



March 20, 2020

Dear Summit Academy OIC Community:

I know that this has been a challenging week for you, your families, and our community. On behalf of the staff and faculty, I hope this communication finds you well. Please read the information below carefully.

Every instructor has been working throughout the week to develop a distance learning experience that is consistent with the quality of education we have delivered for several decades. I am delighted to let you know that we believe every student in every program will be well-served when your education recommences after this week. Here is what you should know:

Campus Changes to Reduce the Spread of COVID-19

1. Access to the building is restricted to students who have scheduled an appointment with an instructor or staff member.
2. Specifically, access to a computer lab is restricted to students who have scheduled an appointment. The number of students in a computer lab is not to exceed 5 at a time.
3. Computer labs, and the entire campus, is routinely disinfected throughout the day.
4. There is no food service on campus at this time.

How to Participate in Courses beginning on Tuesday, March 24th

1. Students will receive email communication from the Program Training Manager on Friday, March 20th to provide program-specific details on the expectations of distance learning.
2. Students will receive communication from their instructors on Monday, March 23rd with course-specific details such as assignments and course expectations.
3. Attendance (which is defined as "daily communication with any instructor") will be recorded beginning on Tuesday, March 24th. Student Advisors will monitor attendance, as always, and connect with students who have not been in contact with their instructor. ***Any student who is not in attendance for 3 consecutive days OR a total of 5 days through the end of the term will be withdrawn from Summit Academy OIC and may choose to re-enter at a later date.***
4. If a course requires a hands-on component, the instructor for that course will coordinate how and when that instruction will take place. Please read each email from all instructors very carefully and contact the instructor with questions.

What to Do Next

At this time, I ask that all students continue to do their best to enjoy this early Spring Break. Instruction via distance learning resumes on Tuesday, March 24th and I look forward to this new chapter.

Sincerely,

Louis J. King

President

Summit Academy OIC