

BERNARDS TOWNSHIP PUBLIC SCHOOLS

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Dear Parent/Guardian:

I hope this memo finds you healthy and ready to start a new adventure of distance learning! Here is what you need to know to begin on Monday.

- 1) Attendance: At the end of this memo are the specific instructions for how to enter student attendance each day via the Genesis Portal. The system has been configured to allow parents to use the parent portal to enter attendance for PreK-12 students, however if you would like your child to self-report their attendance the system does allow that for grades 6-12 students to do so through the student portal. Please remember to do your attendance submission by 8:30AM daily so that we can award credit for the day to your child(ren). District staff will be running reports every morning and contacting families who have not reported their child as present or absent. Consequently, your diligence goes a long way in reducing the number of calls the staff have to make to check on students; your support in this area is therefore greatly appreciated.
- 2) Learning Activities: Online learning activity websites will go live by 10PM tonight (teachers will be sending their instructions out at about 8:30AM Monday). The learning activities are organized by grade levels, program, teacher, or specific course. Sites are designed to be easy to navigate, and they provide a plethora of activities to help the child in his/her learning. Obviously, younger children will need some assistance from parents or older siblings, and this was contemplated when the sites were assembled; we appreciate parents' assistance. We are calling the websites that have the learning activities "Distance Learning Hubs". There is one Distance Learning Hub for each school. Navigate to your school's website (go to www.bernardsboe.com and choose "Schools" from the left margin) and you will see the Distance Learning Hub for your school. Once at your school's Distance Learning Hub, you will see links organized by course/special for K-5 and by department for 6-12. Students and parents can find each of their courses via this Distance Learning Hub. On each grade level or course site, you will find two things: the link to their teacher and the distance learning plan. This will explain how the student is to access the learning activities and proceed during the closure. Children should complete their learning activities daily; however, in general, there is no set time or place like there is during the normal school day. Exceptions might include specifically timed online classrooms that some teachers may employ. If you have any difficulty finding the learning activities for any of your classes, email the teacher.
- 3) Instructions from Staff: Teachers and support staff will also be communicating with you. They will send you things like welcome letters and daily instructions related to what they are teaching and how they will be providing help.
- 4) Communication: A primary method of communication will be email, so it is really important to keep an eye on both parent email accounts and student school email accounts. Expect communication to also include voice or video calls and conference calls via applications like Google Classroom and Google Hangout/Meet. Teachers, specialists and support staff will provide specific instructions in this area and may explain times of the day they are most available (i.e., office hours).

- 5) School Offices and the Board of Education Office: Buildings will be locked to the general public. Operational staff will be in buildings performing tasks such as cleaning. Please do not visit the schools or rely on phone calls to the schools for assistance. Email is the primary communication.
- 6) What do I do if I need help with something?: Think in terms of the regular operation of the district; all of the staff are working remotely, so email the appropriate person and work through the issue via email or a phone call.

For questions about a class or course, email your teacher.

For a general operational question, email your school principal.

For assistance with a technology problem or need, email Alex Blinder at ablinder@bernardsboe.com.

Everyone from aides, to teachers, counselors, child study team members, IT staff, nurses and the administrative team want to be of help; we are all here to assist you. [FAQ](#) have been developed and will be maintained on the district homepage among the COVID-19 Information and Updates.

A few things in closing. First, please check your email frequently. You will be seeing communication from district administrators, teachers and support staff, we will try not to overwhelm you. Secondly, please be patient with us. Remember that we are in uncharted territory; staff will be working all manner of times and hours to make this endeavor a success. Many staff will be taking risks, trying new things for the first time and putting it all out on the web for people to see, so please be gracious, forgive the mistakes and celebrate the successes. We understand that this is a challenging time, so our Counseling Department has created a [Virtual Relaxation Room](#) which we encourage students, staff, and parents to visit for a break when they need it. The [Counseling Department Google Site for Distance Learning](#) also has numerous resources, articles, and age-appropriate activities to do while at-home to help you take care of your emotional and mental wellness during this time. Finally, and most importantly, take care of physical and mental health, wash hands frequently and thoroughly and practice social distancing. Stay healthy and thank you for your support.

