



# SADDLE BROOK SCHOOL DISTRICT

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**Danielle M. Shanley**  
Superintendent of Schools

July 27, 2020

## RE: Reopening of Schools

Dear Parents and School Community Members:

I hope this message finds you and your loved ones well, and enjoying a safe and relaxing summer. As you might guess, we have been deeply involved in planning for the 2020-2021 school year. The district has established a **Reopening Task Force Committee**; review the committee members [here](#). Within that group exists multiple subcommittees: Policies and Procedures, Scheduling, Facilities and Supplies, Education and Training, Communication and Messaging, Visitors/Athletics/Events & Gatherings, and Transportation. The members of the subcommittees can be found [here](#). The individuals in these groups are testament to the quality and commitment of our school community - that so many of our faculty, staff, parents, BOE and community members have volunteered so much of their time to help the district create a comprehensive reopening plan. We are incredibly grateful for your/their hard work and leadership at this important time. **Much Thanks!**

## GUIDANCE



By now, I am sure you have all heard the Governor and the Acting Commissioner's most recent announcements about schools. School districts and the public received a copy of [The Road Back, a Restart and Recovery plan for Education from the NJDOE](#). Given the (104 pg.) guidance was drafted for every district in the state, and that the pandemic is a still an evolving event, and picking up traction in other areas of the country, The Road Back generated more questions than answers.

### But it did provide important clarification:

- School *is* reopening in the fall for in-person education.
- Districts need to be mindful of the numbers of students in any single space.
- All students will be required to wear a face covering (mask which covers nose and mouth) when physical distancing of 6 feet is not possible. Students with documented medical conditions that impact mask wearing being the only exception.
- And as of July 20, 2020, all districts must provide a **purely virtual** choice option for students.
- We must be flexible and prepared to change course at any given time.

The American Academy of Pediatrics (AAP) also [published guidelines for opening schools](#). This organization, albeit apart from the NJDOE, is a valuable resource that informs our best practices and reopening strategies. I often consult the AAP for guidance on issues affecting students, including: substance use, sleep needs, and screen time, and have come to rely on this organization's insights. The AAP's guidance on school reopening in the Fall includes:

- "All policy considerations for the coming school year should start with a goal of having students physically present in school."
- The negative implications and consequences of not having students in school every day must be weighed against the current evidence about how Covid-19 affects school-aged children.
- Schools should consider a physical distancing standard for pupils of 3 feet, with face coverings, as feasible, which is the same standard set by the World Health Organization.
- The needs of students receiving special education programming demand the utmost priority and must be weighed alongside any virus mitigation measures.

## HOW DID THE DISTRICT DEVISE THE PLAN?

There are three important considerations guiding our decision making progress: (1) the guidance we have received from multiple authorities, (2) the physical and emotional well being of our staff and students, (3) and the expectation that we deliver high quality, rigorous, and highly effective instruction to all of our students. Also informing our strategy are the results from the recent parent and faculty **surveys**. And don't forget the input from **50 people** on our Reopening Task Force Committee, with the Subcommittee members who have been working to provide the community the details of the most comprehensive plan of action we can devise. We are so grateful for your feedback! Please know the Committee Members reviewed each and every parent comment, and saw the tallies for each of your survey responses. We understand the many challenges this unpredictable and re-imagined reopening of school poses to families. Of course, parents want their children to be safe and healthy, socialized in a productive manner, and educated in a predictable and meaningful way. We also understand many parents rely on schools to provide before and aftercare services to support their work schedules. In consultation with other Bergen County Districts as well as with districts in other counties, we realize there are no two districts following the exact schedule, and no single model that will work for all parents. ***We ask for your patience as we try to do what is best for the Saddle Brook School community.***

## WHAT DOES THE PLAN LOOK LIKE?

We will be presenting the comprehensive plans to the Full faculty and BOE in the next week (July 27- 31), and then to the parents the week of (August 3-7). This overview is just that, an overview. It may seem confusing, without being able to discuss it with you and answer specific questions. But we wanted you to see it so you can make the best decisions for your children and your family situation.

