



**WASHINGTON  
TOWNSHIP**  
SCHOOL DISTRICT

**BRASS CASTLE SCHOOL**  
16 Castle St.  
Washington, NJ 07882  
908.689.1188  
Jessica L. Garcia, PRINCIPAL

**DISTRICT CENTRAL OFFICE  
OLD SCHOOLHOUSE**  
One East Front Street  
Washington, NJ 07882  
908.689.1119  
Keith T. Neuhs, SUPERINTENDENT

**PORT COLDEN SCHOOL**  
30 Port Colden Rd.  
Washington, NJ 07882  
908.689.0681  
Michael J. Neu, PRINCIPAL

March 20, 2020

Dear Washington Township School Community:

The District remains actively engaged and committed in providing the safest and most secure learning experience for our students and staff. As our nation continues to combat COVID-19, new information is discovered, determined and disseminated to all levels of local, county and state officials. As one can imagine, these fluid circumstances require action when presented and flexibility and understanding by all stakeholders. As our country, state and communities go forward, there lies the very strong possibility that our school district will remain closed beyond the original date of Friday, March 27, 2020. Should we be directed to close beyond next Friday, March 27, 2020, virtual learning will continue as preparation for this possibility has been well underway. We also ask that you please follow all directives regarding safe and social distancing measures in flattening the COVID-19 curve. Please know, my office will continue to keep our communities informed in a timely manner as information is shared with my office.

We appreciate your cooperation during the first week of virtual instruction. Although this is uncharted territory for all of us, our community has proven resilient as we continue to protect the health and safety of our students and staff. As we move forward with home instruction, please note that staff members will be setting up more virtual lessons using Zoom or other video conferencing methods. When possible, please access these video sessions. In the event your child cannot participate in a video conference lesson, many will be recorded and saved for review at a later time. Please know that when your student is using Zoom or other video conferencing tools, the software does utilize camera and microphone features of the device. If you do not have a device for student use and/or do not have internet access, please contact the schools via email.

In addition to electronic lessons, some staff members have prepared learning packets for students to complete over the next few weeks. If your child's teacher has developed a packet that is not delivered through electronic means, the teacher will reach out to families. Materials will be available for pick up at the child's school from 4:00pm – 7:00pm on Thursday, March 26<sup>th</sup>. Brass Castle Families should drive to the front entrance of their building and Port Colden families will be directed using traffic cones. A staff member will request the student's name and homeroom teacher, and packets will be delivered directly to the car. Please do not attempt to enter the school building, as you will be redirected back to your car. If you are not able to pick up your child's packet at this time, please contact the school for alternate arrangements and support.

Student work that has been completed should be submitted electronically to every extent possible (email, scan, photo). If an assignment cannot be submitted electronically, please hold on to the assignment and send it to school upon return. If needed, alternate arrangements will be made on an individual basis. Please let your students know that these assignments will be graded. At this time the 3<sup>rd</sup> marking period will end on March 30, 2020 and report cards should be sent out on April 6, 2020. Understand that these dates may change as situations unfold. Additionally, Field Trips scheduled through the end of the school year are canceled.

If your child is ill or other circumstances prevent your child from completing assignments as they are given, please email your child's teacher. Extended time will be given to students to complete work due to illness or family circumstances.

Families that participate in the School Nutrition Program are reminded that breakfast & lunch are provided daily (Monday – Friday) for students. Please utilize this service daily. If you are in need of food support and are not a part of the School Nutrition Program, please contact the school. The school can assist families in need and help connect with County resources.

Respectfully,

Keith T. Neuhs  
Superintendent

