will be established collaboratively with teachers and administration and then will be shared with families with adequate notice.

Students previously receiving Home Instruction will follow the Distance Learning Plan for their specific grades until Burch resumes its regularly schedule. Child Study Team members will be conducting all previously scheduled IEP meetings via phone. They will also be available for additional phone conferencing as needed. Please request these additional conferences via email. Therapists (i.e., OT, PT) will be sharing information via email. They will be also be available for additional phone conferencing as needed. You will be receiving specific directions via email from your child’s therapist as applicable.

Also, Comcast (1-800-391-3000), Optimum (1-866-200-9522), and Spectrum (1-844-8395) are offering free Wi-Fi hot spots to students.

**Executive Order 104 closes all New Jersey schools (effective March 18, 2020) and limits public gatherings and commerce in the state to 50 persons or fewer.**

*As a result of the above Governor Murphy Executive Order, Burch will limit and scaffold pick up of packets / instructional materials for scholars as per below on Monday, March 30, 2020:*

Kindergarten	8:00 am – 9:00 am
First Grade	9:30 am – 10:30 am
Second Grade	11:00 am – 12:00 pm
Third Grade	12:30 pm – 1:30 pm
Fourth Grade	2:00 pm - 3:00 pm
Fifth Grade	3:30 pm – 4:30 pm
Evening Hours	4:30 pm – 6:00 pm

*(School Administration and Office Staff will distribute the packets in the gym. If a parent cannot come at the time listed above, please contact the school to inform us. We also added in an evening time to accommodate our families from any grade level.)*

**Student Attendance**

Parents/guardians should follow the same procedures when school is in session. If your child is going to be absent, please contact Ms. Moore or Ms. Thomas at the school before 9:00 a.m. that day. If you do not call your child out, then we will assume your child is present and is able to complete assignments.

**Student Nutrition**

Burch will provide “Grab and Go” breakfast and lunch bags to students from 8:30 am – 11 am daily during the school closure starting Tuesday, March 31, 2020.

We thank you for your support and understanding during this unique time. Working together, we will provide a distance learning environment experience that will be successful while keeping everyone safe. Please be patient as more information will be forthcoming in the near future. If you have any questions, please contact me directly via email: [jwhite@burchchartherschool.org](mailto:jwhite@burchchartherschool.org).

Sincerely,

Dr. Jeff White  
Chief School Administrator