Our instructional plan includes **TWO** options while we are in the **GREEN ZONE (health safety zone)**:

1. **OPTION ONE - A Hybrid Model** of virtual instruction and in-person learning - The in-person instruction capitalizes on reduced numbers of students in the building with distanced seating in classrooms for approximately half of the students in a given day or class period.
  - a. Mondays will be **online, synchronous learning for ALL students** to launch the instructional week, appropriately modified for elementary students.
  - b. Tuesdays - Fridays, we see a **rotation of “BLUE and GOLD COHORTS” of students**, who come to school on blue or gold days, and work independently, online the other days. (*We will keep siblings together in the same colored cohorts.*)
  - c. Parents who choose this model must **commit** to PHASE 1 (Through October 16) for this model. Balancing of classroom sizes is important during this time.
  - d. All in person days will be **single session days**, no lunch and no recess in school (At least through PHASE 1, October 16). Snack time will be allowed at the elementary schools.
  - e. Free and reduced breakfast and lunch will be served, “grab and go” style. Paid lunches can be picked up and taken home or to aftercare. Detailed locations and times are forthcoming. [Apply for free/reduced lunch.](#)
  - f. Attendance will be monitored and reported as required by law.
  - g. All students will enter the buildings wearing masks or gators, with no exceptions other than for students who have this accommodation documented in their 504 plans or IEPs. If you have a **philosophical opposition** to wearing masks or having your children wear masks, then this hybrid model is probably not best for your family. Mask wearing on all school premises will be district policy, and enforced within the code of conduct. Students who repeatedly refuse to wear masks, will be sent home, and moved to the “DISTANCE COHORT.”
  - h. All students and adults entering our schools will be screened for a temperature every time they enter. This is mandatory and will become District Policy. The “non contact” temperature screenings will be conducted by District employees or first responders. Any student who registers a temperature at or above 100 degrees will go to the school nurse for follow up screening and wellness assessment.
  - i. [Champions](#) will provide before and after care until 6pm for children in school - for **blue cohorts on blue days**, and **gold cohorts on gold days**. Champions will also provide full day sessions on Mondays should enough parents request it.
  - j. Elementary Arrival Schedule - Kindergarten, 2nd and 4th grade will arrive at 8:35 am, Students in 1st, 3rd, 5th & 6th grade will arrive at 8:45 am using the assigned doors, assignments forthcoming.

- k. Elementary Dismissal Schedule - Kindergarten, 2nd and 4th grade will be dismissed at 12:45 pm, Students in 1st, 3rd, 5th & 6th grade will arrive at 12:55 pm using the assigned doors, assignments Forthcoming.
2. **OPTION TWO - "DISTANCE LEARNING COHORT"** - Parents who need or want to keep their children home will have the option to do so. That option will still include the Monday online, synchronous learning for all students with their peers, and then 4 days of independent work, recorded or posted instruction/lessons, use of Google classroom for assignments, and afternoon live office hours with their teachers on Tuesday - Friday.
- Parents who choose this model must **commit** to PHASE 1 (Through October 16) for this model. Balancing of both Cohorts is important during this time.
  - Students who select the "**DISTANCE LEARNING COHORT**," will be expected to check in for attendance every morning (Pre K- 6) and/or during each class period (7-12), and complete their work during regular school hours each day. This is a structured school day, NOT a flex day. Student working times are on the schedules.
  - Free and Reduced Lunch, and paid lunch is still available "grab and go" style, and can be picked up at the schools each day. Free and reduced lunch students on DISTANCE LEARNING may pick up multiple days at a time. Detailed locations and times are forthcoming. [Apply for free/reduced lunch.](#)
  - MS/HS students who are purely virtual, and who are "present" in attendance via virtual learning platforms each day, MAY participate in afterschool programs, marching band, and/or athletics. Students who are not "present" in attendance via virtual learning platforms each day will be considered absent, and therefore ineligible to participate in extracurriculars that day.
  - Attendance will be monitored and reported as required by law.
  - District will meet all [state parameters](#) for full time remote learning.

