



# *Audubon Public Schools*

*Haviland Avenue School*

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*Adrienne McManis*

*Principal*

October 28, 2020

Hello Haviland Families.

We are very excited to welcome our Hornets back to Haviland. We are all anxiously awaiting the return of more students. We know this return leaves many questions and concerns for families. This letter is being sent to clarify how HAS has prepared for our hybrid and remote models. Staff from preschool through second grade have been working diligently to create a schedule and environment where both our hybrid and remote learners will be successful.

Our hybrid model officially begins on Monday, November 9th. The Green cohort will be in person on Monday and Tuesday. The Gold cohort meets in person on Thursday and Friday. All fully remote students will have specific schedules designated by their classroom teacher to ensure they will have “live” instruction.

Students are expected to logon between 8:00am-12:00pm and then again from 1:30pm-2:30pm. The 1:30-2:30 time slot is remote for all students. Each cohort may follow a slightly different daily schedule based on their specific cohort. Teachers will give specific information regarding times and tasks for each classroom.

All students will continue to have access to Google Classroom as well as their calendar for Google meets. Pay close attention to your child’s daily schedule and calendar. This will help you guide your child through remote learning days. Wednesdays are fully remote for all students. Lessons will occur as a whole class or in small groups. Blue cohort will follow both the green and gold schedule four days a week.

All students will need to be present for all in person, live, and remote instruction. Students not in attendance will be marked absent. If your child is sick or an emergency arises, please call the main office.

Students will continue to submit work through the various teacher portals. When in person students may submit work at that time. Assessments and grading will continue with the same model we are currently using.

**What will it look like for students attending in person learning?** When students arrive they will have their temperature taken. I am asking that all parents/guardians stay with your child until they have been screened and sent into the building. Temperature screenings will begin at 7:55am. The process of students entering the building will take longer than usual. Students will be lining up at their grade level door and standing on the dots associated with that entrance. Students and parents/guardians will need to have a mask on as soon as they reach school property. Once a small group of students have been screened, students will be able to enter the building. Staff will be in the hallways and waiting at classroom doors to help students navigate to their classrooms. This procedure will take place daily. Students will be dismissed through the same doors they entered in. We ask that you remember social distancing and wear a mask at all times. Below are the entrance/exit locations by grade level.

<b>Preschool</b>	<b>Main Entrance</b>
<b>Kindergarten</b>	<b>Blacktop Doors</b>
<b>1st Grade</b>	<b>Door to the right of main entrance</b>
<b>2nd Grade</b>	<b>Main Entrance</b>

**What will it look like in the classroom?** Our staff has worked very hard to provide the safest learning environments possible for our students. Students will be assigned to a specific desk or table where they will remain during the majority of their day. At this area students will have their own supplies and materials necessary to actively participate in the school day. Students must wear masks at all times and there are no mask breaks at this time.

**Can students eat and drink in the classroom?** All students are being provided a water bottle from our PTA. Each student will have this bottle available to them on their first day of in person instruction. While in school, students will have a chance to take water breaks using a water bottle. Staff will direct students where the best location is to take a drink. All water fountains have been shut off at this time. No breakfast, snacks, or lunches will be eaten while at school. If you have any specific medical concerns regarding your child, please contact our school nurse. It is very important that every student eats breakfast prior to arriving at school.

The entire Haviland family is looking forward to continuing the success we have had with remote learning. We will continue to provide our students with a positive, engaging, and most importantly a safe school environment.

Sincerely,

Adrienne McManis