



SADDLE BROOK SCHOOL DISTRICT

355 Mayhill Street, Saddle Brook, New Jersey 07663 Phone 201.843.1142 Fax 201.843.0216

Danielle M. Shanley
Superintendent of Schools

August 27, 2020

RE: **Welcome to A New School Year - our NEW normal**

Dear Parents and School Community Members:

I hope this message finds you well, enjoying the final days of the summer. I appreciate your patience as the Leadership team has been hand scheduling 1800 students to return to school in cohorts. Only 498 students at the last count have elected for the remote model of instruction. Please understand the challenges we face in meeting the needs of all students within the hybrid model. This has been no easy feat. The building and grounds teams have readied the school buildings for the students and faculty, with the addition of floor markings for distancing, signage to remind all students to socially distance and wear their masks. The classrooms are being prepared with sanitation stations, socially distanced seating arrangements, and have been rid of soft items that cannot be sanitized. The technology department has distributed more than 700 devices to our students. We have welcomed 25 new faculty members this year and are helping them to get settled. Grade 7 Orientation was a success, and Kindergarten Orientation is next week. Fall Sports have commenced and the Marching Band is practicing this week. It has been all hands on deck all summer without stopping to ensure a real school opening for all students and all grades. WE ARE READY!

LAST CALL for 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 700 devices. We are coming to the end of our supply. The backorder on new chromebooks is a problem for most districts, ours included. If your family has additional needs for technology, please let us know as soon as possible. Contact 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.

Student Schedules and Homeroom Information, Release Date, Friday August 28:

All parents will receive an informational blast from the District to log into the [Genesis Parent Access Portal](#) to review and update emergency contact information as well as a variety of documents, media release, COVID clearance questions, etc. ***You will NOT be able to access students schedules or homeroom information without going through the Genesis Parent Access Portal.***

COMMUNICATIONS:

Please take a look at our NEW Webpage [COVID19 COMMUNICATIONS PAGE](#).

We have also established a district health and safety **email** at healthandsafety@sbpsnj.org

And a **phone line** at 201. 843.1142 ext. 1919. We will review your questions and direct them to the correct people for follow up.



BEFORE AND AFTER CARE:

Champions will be providing full day care on virtual Mondays, and wrap around before and after care on blue and gold days for in person students. Register for [Champions](#) here.

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

We are 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. If you have not already done so, please:

- Purchase a thermometer - and plan to check your children for temperature each day they are coming to school.
- 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 children to bring to school to minimize sharing of 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.
- Use Brown bags or sandwich bags for snacks; they 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.

Guidelines for Staying Home

Keep Children HOME when they exhibit these symptoms. Call the school, and call your doctor.

People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle/body aches
- Severe Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Should anyone in your household present with these symptoms and has not received a COVID negative test result from the doctor, keep ALL of the children in your household home until you receive that COVID FREE clean bill of health and permission to return to school.

When Schools Send Students Home

Should your child present with any of the above symptoms, or combination of symptoms at school, you will be contacted to take your children home. Some symptoms will require negative COVID test results before students are allowed to return to school. The school reserves the right to send home multiple children from the same family. The

school also reserves the right to subject sick students and their siblings to quarantine for 14 days. Students who are sent home can continue to work remotely.

Red Zone

- If you believe **you or your children have been exposed** to someone with COVID, keep your children home. Notify the school and call your doctor for guidance and suggestions for quarantine.
- If you believe **someone in your household has been exposed** to someone with COVID, keep your children home. Notify the school and call your doctor for guidance and suggestions for quarantine.
- If you believe **you and or your children may HAVE COVID**, keep ALL of your children home. Notify the school and call your doctor. PLACE your household on 14 day quarantine.
- If anyone in **your household tests positive** for COVID, keep ALL of your children home. Notify the school. Place your household on 14 day quarantine.
- If your family travels from a **HOT state**, keep your children home from school for 14 days.
- If we know your child has come into contact with someone in school who is COVID positive, **we will contact you** about the 14 day quarantine.
- We will **not** contact parents about general illnesses in other children.
- The health department maintains and reports the number of COVID positive cases in the community. The District will not do that.

