



15 Jamesbury Drive • Worcester, MA 01609 PH: (508) 751-8500 FX: (508) 751-8501

April 4, 2020

Dear Summit Academy Parents/Guardians,

We have just finished our third week of online school. We know that it has been an enormous adjustment for all of you to transition to this new environment.

Your child has access to the Summit Academy Google Suite and Outlook Mail. Instructions for accessing these things have been sent to each of you. The Google Suite provides many tools that your child has been using to help complete their work.

Activities that your Child Should Participate In:

- Your child's online schedule is accessible in Google Calendar. The link to each of their online meetings can be found in the calendar posting.
- Assignments made by each teacher will be shared through one posting in Google Classroom for each day the class meets online. Please make sure that the entire posting is read since there may be multiple parts to the posting. Students are expected to complete this work at a time that is good for them. Some work for students may need to be submitted and reviewed. Teachers will provide feedback to the students.
- Your child has "packet" work to complete. This material was made available to each of you when Summit Academy closed on March 16. Teachers may provide individual guidance on the order of completion of the materials in this packet.
- Starting the week of April 6, the Support Staff (including OT, Speech, Reading) will be providing access to additional learning and enrichment activities to keep your child's mind and body active during this time. This may include a 'menu' of activities including virtual cooking, movie night, spirit week, physical exercise, and more. These activities will be posted in your child's Google Calendar and on the Google Classroom for that Support Professional. School Spirit Days will start on Thursday, April 9. Please see the attached flier with specific details about School Spirit Days.
- There will be specific days and times when teachers are available to return calls or emails. Classroom teachers may be available for office hours to meet with your child in a one on one setting to provide help and guidance with their school work. If specific office hours are not posted, please email the teacher and they will set up a time to meet with your child online.
- If you have an emergency please call 911. Do not wait for office hours to reach out to a counselor or teacher.

If you find that you do not have working technology at home for your child to access their Google Classroom, please reach out to us to arrange for the pickup of a loaner computer. If you haven't returned your Summit Academy Acceptable Use Policy, please sign and return it to Alicia Gram at [agram@summitacademiesma.com](mailto:agram@summitacademiesma.com)

While we are away from school, if there are any changes to your child's health or medications, please send all updates to the school nurse, Susan Freeland at [sfreeland@summitacademiesma.com](mailto:sfreeland@summitacademiesma.com)

Remember to follow the guideline of the CDC to stay well. Please stay connected with us! We miss your child!

Sincerely,

Kathy Buchanan  
Program Director

Alicia Gram  
Assistant Program Director

Summit Academy  
15 Jamesbury Dr.  
Worcester, MA 01609

Attachment: Summit Home Spirit Days