

# ***SALT BROOK ELEMENTARY SCHOOL***

40 Maple Street  
New Providence, New Jersey 07974  
(908) 464-7100

November 23, 2020

All Parents,

We hope that this correspondence finds you all well. As we approach the Thanksgiving holiday, the district is working closely with the Department of Health to continue to monitor our community's health. Our intent is to remain open for in-person instruction as long as we can; however, there may be a chance that we are moved to remote instruction beginning on Monday, November 30, 2020.

For precautionary reasons, in order to continue with instruction, all students will need to take **all materials** home with them prior to the Thanksgiving break.

If the district does need to move to remote learning for an undetermined period of time, in order to ensure continuity of instruction while schools are remote, all students should adhere to their current schedules as outlined by their teachers in their Google Classroom. Online instruction will be delivered via the use of Google Classroom, online video conferencing via Zoom, video recordings, and district approved online platforms and resources. Daily and/or weekly learning plans, directions, resources, and learning tasks will be provided to students in order to facilitate daily online learning. The school district will provide WIFI hotspots to families in need in order to provide internet access. Need will be based on individual learning plans, including ELL, IEPs, 504s, and students who qualify for free and reduced lunch. All students will use a district-issued iPad to access Google Classroom and other online platforms and applications for learning activities and communication with teachers.

As the classroom schedules indicate, all students are expected to sign-in to their morning zoom session at the times indicated below and remain on zoom for the entirety of the instructional periods. Cameras must be on at all times unless otherwise approved by the administration.

- Preschool AM/PM Sessions (Group D) - 8:40 a.m. - 11:08 a.m. (a.m. session) - 11:50 a.m. - 2:20 p.m. (p.m. session)
- Preschool Full-Day Session (Group D) - 9:30 a.m. - 2:30 p.m.
- AM Kindergarten (Group D) - 8:30 a.m. - 11:25 a.m.
- PM Kindergarten (Group D) - 12:10 p.m. - 3:00 p.m.
- Grades 1 - 6 (Groups A, B, and C)
  - Monday, Wednesday, and Friday 8:30 a.m. - 12:30 p.m. and 1:30 p.m. -2:30 p.m.
  - Tuesday and Thursday 8:30 a.m. - 12:30 p.m. and 1:30 p.m. -3:00 p.m. (Office Hours 2:45 p.m. - 3:00 p.m.)
- Self-Contained (Group D) - 8:30 a.m. - 3:00 p.m. (lunch times vary per class)

Please take note of the following calendar changes previously communicated by Dr. Miceli:

## **December 21 - December 23, 2020**

*Beginning Monday December 21, 2020 through December 23, 2020, all four schools will be remote-only for students and teachers for half-day sessions only on these three days. December 18, 2020, will be our last in-person full-day session before the holiday break.*

## **December 24 - January 3, 2021**

*All Schools will be closed for instruction from December 24, 2020 through January 3, 2021.*

## **January 4 - January 8, 2021**

*All schools will reopen for students (A, B, C & D groups) and teachers to full-day sessions, but all four schools will be remote-only through Friday January 8, 2021.*

## **January 11, 2021 - TENTATIVE**

*Beginning Monday January 11, 2021, in-person instruction will resume.*

Remember, these online learning days are considered school days and ALL students must attend for their full schedules daily. District-issued iPads must be charged daily as they will be used extensively for online learning. All students are required to turn in all assignments daily/weekly and will be graded accordingly. As we anticipate that a pending move to remote learning will be for a short period of time, the grading and assessment system will remain in place. There will be no changes at this time.

During this interim period, if your child becomes ill and can not complete his/her assignments, kindly be sure that you complete the [Attendance Matters, Pre K-12 Reporting Absence Form](#) to notify the school if your child is going to be absent for the day.

## **Free and Reduced Lunch**

*In the event that the district pivots to completely remote instruction, then lunch will be provided and available for student pick-up. Additional information will be forthcoming.*

In the event that the district does need to move to remote instruction, Dr. Miceli will notify the NPSD community prior to school opening on Monday, November 30th. If you do not receive a correspondence prior to that date, we will continue with our hybrid model of instruction until further notice. Group B will report on Monday, November 30th.

We are hopeful that the health and safety of our community does not warrant us to move to remote-only instruction and that we will be able to continue in our hybrid model at this time.

Wishing you and your family a Happy Thanksgiving!

Sincerely,

Jean M. Drexinger  
Principal