REMEMBER: Students who are home can continue to work remotely.



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

All schools operate a wide variety of instructional settings including large and small classroom rooms. 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 through Phase I. 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 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 have added 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.*** Proper mask wearing is expected at all times and will be addressed like any other code of conduct violation. ***Chronic non-compliance of mask wearing may result in mandated remote instruction.***

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. Principals will provide building specific details.



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.



PRESCHOOL: If you have any questions or concerns about Preschool program, you can contact our team at [Washington School](#).

PLEASE NOTE: September 3 and 4 are ONLINE ORIENTATION DAYS for ALL Students
FIRST DAY FOR IN PERSON: BLUE is Sept 8 & for GOLD STUDENTS Sept 9

Saddle Brook: Re-opening Schedule Online Orientation/Blue/Gold/Virtual Synchronous Days

	Monday	Tuesday	Wednesday	Thursday	Friday
September 2020		1	2	Online orientation 3 for ALL students	Online orientation 4 for ALL students
	School Closed 7	First Day Blue students 8	First Day Gold Students 9	10	11
	14	15	16	17	18
	21	22	23	24	25
	School Closed 28	29	30	1	2
October	5	6	7	8	9
	School Closed 12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30
November	2	School Closed 3	4	School Closed 5	School Closed 6
	9	10	School Closed 11	12	13
	16	17	18	19	20
	23	24	25	School Closed 26	School Closed 27
December	30	1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	School Closed 24	School Closed 25
	School Closed 28	School Closed 29	School Closed 30	School Closed 31	School Closed 1
January 2021	4	5	6	7	8
	11	12	13	14	15
	School Closed 18	19	20	21	22
	25	26	27	28	29

What do these colors mean?

Green = SYNCHRONOUS ONLINE Learning; ALL STUDENTS WORKING FROM HOME	Blue = LIVE SCHOOL for BLUE Students; ONLINE learning for Gold and Remote students	Gold = LIVE SCHOOL for GOLD Students; ONLINE learning for Blue and Remote students	Orange = Online Orientation for all students - ALL STUDENTS WORKING FROM HOME
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Students who have chosen REMOTE instruction for Phase I, must remain REMOTE until October 16.



PTOs: If you have not met your amazing PTO presidents yet, please note their contact information. They have worked tirelessly throughout the shut down and during our reopening planning. The PTOs continue to provide considerable support to Saddle Brook schools, students, faculty and families.

PTO Franklin	Sara Mielnicki	saramiel16@gmail.com
PTO Smith	Jessica Krhin	DONOWkj23@yahoo.com
PTO Long	Heather Cosentino	longschool.pto@gmail.com
PTO MS/HS	Beth Lamboy	ptosbmshs@gmail.com
PTO Washington	TBA	

SCHOOL LUNCHES:

ALL Students will be able to purchase grab and go lunches each day they are in school. Students on the Free and Reduced meals program will also receive lunch in a grab and go style on the days when they are in school.

For Virtual days and alternative days when students are home for instruction or for students who are on remote instruction, you can pick up your free and reduced meals at the concession stand at the back of the high school parking lot, near the Liberty Street entrance. This concession stand pick up begins on September 3, 2020 from 9:00 - 10:30 AM Enrollment for the Free and Reduced Meals program is **OPEN**. If your family’s situation has changed and you would like to enroll now, please follow the directions [here](#). If you have any questions or concerns about food services, please contact Tom Deptula at foodservices@sbpsnj.org or 201.843.2880 ext 2313.



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.



The Saddle Brook Free Public Library will be open beginning September 8, 2020. Please review their [welcome letter](#) and procedures for utilizing the library. Or visit saddlebrook.bccls.org for contact information as well as information about what services they are currently offering.

If you missed the parent presentation on reopening schools, you can find it [here](#).

With optimism and enthusiasm for a smooth opening,

Danielle M. Sharkey