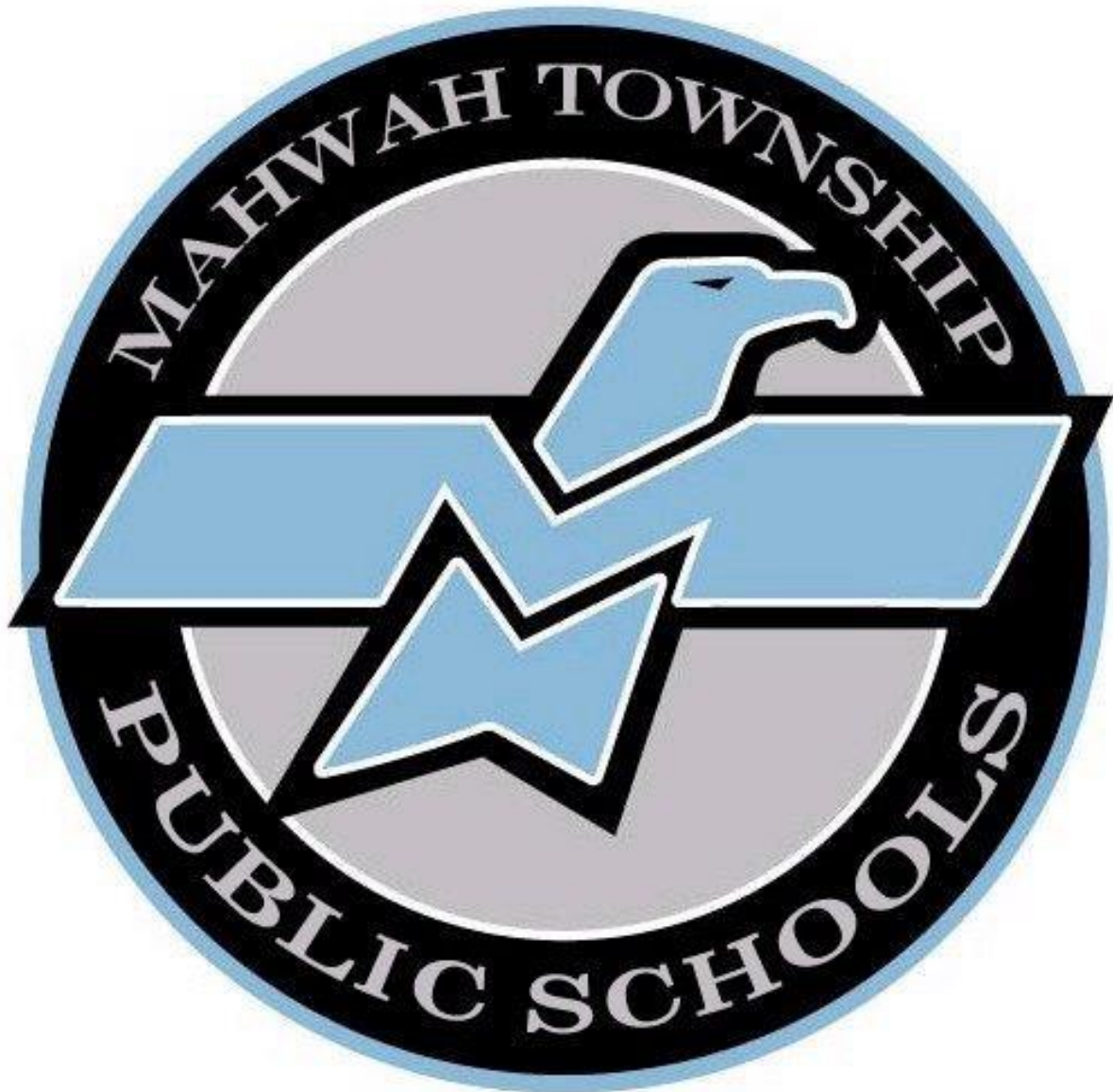


Mahwah Township Public Schools
Emergency Virtual Instructional Program Guide



<http://www.mahwah.k12.nj.us>

Updated: September 13, 2021

Table of Contents

Introduction to Full-Remote Instruction..... 1

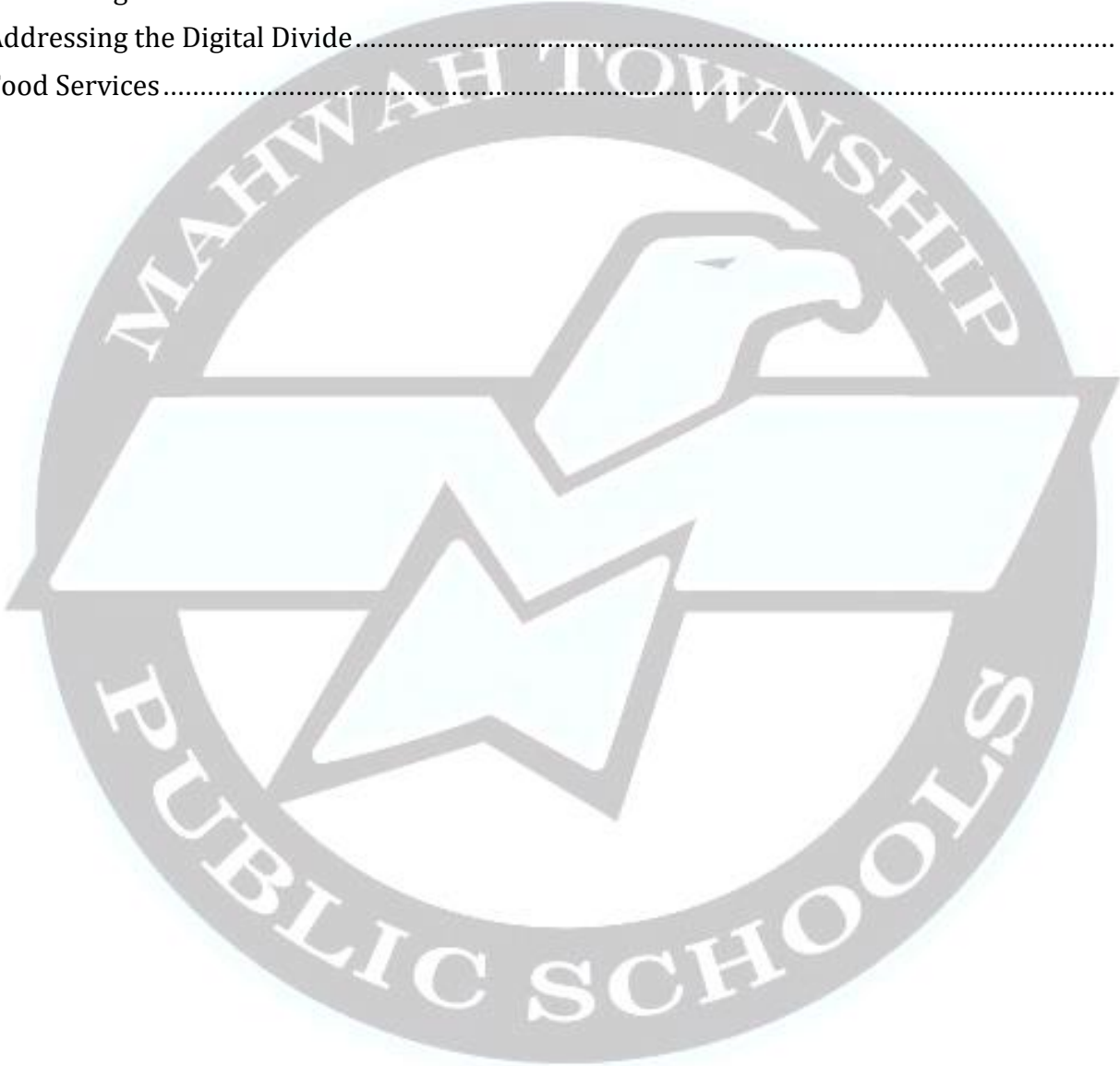
School Schedules 4

Full-Remote Instruction..... 5

Addressing Academic Needs 7

Addressing the Digital Divide..... 8

Food Services..... 9





STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION
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PHILIP D. MURPHY, GOVERNOR
SHEILA Y. OLIVER, LT. GOVERNOR

ANGELICA ALLEN-MCMILLAN, ACTING COMMISSIONER
LOUIS DE LISIO, INTERIM EXECUTIVE COUNTY SUPERINTENDENT

November 1, 2021

Dear Dr. DeTuro,

My office has reviewed your district's plan for virtual or remote instruction for the 2021-22 school year as per P.L. 2020 c.27 (A3904) and has found it to be compliant with the required checklist elements.

You must post the approved plan on your LEA website. If revisions are made to this plan, please resubmit it to this office accompanied by the board approval and another attestation, which can be found at: [Emergency Virtual or Remote Instruction Programs \(nj.gov\)](https://www.nj.gov/education/remote-instruction/)

Thank you and best wishes for a successful school year.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Louis DeLisio'.

Louis DeLisio
Interim Executive County Superintendent
New Jersey Department of Education
Division of Field Support Services
One Bergen County Plaza – Room 350
Hackensack, NJ 07601
201.336.6875
Louis.DeLisio@doe.nj.gov

Introduction to Full-Remote Instruction

We ask that families remain supportive of our teaching community and continue to help their child navigate their feelings about coming to school and/or working at home in the event that the school district needs to move to full-remote instruction in the case of an emergency. We hope that families will continue to help prepare their children – with us - for success.

