

INDIAN MILLS SCHOOL
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District Web Page:
www.shamongschools.org

September 4, 2020

Dear Indian Mills Students, Parents, and Guardians,

We are rapidly approaching the start of a new school year. We look forward to the energy that results from students and staff returning to the learning environment and we are excited to begin this academic term in a safe and supportive way.

I wanted to follow up with more details as we approach the start of school. At this time, you should have logged onto your Realtime parent portal to see your child's teacher assignment and to verify / update contact information. Prior to September 8, your child will need to join the Google Classroom for each class in which they are enrolled. To do so:

[Click here for a slideshow tutorial](#)

Please make sure your child joins all of her/his classes by September 8th. If there are any problems accessing a class, please email sbryan@shamongschools.org from the parent's email address.

The first day of school for all students is Tuesday, September 8th.

- **Tuesday, September 8th, 8:45 AM - 1:05 PM**
Cohort B students will be **in person** and Cohort A and Remote students will be **remote**.
- **Wednesday, September 9th, 8:45 AM - 1:05 PM**
Cohort A students will be **in person** and Cohort B and Remote students will be **remote**.
- If you need to apply for free and reduced meals, you can find the application on the District website at http://www.ims.k12.nj.us/lunch_program. It will also come in the First Day Packet with the Hybrid A / B students.
- More than ever, it is important to stay informed with information about your daughter's/son's school. You are encouraged to visit the school website http://www.ims.k12.nj.us/home_page to obtain more information pertaining to the School Reopening Plan and events and happenings in our school and district. Also, please take a minute to download the Shamong Township School District app. This will serve as a valuable resource to check your child's grades, attendance, and the school and activities calendar.
- Please review the student expectations below for both remote/virtual and in-person learners:

Hybrid Learning In-Person Learner

1. Bring a refillable water bottle to school every day.

2. Masks are required to be worn properly upon arrival to school and in our school buses-- vented masks are not permitted.
3. Follow all safety protocols as you move around the building.
4. Follow your classroom rules/expectations established by your teacher.
5. Communicate with your child's teacher if you have any questions or concerns.

Remote/Virtual Learners

1. Check into all your Google Classrooms by 9 AM daily.
2. Attend all scheduled class activities for that day and dress in appropriate school attire.
3. Follow your classroom rules/expectations established by the teacher.
4. Complete assignments by due date.
5. Communicate with the teacher if any issues occur. Please understand that teachers are in school and will get back to you as soon as they are able.

Student Attendance

Parents are required to report student attendance, **only when the student is absent**. This includes fully remote students and A/B Hybrid students on **Remote Days ONLY**. Students will automatically be marked present. To report attendance, please log into the parent portal and click on daily attendance under the menu.

Daily Parent Drop-Off Procedures

In order to enforce social distancing procedures and to accommodate increased car traffic for drop off and pick up from school on a daily basis, we have added additional drop off and pick up locations to our school routine. Between 8:30 AM - 8:45 AM, students in grades K - 2 should be dropped off in the driveway closest to the ball fields. Parents should stay in their cars and allow their student(s) to exit the car when they are at / near the ramp into the school. Please be sure the student is able to easily and quickly disembark. For safety, please be sure the student exits from the car door *on the same side as the school*.

Between 8:30 AM - 8:45 AM, students in grades 3 - 4 should be dropped off in front of the 1921 building. Parents should enter the circular drive off Indian Mills Road (across from Education Station) and pull up as far as possible before allowing their students to disembark. Third grade students will use the "recess door" around the back of the school to enter the building and fourth grade students will use the front doors of the 1921 Building to enter. Staff will be present to direct and supervise the entire time.

Daily Parent Pick Up Procedures

Students in Kindergarten will be dismissed daily (11:20 AM / 3:05 PM) by their kindergarten teachers at the side door where morning Drop Off is held. Parents must come to the door to get their student from the teacher on duty.

Students in Grades 1-2 will be dismissed from the "Parent Pick Up" Door that faces the ball field. The long sidewalk on the side of the building leads to the door.

Students in Grades 3-4 will be dismissed from the 1921 Building in a staggered manner. Parking at that side of the building is limited, so we will dismiss **3rd grade students between 12:45 - 12:55** and **4th grade students**

between 12:55 - 1:05. Please adhere to your scheduled time so that there is ample parking for all parents. If everyone adheres to this schedule, we will be able to dismiss successfully.

NOTE:

1. If you have 2 or more children to pick up, please defer to the pick up location for your younger child. We will send the older child to the pick up location for your youngest.
2. Signs will be posted and staff will be visible to assist you with finding the right door.
3. Parents **MUST** wear masks and social distance while picking up their students.
4. Please do not linger on the school grounds while picking up. Most likely, someone else is waiting for your parking spot.
5. There will not be a sign out sheet

SNACKS

Since all grades will have a daily snack during the day, for the safety of our friends with life-threatening allergies, **ALL SNACKS MUST BE PEANUT-FREE**. Please do not send any food to school that contains peanuts.

We are so excited to welcome the students back to Indian Mills School after so many months of being apart. We have been preparing all summer long to welcome them back to an environment that is warm, safe and wonderful place to learn. Thank you for once again entrusting your children to us.

Your partner in Education,

Nicole Moore
Principal