



September 24, 2020

Dear Brass Castle Families,

First, I would like to thank you for your support, patience, and cooperation, as we embarked on a very different start to this school year. Brass Castle's in-person and remote learning students and families, in collaboration with Brass Castle's staff, have been exemplars of strong, effective teamwork.

The district's reopening plan facilitated the ability to offer both full time in person or remote learning environments, to meet the personal needs of our students and families. This reopening plan was developed within the guidelines set forth by the New Jersey and Warren County Departments of Health and Education. Following are a few reminders for families to ensure we maintain a safe and healthy in-person learning environment and more:

In-Person Learners

- Daily Healthy Screenings – Accessed through OnCourse Connect and required for all in-person learners. Every individual, including adults and children, are mandated to have this form completed prior to entering the building, no exception. *Families of student(s) without a completed Daily Health Screening will be contacted and may be required to pick up their child(ren).*
- Arrival and Dismissal Procedures – To ensure we follow guidelines, arrival and dismissal procedures reflect the ability to minimize mass groups of students gathering, at any given time.
 - Arrival (Late bell rings at 9:05am)
 - 8:30am – 8:45am Bused Students
 - 8:45am – 9:00am Parent Dropoffs & Walkers
 - Dismissal
 - 2:45pm – 3:05pm Parent Pickups (Early Dismissal – 12:15pm – 12:35pm)
 - 3:05pm – 3:25pm Bused Students (Early Dismissal – 12:35pm – 12:55pm)
 - Students are called two buses, at a time, to prevent mass student groups and mixing of cohorts.
 - Buses do not arrive in the same order daily, which will fluctuate arrival time to the home.
 - 3:25pm Walkers – No parent supervision required (Early Dismissal – 12:55pm)
- Please keep your child home if he/she is sick. The ability to remain open for in-person learning, highly depends on the support and honesty of our families.

Remote Learners

- Sign into TEAMS Homerooms – Students who do not sign into homeroom are marked absent.
 - 9:00am – 9:15am for 4th – 6th Grades & 9:15am – 9:30am for Kindergarten

All Learners

- iPads should be charged, in full nightly, and connected to Wi-Fi to receive updates.
- Report to class ready to learn and prepared with materials.
- Check into TEAMS often to stay up to date with class information and more (parents/guardians can check in using their student's login credentials). *Parents/Guardians should not send messages to teachers via their child's TEAMS account. Please use email or another classroom parent-teacher communication format.*
- Communicate with your teachers with questions, regarding assignments, etc.

Welcoming your child(ren) back to Brass Castle, whether in-person or remotely, has brought so much joy to our Brass Castle family. Thank you for allowing us to be a part of your village!

Sincerely,
Jessica L. Garcia
Brass Castle Principal