**SAMPLE: ELEMENTARY Students in BLUE/GOLD COHORTS, HYBRID ROTATION instructional week**

Saddle Brook School District: Sample ELEMENTARY Student Schedule						
Period	Bell Schedule	SB VIRTUAL Synchronous Mondays ALL "BLUE/GOLD/DISTANCE" COHORTS	Tuesday "BLUE" IN PERSON "GOLD/DISTANCE" @ home	Wednesday "GOLD" IN PERSON "BLUE/DISTANCE" @ home	Thursday "BLUE" IN PERSON "GOLD/DISTANCE" @ home	Friday "GOLD" IN PERSON "BLUE/DISTANCE" @ home
<b>Morning Mtg</b>	8:35-9:05	<b>ONLINE Attendance/SEL</b>	Student Arrival/Attendance/SEL grades will be staggered (10 min) for arrival	Student Arrival/Attendance/SEL grades will be staggered (10 min) for arrival	Student Arrival/Attendance/SEL grades will be staggered (10 min) for arrival	Student Arrival/Attendance/SEL grades will be staggered (10 min) for arrival
<b>1</b>	9:05-9:35	<b>Word Work</b>	In Person Instruction	In Person Instruction	In Person Instruction	In Person Instruction
<b>2</b>	9:35-10:05	<b>Math</b>	In Person Instruction	In Person Instruction	In Person Instruction	In Person Instruction
<b>3</b>	10:05-10:35	<b>Read Aloud</b>	In Person Instruction	In Person Instruction	In Person Instruction	In Person Instruction
<b>4</b>	10:35-11:05	<b>Virtual Special of the Week</b>	In Person Instruction	In Person Instruction	In Person Instruction	In Person Instruction
<b>5</b>	11:05-11:35	<b>Reading</b>	In Person Instruction	In Person Instruction	In Person Instruction	In Person Instruction
<b>6</b>	11:35-12:05	<b>Sc/SS</b>	In Person Instruction	In Person Instruction	In Person Instruction	In Person Instruction
<b>7</b>	12:05-12:35	<b>Writing</b>	In Person Instruction	In Person Instruction	In Person Instruction	In Person Instruction
<b>8</b>	12:35-1:05	<b>RTI</b>	Dismissal/SEL for Staggered grades will be staggered (10 min) for departure	Dismissal/SEL for Staggered grades will be staggered (10 min) for departure	Dismissal/SEL for Staggered grades will be staggered (10 min) for departure	Dismissal/SEL for Staggered grades will be staggered (10 min) for departure
<b>Post-PM Dismissal Activities &amp; Google Meets</b>	1:15-2:00	<b>ALL Lunch</b>	ALL Lunch	ALL Lunch	ALL Lunch	ALL Lunch
	2:00-2:45	<b>PE Challenge of the Week Sessions</b>	"GOLD/DISTANCE" COHORTS GMeet with HR Teacher	"BLUE/DISTANCE" GMeet with HR Teacher	"GOLD/DISTANCE" COHORTS GMeet with HR Teacher	"BLUE/DISTANCE" GMeet with HR Teacher

	2:45 - 3:15	Independent Work, Specials Rotation/ Services	Independent Work or Special Rotation			
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**SAMPLE: ELEMENTARY “DISTANCE LEARNING COHORT” students might have a schedule like this:**

Saddle Brook School District: Sample ELEMENTARY "DISTANCE LEARNING COHORTS" Student Schedule			
Period	Bell Schedule	SB VIRTUAL Synchronous(LIVE) Mondays ALL "BLUE/GOLD/DISTANCE" COHORTS	Tuesday - Friday "DISTANCE Cohort" @ home
Morning Mtg	8:35-9:05	Attendance/SEL	Attendance
1	9:05-9:35	Word Work	Virtual Independent Learning
2	9:35-10:05	Math	Virtual Independent Learning
3	10:05-10:35	Read Aloud	Virtual Independent Learning
4	10:35-11:05	Virtual Special of the Week	Virtual Independent Learning
5	11:05-11:35	Reading	Google Meet with Specials Teacher
6	11:35-12:05	Sc/SS	Virtual Independent Learning
7	12:05-12:35	Writing	Virtual Independent Learning
8	12:35-1:05	RTI	Virtual Independent Learning
Post-PM Dismissal Activities	1:15-2:00	ALL Lunch	Student Lunch
	2:00-2:45	PE Challenge of the Week Sessions	Google Meet with HR Teacher/Specials/Services
	2:45 - 3:15	Independent Work or Special Rotation/Services	Virtual Independent Learning/Specials Rotation/Services

**SAMPLE: Middle and High School - Synchronous Mondays** are LIVE and in REAL Time from 8:15 until 12:23, with independent work until 3:00 PM, and will resemble this chart below. All students, “BLUE COHORTS,” “GOLD COHORTS” and “DISTANCE LEARNING COHORTS” will ALL be together, virtually, with their teachers to launch the instructional week on Mondays.

