



# Edison Public Schools

## Quick Reference Guide for Parents and Students

WHAT TO DO:	
<p>If you don't have internet at home:</p>	<p>Altice / Optimum is providing free wireless Internet access. For instructions, call Technology Helpdesk at 732.452.4998, or email: <a href="mailto:help.desk@edison.k12.nj.us">help.desk@edison.k12.nj.us</a> or visit the Edison Public Schools website <a href="http://www.edison.k12.nj.us">www.edison.k12.nj.us</a> for instructions.</p> <p>Instructions to connect:</p> <ul style="list-style-type: none"> <li>● Go to you Wireless Network Icon</li> <li>● Search on optimumwifi-emergency SSID.</li> <li>● Once you see optimumwifi-emergency - click on the SSID</li> <li>● You will automatically connect &amp; authentic to the network</li> <li>● You now have Internet access</li> </ul>
<p>If your school issued device doesn't work:</p>	<p>Please visit your school website and click on the link Online Learning Repair Request. Please fill out the form and follow the directions for device drop-off and pickup. If your repair is longer than 30 minutes, you will receive a loaner device if available. You can email <a href="mailto:help.desk@edison.k12.nj.us">help.desk@edison.k12.nj.us</a> for device status updates.</p> <p><u>options:</u></p> <ol style="list-style-type: none"> <li>1. Enter a trouble ticket via online: visit your school's website and click on Online Learning Helpdesk. This will direct you to a Trouble Ticket Form.</li> <li>2. Email <a href="mailto:help.desk@edison.k12.nj.us">help.desk@edison.k12.nj.us</a> for directions and support</li> <li>3. Call Online Learning Helpdesk at 732.452.4999 for directions</li> </ol> <p>For additional Information - please visit <a href="http://www.edison.k12.nj.us">www.edison.k12.nj.us</a></p>
<p>When you need to check your child in for attendance:</p>	<p>Parents will need to mark their child as present in the Parent Portal. <a href="#">Click here for instructions</a>. This needs to be done before 11am each day.</p>
<p>Flexibility in completing assignments</p>	<p>We understand that work schedules of families will dictate when students can complete their assignments and it may not be a particular time of day. Additionally attendance needs to be done by 11am.</p>
<p>If your child needs help with a concept/assignment:</p>	<p>Contact your child's teacher via email and they will respond.</p>
<p>If your child is unable to complete the assignments because they are sick:</p>	<p>Report the child's absence on Parent Portal and send an email to the teacher.</p>

<p><b>If you need assistance from a specific staff member (counselor, CST, etc.):</b></p>	<p>If you know who you need to contact, please feel free to email them.          If you are unsure of who to contact, please call the main office at the school.          Click <a href="#">here</a> for Elementary building contact info.          Click <a href="#">here</a> for phone numbers for Secondary school buildings</p>
<p><b>If your child qualifies for free lunch/breakfast:</b></p>	<p>In an effort to provide food security for our students who are eligible for free or reduced meals, we have worked with our food service provider to make breakfast and lunch available for pick up at our school buildings daily.</p> <p>Beginning Tuesday, March 17<sup>th</sup>, we will have grab-and-go breakfast and lunches that can be picked up between the hours of 9:30 and 11:30 am from designated areas at each of our school buildings. The meals will be available so that both breakfast and lunch meals can be picked up together.</p> <p>If your family is eligible for free or reduced meals and you have children enrolled in more than one school, you may pick up the meals for all your children at one school.</p> <p>The meals will be bagged and ready for distribution so that you can just pick it up and go. We ask that you have your child's student ID number for each eligible child so that our food service workers can check off the receipt of these meals in an efficient manner.</p> <p>Please check your email and our district <a href="#">link</a> for updates regularly.</p>
<p><b>If your child has medication in school that you need to pick up:</b></p>	<p>Please email your school's nurse (check school's website) and the district's head nurse <a href="mailto:carol.martinez@edison.k12.nj.us">carol.martinez@edison.k12.nj.us</a> with the name of the student, the school he or she attends, and the specific medication along with your phone number. The school nurse or head nurse will make arrangements for you to pick up the medication from the school's main office.</p>
<p><b>To access your child's assignments:</b></p>	<p>Elementary: Click <a href="#">here</a> to find the google site for your child's school.</p> <p>Secondary: Teachers are posting assignments on Google Classroom.</p>

What are our responsibilities as students and parents:

### Student Responsibilities:

- Dedicate appropriate time to learning, as guided by the lessons provided by your teachers.
- Check teachers' websites daily for updates, or have your parents help you.
- Find a comfortable place at home where you can study and learn.
- Submit all assignments by the provided due dates.
- Communicate via email with teachers any problems you are having with assignments and/or technology, or have your parents email the teacher.
- Challenge yourself to learn something new every day.
- Remember to practice digital citizenship every day.
- Be patient and kind!

### Parent Responsibilities:

- Encouraging adherence to all virtual/remote learning assignments.
- Designating a place where your child can work independently and with few distractions.
- Asking your child about his/her assignments to further engage them in the learning.
- Checking with your child to ensure assignments are completed by due dates.
- Reminding your child to email his/her teacher if they have any questions or need support in their learning.
- Emailing teachers with any questions that younger students may have.
- Regularly checking the district website for important information and updates <https://www.edison.k12.nj.us/>
- Please reach out to the principal with any questions and concerns--they are here to support you!

If your child needs supplies (Pencils, crayons, paper etc)?

Contact your school.

Click [here](#) for phone numbers for Elementary school buildings

Click [here](#) for phone numbers for Secondary school buildings