

STILLWATER TOWNSHIP SCHOOL

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March 14, 2020

Dear Stillwater Families,

The health and well-being of our students is always our first priority. While there have not been any confirmed cases of COVID-19 in Sussex County as of this message, there is growing concern among many local school leaders, parents, and community members that cases are inevitable. In consultation with officials from the Sussex County Department of Education, the Sussex County Department of Health, the NJ Department of Education, and Sussex County school district superintendents, the Stillwater Township School District and the Kittatinny Regional School District will be closed from **Monday, March 16 through Friday, March 27**. Thankfully, our dedicated faculty and staff have been preparing for this unique situation and we will be implementing remote learning immediately. Please note that we will still be holding our BOE Meeting on Monday, as previously scheduled.

Important Pick-up Information

All students will need to pick-up their Chromebooks and materials on **Monday, March 16, 2020**. Pick-up hours will be from **9:00 am to 2:00 pm**, if you need an alternative pick-up time please email Cali Roberts (cali.roberts@stillwaterschool.net). Students will also receive any paperwork needed to begin their remote learning. If you cannot make it on Monday, please contact your teacher as soon as possible. I strongly encourage all families to utilize the district Chromebooks. Your children and our staff are familiar with them and will better be able to assist if technical difficulties arise.

Will these remote learning days count towards our 180 mandated days?

All schools in New Jersey have received notification from the New Jersey Department of Education (NJDOE) to conduct remote learning and allow those days to count towards our mandated 180 days of school. This means our students will need to “attend” school remotely and engage in educational tasks set by their respective teachers. Stillwater School will fulfill the NJDOE requirements while engaging our students remotely through the following:

Daily Attendance

Each day of remote learning, you will receive an email from me via our OneCall system. The email will contain a Google Forms link, which you will be asked to fill out to track your child’s “attendance” for the day. If your child’s teacher already sent home their assignments in the form of paper, you will still need to log your child’s attendance in the morning via the Google Form link.

Digital Remote Learning

As we shift towards remote learning, your child’s daily assignments can be accessed through Google Classroom. All students, K-6, will have access to a Chromebook. These Chromebooks can be picked up from **9:00 am to 2:00 pm**, if you need an alternative pick-up time please email Cali Roberts (cali.roberts@stillwaterschool.net). Again, we strongly encourage students to use district Chromebooks. For grades Pre-K through 3, all information will be on your Homeroom Teacher’s Google Classroom. For grades 4 through 6, content area teachers will post information on their Google Classroom. For special area assignments and general information, students/families should go to their

Homeroom Teacher's Google Classroom. Preschool students will have a hybrid of work prepared by their teachers and will be sent home. Depending on your child's grade level, they may have multiple Usernames and Passwords to a variety of sites. Those Usernames and Passwords will be given when you come to pick up your Chromebooks.

Each day of remote learning please take the following steps to get started:

1. Power on your Chromebook or personal computer
2. Connect Chromebook to your Wifi
3. Log in with your Username and Password
 - a. Username is **Firstname.Lastname@stillwaterschool.net**
 - i. Example: JoeSmith@stillwaterschool.net
 - b. Password is **stillwater(four digit lunch pin)**
 - i. Example: stillwater1234
4. Open Google Chrome Browser
5. Go to address <https://www.stillwaterschool.net/>
6. Under "Quick Links" to the left click "Teacher Webpages"
7. Find your child's teacher and click on their webpage
8. On your Homeroom Teacher's Webpage will be a link to their Google Classroom site
9. All assignments, for all subject areas, will be posted on Google Classroom daily. If you have any questions during the process please make sure to email your homeroom teacher.

Nutritional Services

For those families that qualify for free and reduced breakfast and lunch, you will receive a separate confidential call and email from me that will specify how our district will serve your child(ren).

Questions for Teachers

Teachers will be checking their email regularly throughout the typical school day (8:25 - 3:06). If you have questions about assignments or access please reach out to your teacher.

School District Policies

All school district policies apply during virtual home instruction days.

I would like to thank you in advance for your patience. Even though we planned for an event such as this one, there are bound to be a few roadblocks and bumps along the way. Our faculty and staff are working diligently to communicate with you and continue to provide high quality education to your children. During this time, we will be utilizing email, phone calls, and our website as the main form of communication. If at any time you have questions that cannot be answered by your child's teacher, please reach out to our administrative team. We will be checking our voicemail through email, even if we are not in the building. We encourage you to utilize email and direct all questions to your classroom teacher first. If additional assistance is needed please reach out to administration via email.

Sincerely,

William Kochis
Superintendent