Period	Bell Schedule	SB Synchronous Mondays ALL STUDENTS
	8:00 - 8:15	BREAKFAST
1	8:15 - 8:41	Period 1 (possibly ELA)
2	8:46 - 9:12	Period 2 (possibly math)
3	9:17- 9:43	Period 3 (possibly elective)
4	9:48- 10:14	Period 4 (lunch not served - SEL/Wellness/Guidance/Music)
5	10:19- 10:45	Period 5 (possibly SS)
6	10:50- 11:16	Period 6 (possibly Sci)
7	11:21- 11:47	Period 7 (possibly PE/H)
8	11:52- 12:18	Period 8 (possibly WL)
Post-PM Dismissal Activities	12:25 - 1:20	Student Lunch
	1:20 - 1:45	Independent Work
	1:45 - 2:10	Independent Work
	2:10 - 2:35	Independent Work
	2:35 - 3:00	Independent Work

**SAMPLE:** Middle/High School Students in the “BLUE/GOLD COHORTS” on IN PERSON DAYS might follow a schedule like this:

Saddle Brook School MS/HS: STUDENT Sample Schedule - IN PERSON DAYS					
Period	Bell Schedule	Tuesday(BLUE cohort) IN PERSON LEARNING	Wednesday(GOLD cohort) IN PERSON LEARNING	Thursday(BLUE cohort) IN PERSON LEARNING	Friday(GOLD cohort) IN PERSON LEARNING
Arrival/HR	8:00 - 8:15	Homeroom(in Period 1classroom)	Homeroom(in Period 1classroom)	Homeroom(in Period 8 classroom)	Homeroom(in Period 8 classroom)
1/8	8:15 - 9:12	Period 1 - IN PERSON	Period 1 - IN PERSON	Period 8 - IN PERSON	Period 8 - IN PERSON
2/7	9:17- 10:14	Period 2 - IN PERSON	Period 2 - IN PERSON	Period 7 - IN PERSON	Period 7 - IN PERSON
3/6	10:19- 11:16	Period 3 - IN PERSON	Period 3 - IN PERSON	Period 6 - IN PERSON	Period 6 - IN PERSON
4/5	11:21- 12:18	Period 4 - IN PERSON	Period 4 - IN PERSON	Period 5 - IN PERSON	Period 5 - IN PERSON
	12:18 - 12:25	Staggered Dismissal	Staggered Dismissal	Staggered Dismissal	Staggered Dismissal
Post dismissal Activities	12:25 - 1:20	LUNCH - then afternoons for music lessons/independent work to prepare for tomorrow	LUNCH - then afternoons for music lessons/independent work to prepare for tomorrow	LUNCH - then afternoons for music lessons/independent work to prepare for tomorrow	LUNCH - then afternoons for music lessons/independent work to prepare for tomorrow
	1:20 - 1:45	GOLD GMEET TIME w/teacher scheduled office hours period 1	BLUE GMEET TIME w/teacher scheduled office hours period 1	GOLD GMEET TIME w/teacher scheduled office hours period 8	BLUE GMEET TIME w/teacher scheduled office hours period 8
	1:45 - 2:10	GOLD GMEET TIME w/teacher scheduled office hours period 2	BLUE GMEET TIME w/teacher scheduled office hours period 2	GOLD GMEET TIME w/teacher scheduled office hours period 7	BLUE GMEET TIME w/teacher scheduled office hours period 7
	2:10 - 2:35	GOLD GMEET TIME w/teacher scheduled office hours period 3	BLUE GMEET TIME w/teacher scheduled office hours period 3	GOLD GMEET TIME w/teacher scheduled office hours period 6	BLUE GMEET TIME w/teacher scheduled office hours period 6
	2:35 - 3:00	GOLD GMEET TIME w/teacher scheduled office hours period 4	BLUE GMEET TIME w/teacher scheduled office hours period 4	GOLD GMEET TIME w/teacher scheduled office hours period 5	BLUE GMEET TIME w/teacher scheduled office hours period 5

**SAMPLE:** For alternating “BLUE/GOLD COHORT” days when working from HOME, AND for the “DISTANCE LEARNING COHORT” working from HOME, the schedule will resemble this Thursday - Friday:

