

**NORTH CALDWELL PUBLIC SCHOOLS**  
**132A Gould Avenue**  
**North Caldwell, NJ 07006**  
[www.ncboe.org](http://www.ncboe.org)

**Linda Freda, Ed.D.**  
**Superintendent**

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March 13, 2020,

Dear Parents,

While our schools and community have no confirmed cases of COVID-19 at this time, after careful consideration and consultation with the Essex County Superintendent and the Local Board of Health, we will be closing for 10 school days starting Monday, March 16<sup>th</sup> through Friday, March 27<sup>th</sup>. At the end of this 10 day period, we will reevaluate to determine whether or not we should remain closed.

Over the past two weeks, our teachers have been preparing lessons for remote learning in the event of a school closure due to a health related emergency. The purpose of remote instruction is to maintain the continuity of teaching and learning, as well as maintaining academic skills and knowledge. Students will be able to access lessons on line starting Monday, March 16<sup>th</sup>.

Procedures for remote learning:

- Students in Grades PK-3 have been provided with packets of instructional materials. Teachers will email parents with the daily assignments.
- Students in Grades 4-6 are advised to check their teachers' homework pages, as well as google classroom, for a list of daily assignments.
- In addition to the hard copy packet of material, all material is also available on the [www.ncboe.org](http://www.ncboe.org) website.
- Students are expected to complete assignments and comply with all policies regarding technology usage in the classroom.
- If your child is experiencing difficulty with any of his/her work our teachers are available between 9:00 AM and 3:00 PM, Monday through Friday. Please email the teacher to arrange a time and method for the teacher to communicate with your child.

To access online materials and assignment packets:

- Log onto the [ncboe.org](http://ncboe.org) website. Go to the parent tab on the top of the web page and click on COVID-19 informational resources. At the bottom of this informational page there are links to grade level instructional materials.
- Teachers have introduced Google Hangout Meets to their students so that they are familiar with this site and are able to log on to a lesson. A link to a tutorial for Google Hangout Meets is available on the [ncboe.org](http://ncboe.org) website in the COVID-19 Informational resources section.

If you are having any difficulty logging on to a website or opening a link please contact:

- Gould School: Lisa Linden ([llinden@ncboe.org](mailto:llinden@ncboe.org))
- Grandview School: Sharon Pontrella ([spontrella@ncboe.org](mailto:spontrella@ncboe.org))
- Technology System Coordinator, Ian Adlon ([iadlon@ncboe.org](mailto:iadlon@ncboe.org))

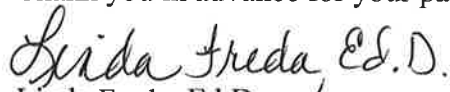
**If your child was absent today, Friday, March 13<sup>th</sup>, please arrange to pick up your child's packet of instructional materials that they will need for distance learning. Please pick up the packets either today before 3:00 PM or on Monday, March 16<sup>th</sup> between the hours of 8:00 AM and 3:00 PM. The packets will be labeled with your child's name and placed on a table outside of the main offices.**

**Grandview and Gould conferences have been cancelled. Following the school closure, should you wish to have a conference please contact your child's teacher.**

We understand that this closure will cause great inconvenience, but evidence has been mounting that social distancing is the most successful containment strategy, so we have taken this proactive measure to help contain the spread of COVID-19 in our community.

To that end, we strongly recommend that families practice the recommendations provided by the CDC which calls for avoiding large gatherings and social distancing. Closing schools is one of the most effective measures a community can do to slow contagion: however, the effectiveness of school closures is based on the premise that children stay home with their families and limit other contacts to the extent possible.

Thank you in advance for your patience and cooperation.

  
Linda Freda, Ed.D