



MOUNTAINSIDE BOARD OF EDUCATION

1 497 WOODACRES DR., MOUNTAINSIDE, NJ 07092
908-232-3232

WWW.MOUNTAINSIDESCHOOLS.ORG

MRS. JANET WALLING — SUPERINTENDENT OF SCHOOLS

August 31, 2020

Mountainside Parents / Guardians:

This letter contains detailed information regarding Mountainside School District's required screening process for all students and staff. Completing the daily screening of your child is a **very** important aspect of our Reopening Plan and just one of many, many ways that we will need to work together to help keep each other safe throughout the coming year. Your fidelity with this process is essential in order for your child to have a smooth beginning to each school day.

In order to assist with the roll out of this program we are asking for all families to submit a **test submission by the end of the day on Tuesday, September 1st**. This test will allow us to verify that all families are active in our system, that parents are able to access the site, and that our daily reports will be generated as expected.

Please follow the steps below to complete the **Test Submission**:

1. Review the District created video which will guide you through the steps that need to be completed each day. The video can be accessed here and can also be found on the District website under the Reopening Plans and Information tab:
https://www.youtube.com/watch?v=7peCL8V3oHY&feature=emb_logo
2. Ensure that you have access to the PowerSchool Parent Portal.
 - a. You should have received email instructions on how to sign up for the Parent Portal within our PowerSchool program if you do not already have a Parent Portal account.
 - b. If you are in need of assistance with setting up an account, please contact support@mountainsideschools.org
3. Log into your Parent Portal account and complete a Test Submission for your child(ren) by the end of the day on **Tuesday, September 1st**.
 - a. A reminder email will be sent to any families who do not complete a test submission.

Health Screening Process for Student Orientation Sessions (September 3rd and 4th):

1. You are required to submit a completed Health Screening Form by 8:00 am on the morning that your child is attending an orientation session.
2. Students who DO NOT have a completed screening form will not be permitted to enter the building until the form is completed.

Daily Health Screening Process for ALL In-Person Students beginning September 8th:

1. **Parents are required to submit the daily screening form prior to 7:30 each morning (or before your child gets on the bus) via PowerSchool to attest that you have monitored your child for signs of infectious illness.**
2. Emails/texts will be sent through School Messenger beginning at 7:45 each morning to the parents who have not submitted a completed form in order to remind them to complete the form prior to student arrival at school.
3. In the event that the form is not submitted prior to arrival, students will be directed to the nurse for a health check. Parents will be called to verify screening information before the student is allowed to enter their homeroom.
4. If a child is determined to show signs of illness, or displays a temperature upon screening by the nurse, the student will be isolated and parent will be called to pick student up from school.
 - a. It is very important that you have emergency contacts identified on your PowerSchool information so that you, or your contact, is able to promptly pick up any student who may display symptoms of COVID-19.
5. If a student is sent home with symptoms, all protocols and exclusion timelines will be followed as previously shared in the [COVID-19 Health Protocols and Exclusion Criteria](#) document

Thank you in advance for your daily support with this process in order to help maintain the health and safety of ALL Mountainside students and staff.

Regards,

Janet Walling

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