

October 12, 2020

Dear Parent(s)/Guardian(s),

I am excited to welcome our students back into the building beginning Monday, October 19, 2020 as we transition to our hybrid schedule. Our teachers and students have performed well in the remote setting, and are ready to transition back to the building. The staff at Colts Neck High School are eager to see our students, and are looking forward to next Monday. This letter contains important information regarding the transition to our hybrid schedule, so I ask that you read through it and keep it on hand as a reference. The FRHSD [FAQ Document](#) is also available for answers to frequently asked questions regarding the district's educational plan for the school year. The FAQ document will continue to be updated.

The hybrid schedule will adhere to the following structures:

Monday & Tuesday: Cohort A-L

Thursday & Friday: Cohort M-Z

Cohorts A-L and M-Z will come into the building on alternating Wednesdays. Therefore, on Wednesday, October 21, Cohort M-Z will come to school. On Wednesday, October 28, Cohort A-L will come to school. The schedule can be found [here](#). School will operate on a [partial day schedule](#). More information on the Cohort Structure can be found [here](#).

Please take a moment to review this letter, and the [video](#) that outlines our return to school policies.

Moving Between Hybrid & Remote

- Parents may request their student switch from full-time remote learning to hybrid for the SECOND MARKING PERIOD by submitting a written request to your student's guidance counselor. This request must be submitted **at least 14 calendar days** before the beginning of the next marking period before in-person services can begin.
- If you would like your child to transition to full-time remote learning during the school year, please submit a request to your student's guidance counselor **at least five calendar days** before you would like to move to remote learning.
- Families may revisit their choices each marking period.
- A link to the FRHSD schedule, which includes the dates of each marking period can be found [here](#).

School Security

Visitors are not permitted in the building.

- All business, including signing students out, must be conducted at the security window to the left of the main office. A drop off bin is located in the front of the building for forgotten items.
- No food or beverage deliveries will be accepted.

Face Coverings & Sanitation Procedures

To reduce the risk of exposure to COVID-19, FRHSD has established health and safety protocols and sanitizing procedures in accordance with CDC guidance and NJDOH guidance. Students and staff are expected to follow all guidelines and procedures outlined by administration, in the school and on the bus, including:

- Social distancing to the maximum extent practicable.
- Face coverings will be worn for the duration of the school day, including riding buses, entering and exiting schools, walking in hallways, and inside classrooms.
- Face coverings should cover one's mouth, nose, and fit properly. T-shirts, Gaiters, masks with valves and bandanas are not an acceptable face covering.

At the start of each class students will:

- Sanitize their hands, and
- Use a sanitizing wipe for their desk/work space (gloves will be available).

Arrival in the Morning

Students will not be permitted into the building prior to 7:45 am. The following procedures are required prior to a student entering the building.

- Parents must complete the COVID-19 checklist on the parent portal
- Students will be issued an entry pass once the COVID-19 form is completed. We urge students to display the pass on their phones; however, they may print it out as well. Please note that students will be denied entry to school if they do not have a daily pass or have not filled out the COVID-19 form.
- Information on how to complete the COVID-19 form can be found [here](#).

Drop off

- Buses will drop off by the auditorium.
- All parent drop-offs must occur curbside in the front of the building. There are only two points of entry in the morning, the auditorium and the front of the building. The rest of the building will remain locked.

Once students arrive to the building, they must:

- Show their daily entry pass
- Have their temperature checked. Any student with a temperature of 100.4 or greater will immediately be escorted to the nurse.
- Immediately head to their assigned area.
 - Seniors: Auditorium
 - Juniors: Cafeteria
 - Sophomores: Main Gym
 - Freshmen: Auxiliary Gym

· Students will be dismissed to their block one class prior to 8:24am.

Instructional Program

Students will participate in a synchronous learning environment, meaning whether they are at home or in school, they will follow along with the day's lesson. **Each day students will need to bring a charged device to school.** Students will need to access Google Classroom during their classes. **Students will also need a working pair of headphones for some of their classes.** Please contact your child's guidance counselor if you need a device. Please also keep in mind that:

- The FRHSD grading policy remains in effect.
- Attendance will be taken for students at home as well as in the building, the attendance policy remains in effect.
- Students are expected to attend school on the days that they are scheduled to attend, and they are expected to be on remote learning when they are scheduled to do so. If you have questions regarding this please speak to your child's grade level administrator. Mr. Currie grades 10 & 12, and Mrs. Williams, grades 9 & 11.

Physical Education

- Students will not be allowed to use the locker rooms during Physical Education classes; they will need to wear appropriate clothing and footwear to school that allows them to safely participate in their Physical Education class.

Free/Reduced Lunch

- We recognize that many of our families are experiencing financial challenges and transitions due to COVID-19. Meals are being supplied at this time.
- If your financial situation has changed for any reason and you feel your child may need meal assistance, please complete a [Lunch Application here](#).
- If you need assistance, [please review directions here](#) or email technology@frhsd.com.

I look forward to welcoming our students back into the building next week. If at any time you have any questions regarding our return to school policies, please do not hesitate to reach out to your child's guidance counselor, grade level administrator, or to me.

Best Regards,

Brian P. Donahue Ed.D.

Brian Donahue, Ed.D.