Sincerely,



Nick Markarian

CDC Recommendations to Help Prevent Spreading of Respiratory Disease

- **Avoid close contact with people who are sick.**
- **Avoid touching your eyes, nose, and mouth.**
- **Stay home when you are sick.**
- **Cover your cough or sneeze with a tissue, then throw the tissue in the trash.**
- **Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.**
- **Wash your hands often with soap and water for at least 20 seconds.**

Useful Links

[Somerset County Department of Health\(SCDOH\)](#)

[New Jersey Department of Health\(NJDOH\)](#)

[Center for Disease Control\(CDC\)](#)

[World Health Organization\(WHO\)m](#)

[Bernards Township Health Department](#)

www.bernardsboe.com

Genesis *Daily* Attendance Instructions during Health Related Closure

- **Daily** attendance must be submitted through the Genesis Parent/Student portal for each child **each day by 8:30am**.
 - [Parent Portal link](#)
 - [Student Portal link 6-12 ONLY](#)
- Parents can submit attendance for students in grades K-12. Students can submit their own attendance in grades 6-12.
- Login to Genesis. The login is your email address. For students, the password is your student ID. For parents, if you forget your password, click on “Forgot my password” and a new link will be sent to your email. When you login to Genesis, it opens to the “Summary” tab. Click on the “Notify Attendance Office” tab. See the diagram below.

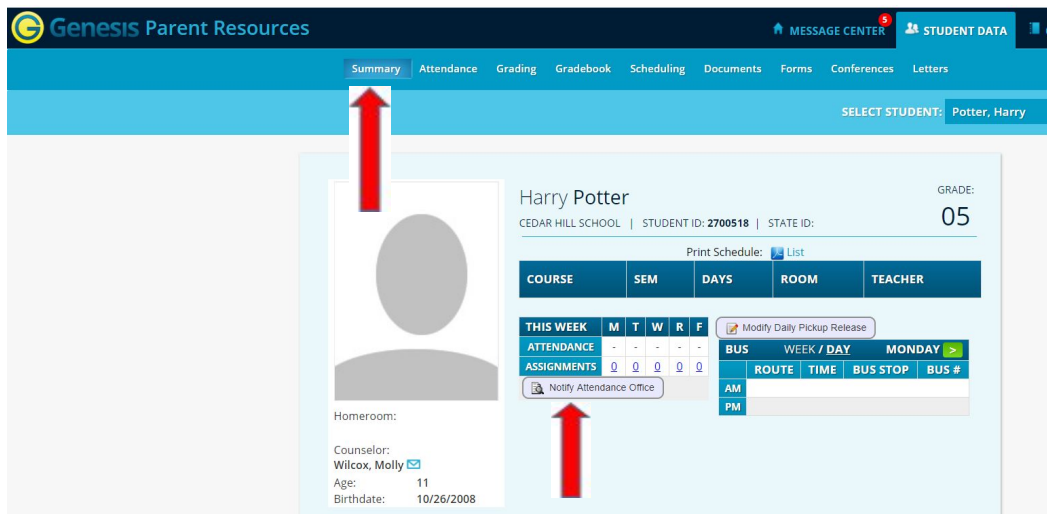


Diagram 1.

Once on the “Notify Attendance Office” tab (Diagram below), you must complete the following:

1. Select one of two absence codes:
 - Present = Available for Learning
 - Absent = Unavailable for Learning
2. Enter the date. You can use a date range for absences if it will be a long term absence. “Present” must be submitted daily.
3. Select the students for whom this pertains.
4. If absent, explain the reason for the absence in the reason box. For present, leave the reason box blank.
5. Click on “Submit to Office”, the boxes will go blank, that means your submission was processed.

The screenshot shows the 'Notify Attendance Office' form. It includes the following fields and elements:

- Student will be:** A dropdown menu.
- On Date:** A date input field.
- Up through and including (may leave blank):** A date input field.
- Check off each student for whom this pertains:** Radio buttons for 'Harry Potter' and 'HarrysBrother Potter'.
- Please leave a brief reason for the attendance request:** A text area.
- Submit to Office:** A green button at the bottom.

Red arrows point to the date fields, the student selection area, and the reason text area.

If you need assistance with attendance email the following person(s):

Ridge High School - Georgiana Paril (gparil@bernardsboe.com) and Michele Campbell at (mcampbell@bernardsboe.com)

William Annin - Vivian Miesner at vmiesner@bernardsboe.com or Darlene Persak at dpersak@bernardsboe.com

Cedar Hill- Lynn Rope (lrope@bernardsboe.com) or Krissy Voorhees (kvoorhees@bernardsboe.com)

Liberty Corner: Teal Barth (tbarth@bernardsboe.com) and Sandra Kaiser (skaiser@bernardsboe.com)

Mount Prospect: Kim Kenworthy (kkenworthy@bernardsboe.com)

Oak Street: Christine Guibord (Cguibord@bernardsboe.com)