



SADDLE BROOK SCHOOL DISTRICT

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Danielle M. Shanley

Superintendent of Schools

March 25, 2020

RE: **Extended School Closures and Virtual Learning**

Dear Parents and Guardians:

We are approaching the end of the first two weeks of homebound instruction. I know everyone is doing their best to make the shift, and using technology to work, learn and maintain connections with each other despite the social distancing edict. Due to the Governor's comments regarding closures that are expected for a, "... long and extended period of time..." ***The Saddle Brook School District will be closed until Governor Murphy lifts that order.*** The good news is that we have been preparing for the shift to virtual learning. By now, all Saddle Brook students who needed technology have had ongoing opportunities to borrow a district device. All PreK-2 students will now have a Google account created, so they can join Google Classrooms. Your teachers will reach out to you with guidelines for doing so. Teachers will post information for access to any digital textbooks and/or resources in their Google Classrooms.

Here is a link to a letter explaining more about your child's Google account: [Saddle Brook Google Account Information](#), where you will find directions on how to log into your child's Google Classroom.

Beginning Monday, March 30, student ATTENDANCE procedures will change. Teachers will verify student attendance each day via their classroom digital platform. In most cases that will be Google Classroom. Students (sometimes younger learners will need help from parents) must answer an "Attendance DO NOW" from the teacher to show they are "present" in school.

- At the elementary level (Pre-K–6), the homeroom teacher will assign an "Attendance Do Now" and maintain student attendance in Genesis.
- In grades 7-12, students will need to complete their "Attendance Do Now" for EACH INSTRUCTIONAL PERIOD. Teachers will maintain attendance in Genesis by period.

The attendance, and the attendance ONLY **needs to be completed no later than the end of the student's school day;** that's no later than 2:55pm for MS/HS and no later than 3:05pm for Pre-K–6 students. Parents must follow regular call in absence procedures if their children are sick and not completing work.

TAKING ATTENDANCE and COMPLETING WORK will not be confused with each other. They are separate and distinctly different. The deadlines for completing daily work will be 11:59 PM each day, unless other deadlines are indicated by the teacher. No student will be required to work LIVE during their normal class period. Teachers may choose to host live lessons, but these will be recorded and posted to Google Classroom. All assignments will be posted to be completed at the student's own pace. Deadlines must be respected for grading purposes. We encourage parents and students to maintain close contact with teachers as needed, and let them know if your children are in need of assistance. All of this work is real, and it counts. Make no mistake. The State is very clear. For these days to count toward our 180 day requirement, the work must be authentic.

The Governor has cancelled NJ State Assessments. As of right now, the College Board is still planning on some alternative, simplified assessment for Advanced Placement (AP) Exams. The public will know more about AP Exams in a few weeks.

The District plans to maintain our previously scheduled spring break from April 6-10; all online learning and activities will cease during that period of school closure. Everyone will need the rest. Enjoy the free time.

The District will STILL be providing free and reduced meals during the spring break.

The District has BOE approved policies governing our behaviors and interactions when using digital tools, platforms, emails and when using district technology. The laws governing harassment, intimidation and bullying as well as our code of conduct are all in effect. The classroom has changed but all district and school rules apply when we are interacting as students and staff. Please remind your children of appropriate behavior and respecting the privacy of others during this time. Here is a link for students to use as a guideline for participating in a Google Meet: [Google Meet Etiquette Guide](#)

Please continue to check the website www.sbpsnj.org and our Facebook Page at [Saddle Brook School District](#) for updates. You may also want to review the District's [Emergency Preparedness and Virtual Learning Plan](#).

As promised, when the District receives new information, we will continue to update you. Should you have any questions, please reach out to your teachers, principals or any of the leadership team members. The entire team will be available to support you and your children in their continued work.

Stay well,

A handwritten signature in cursive script that reads "Danielle M. Sharkey". The signature is written in black ink and is positioned below the text "Stay well,".