Saddle Brook School MS/HS: Sample Schedule "HOME LEARNING STUDENTS" and "DISTANCE LEARNING COHORT"					
Period	Bell Schedule	Tuesday GOLD "HOME" and "DISTANCE" LEARNING COHORTS	Wednesday BLUE "HOME" and "DISTANCE" LEARNING COHORTS	Thursday GOLD "HOME" and "DISTANCE" LEARNING COHORTS	Friday BLUE "HOME" and "DISTANCE" LEARNING COHORTS
READY	8:00 - 8:15	Student Breakfast	Student Breakfast	Student Breakfast	Student Breakfast
1/8	8:15 - 9:12	Period 1 - Attendance and Independent Work	Period 1 - Attendance and Independent Work	Period 8 - Attendance and Independent Work	Period 8 - Attendance and Independent Work
2/7	9:17- 10:14	Period 2 - Attendance and Independent Work	Period 2 - Attendance and Independent Work	Period 7 - Attendance and Independent Work	Period 7 - Attendance and Independent Work

3/6	10:19- 11:16	Period 3 - Attendance and Independent Work	Period 3 - Attendance and Independent Work	Period 6 - Attendance and Independent Work	Period 6 - Attendance and Independent Work
4/5	11:21- 12:18	Period 4 - Attendance and Independent Work	Period 4 - Attendance and Independent Work	Period 5 - Attendance and Independent Work	Period 5 - Attendance and Independent Work
GOOGLE MEET TIME	12:25 - 1:20	LUNCH	LUNCH	LUNCH	LUNCH
	1:20 - 1:45	GOLD GMEET TIME w/teacher scheduled office hours period 1	BLUE GMEET TIME w/teacher scheduled office hours period 1	GOLD GMEET TIME w/teacher scheduled office hours period 8	BLUE GMEET TIME w/teacher scheduled office hours period 8
	1:45 - 2:10	GOLD GMEET TIME w/teacher scheduled office hours period 2	BLUE GMEET TIME w/teacher scheduled office hours period 2	GOLD GMEET TIME w/teacher scheduled office hours period 7	BLUE GMEET TIME w/teacher scheduled office hours period 7
	2:10 - 2:35	GOLD GMEET TIME w/teacher scheduled office hours period 3	BLUE GMEET TIME w/teacher scheduled office hours period 3	GOLD GMEET TIME w/teacher scheduled office hours period 6	BLUE GMEET TIME w/teacher scheduled office hours period 6
	2:35 - 3:00	GOLD GMEET TIME w/teacher scheduled office hours period 4	BLUE GMEET TIME w/teacher scheduled office hours period 4	GOLD GMEET TIME w/teacher scheduled office hours period 5	BLUE GMEET TIME w/teacher scheduled office hours period 5

### RATIONALE for SCHEDULING:

The decision to modify the schedule to a rotating, four hour day was not made lightly. We feel it balances the need to get the students back in school to receive high quality, in person instruction, while addressing the health and safety concerns of our faculty, staff and students by **reducing attendance** in the buildings. It will **minimize higher risk exposure moments** like passing time, lunch and recess. The early dismissal will also offer much needed **additional time to sanitize school buildings on a daily basis**. Finally, this allows our teachers the **time necessary to meet the needs of the students who are on remote instruction**.

### GENERAL Education and SPECIAL Education CIRCUMSTANCES:

Our proposed schedule for the reopening of school WILL address our students with 504s, IEPs, I&RS Plans, in ELL, G&T, RTI and Basic Skills programs. The state of NJ has not relieved us of any of our obligations to the students in these areas. Please note that some of our students, based on their academic programming, IEPs and the nature of their services/supports, may have different or modified schedules. Your school counselors, principals, case managers/CST teams will be able to speak to the needs of each child more specifically.

### WHAT WILL WE DO if PEOPLE GET SICK?

We are prepared should we need to enter the **RED ZONE**:

1. If **One class or group** is sent home due to a limited Covid outbreak, we would direct the associated faculty/staff and students to follow the DISTANCE LEARNING COHORT for a period of Quarantine.
2. If the **District closes** and shifts to a fully virtual learning environment due to a larger Covid outbreak, we will shift to a district wide REMOTE LEARNING Schedule for a defined period of Quarantine. Should that happen, you would receive specific directions from the district.
3. This [flowchart](#) represents the process we will follow when identifying and contact tracing our faculty, staff, students and their families. Please review it.



As you can see, reducing the number of students in any given indoor space, to maintain social distancing, as well as meeting the needs of all students who choose to stay home, or must stay home for health related reasons, **requires significant logistical planning, and strict adherence to the schedule**. **As a result, you will need to decide if your children will be a distance learner for PHASE 1 (through October 16), or participate in our hybrid learning environment**. Older students may be able to participate in that decision making should you find that appropriate. This decision needs

to be made as quickly as possible, so that we can plan to support all of our students and their individual needs. We also need time to address the complex staffing necessary to support our learners. **Please indicate your choice [HERE](#)**.

## TECHNOLOGY:



Students need their own technology to be successful in the hybrid or distance learning environment. The district has already provided families with more than 400 devices during the COVID shut down. We instructed families to keep those devices for the summer work. Students will continue to need them as we move forward with the 20-21 school year. **Remember, ALL students will be working synchronously on Mondays.** Multiple students in the same home who are “distance learners” must be individually accountable during the school day, and therefore cannot share devices. If your family has additional needs for technology, please let us know as soon as possible. Contact [Mmaher@sbpsnj.org](mailto:Mmaher@sbpsnj.org) for technology requests. He will ask you to sign contracts for borrowing equipment, and establish pick up dates and times. We will be launching an insurance plan for our devices towards the end of the summer, to protect you from costly repairs should the devices get damaged.

Great News! We are working on launching a grade 9 and 10 one-to-one device initiative for 20-21. Since most of the technology is manufactured in China, there is a backlog of deliveries. Should those devices come in during the summer months, we will contact parents of students entering grades 9 and 10 to distribute them as quickly as we can.



**However, we know too much technology is not good for our children. When the students are in person, we will focus on learning in the traditional methods, to minimize screen time, tech neck, eye strain, and to promote eye contact and human interaction (at a distance, of course). Whenever possible, we will not be having students sharing devices or supplies in the classrooms. Please be sure your children bring their own classroom supplies, pens, pencils, binders, they need to be successful each day.**

## KEEPING DISTANCE, KEEPING SAFE, CLEANING, MASKING, SCREENING:



All schools operate a wide variety of instructional settings including large and small classroom rooms. We also see multiple and varied spaces such as libraries, labs, cafeterias, gymnasiums, offices, hallways, stairwells, the music rooms, technology labs, music and art rooms, the auditorium, restrooms, entrances, exits, etc. We will be cleaning continuously and thoroughly throughout the day, and after every day. We will be implementing physical spacing measures in many common spaces, and limiting locker and locker room access. We will be structuring additional time for handwashing before snacks, mask breaks as appropriate, and offering sanitation stations in all offices, classrooms and at entrances. We will continue to provide access to numerous instructional videos, and lessons on maintaining self care and distancing, getting temperatures taken upon entrance, and wearing masks properly, for example. We are adding signage, arrows, marks for spacing, directionals for one way stairwells and hallways where appropriate, as well as other visual reminders of what the “new normal” rules of engagement have become. Although we will strive to create 3-6 feet of social distancing wherever possible, unless the student has a documented medical condition that precludes the use of a face covering, **all students, faculty and staff must wear masks in the buildings and on buses at all times.**



## SAFETY and SECURITY DRILLS:

By law, all schools are required to conduct regular security drills. There is no exception to this during the pandemic. The district leadership team will need to be *very creative* when planning for social distancing during all required drills. Based on the needs of the students, age, grade and accommodations, we will modify the drills accordingly. As required by law, parents and students will NOT know about planned drills ahead of time.

## WHAT CAN PARENTS/GUARDIANS DO TO PREPARE FOR THE RE-ENTRY TO SCHOOL?

We are required to develop policies for health screenings of all students and staff entering the buildings. We will also be enlisting the support of the parents in verifying health checks of their children, and ensuring that children who are

exhibiting any symptoms of illness stay home, and engage in remote learning. My advice is to make sure you have a reliable thermometer at home. As they have been in short supply, you may want to look into purchasing one now.

- Purchase a thermometer
- Purchase several, well fitted, comfortable, washable face masks. Your child will need a clean face mask daily.
- Develop Mask endurance - start training your children to wear their masks for extended periods of time. It is one of the most important steps we can take for everyone's safety.
- Purchase a refillable water bottle for your child to bring to school, so we can minimize the use of shared water fountains.
- Purchase any personal supplies of hand sanitizer, or wipes for your child to carry with his/her personal belongings. Each classroom and entrance will have sanitation stations, but your child might want to use his or her own.
- Purchase any other personal school supplies/items that make your child feel safe and comfortable coming to school - pens, pencils, crayons, markers of his or her own. No Sharing.
- Brown bags or sandwich bags for snacks, are better than reusable bags that cannot be easily disinfected safely and then hold food items.
- Make back up plans for child supervision should your child have to stay home when they are presenting any troublesome symptoms of illness: fever, diarrhea, vomiting, rash, crusting eyes, painful ears, etc. Update your emergency contacts, emails and phone numbers in the [Genesis parent portal](#). Sick children must go home.
- Talk to your child about good health and safety routines, but also emphasize a positive message. People who engage in social distancing, regular hand washing and mask wearing are making themselves and everyone around them safer. Try to balance the seriousness of the message with the idea that we are being safe.
- Speak with your children about the need to maintain their distance from other students in small spaces, especially in restrooms. It is important that students respect the restroom space, use trash receptacles, keep their masks on, and clean their hands thoroughly. Our custodial staff will be cleaning the bathrooms throughout the day and would appreciate the students' attempts to keep the space clean.
- If you are concerned about your health or that of a family member, get checked for COVID. [Bergen County Mobile testing sites](#) take insurance as well as test for free without insurance.

**ONGOING COMMUNICATIONS:** In the next few weeks, we will be launching a NEW web page dedicated to the reopening of schools: maintaining our own health and wellness, Blue/Gold rotation calendars, the hour by hour scheduling model, instructional videos and educational materials for parents, students and staff, new policies, the detailed plan and Powerpoint presentations for parents. We will also be establishing a district health and safety **email** and **phone number** where you can get all of your questions about the reopening of schools directed to the proper offices, and answered by the correct people.



**PRESCHOOL:** schedules will be determined at a later time based on enrollment. Parents should expect we will have that worked out for the parent presentation in August.

### **ATHLETICS, CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES:**

High School Fall Sports Conditioning will begin August 3. The [NJSIAA](#) and [updates to state guidelines](#) will guide the way we roll out our athletics program. Mr. Ianneillo will communicate that information through coaches and sports parents. As of this letter, we are moving forward with marching band outdoor practice mid-August. Mr. Ortega will follow up with schedule and details. We are hoping to be able to run all of our clubs via virtual format until further notice. Your principal and/or the club advisors will address that as meetings are established. Be sure to pay close attention to school announcements.

### **PARENTS on SCHOOL PROPERTY:**

Due to our hopes of setting a good example for the students, district policy will dictate that all adults on school property will wear a mask. We hope to encourage parents to practice a rolling drop off whenever possible, and refrain from walking students to the doors of the schools. Each school is unique. Each child is unique. We understand that. Please walk or drive your child to a safe sidewalk location and wave goodbye. School employees will be present to

greet and temperature scan all of the students before entering the building. Please be aware that it may become necessary to ask you to return to the building should your child have a temp of 100 or above.



**ALL SUMMER ASSIGNMENTS can be found on our [website](#).**

There have been some parents who have expressed concerns about requiring students to complete summer work. The Leadership team has had considerable conversation about the need for preventing summer slide, which unfortunately affects academically struggling students the most. The reading and math assignments for all elementary and high school students are reasonable in length and rigor, and can be completed in a short period of time when work is attended to daily. Middle and High school students who do not complete their summer work for upper level classes and elective options (honors and AP in particular), may be faced with being dropped from those courses and levels. There is no obligation to honor schedule requests for students who do not complete their academic obligations.

Please continue to check the website [www.sbpsnj.org](http://www.sbpsnj.org) and our Facebook Page at [Saddle Brook School District](#) for good news. **Did you see Saddle Brook Schools in USA Today? Read the article here: [School District Ahead of Curve on Wellness](#) by Shaylah Brown.**

Thank you for taking the time to read this letter. There is a lot to digest here. However, I felt it was important to provide you with a sense of direction, so you can **submit your CHOICE HERE** for your family. The district's full plan will include many other topics and details not addressed here. This entire reveal is long and arduous, but I hope you will find clarity after the presentation in August. I will be announcing the exact dates, times and ZOOM links for the parent presentations after the County Office has approved our final plan. Please stay tuned.

With optimism for a smooth opening,

A handwritten signature in black ink that reads "Danielle M. Stanley".