Setting up routines for students' at-home sessions and giving them time to complete assignments in small segments of 15-30 minutes with break time in-between to stretch their legs and relax their minds will encourage students to complete their work to their best ability. Providing students with an area in the home that is special and “just for them” to do their work will enhance their ability to focus and will also help them get excited about their learning.

In continuing our partnership between parents and teachers, we will need your help to work with your child to navigate our online learning tools. This year, your child will have different online accounts that they will access at home. The virtual teacher will work on log-in skills and navigating our online tools so that your child will work to find success at home independently. Still, we will undoubtedly need your help at the beginning of the school year to help your child log in to specific websites. Keeping a list of URLs, usernames, and passwords next to the computer will also assist your child in becoming more independent in this area.

Students are expected to virtually attend school daily, ready to learn and have fun.

We appreciate our student and family commitment to this learning process. We look forward to continuing our partnership together.

If you should have additional questions along the way, please contact your building principal directly.

The following Emergency Virtual Program plan specifically addresses the following:

- School Schedules
- Addressing Academic Needs
- Addressing the Digital Divide
- Fully Remote Instruction
- Food Services

Building Leadership (Grades PreK-12)			
Name	Building	Position	E-mail & Telephone
Aixa Garcia	Betsy Ross School	Principal	agarcia@mahwah.k12.nj.us (201) 762-2252
Jennifer Glebocki	George Washington School	Principal	jglebocki@mahwah.k12.nj.us (201) 762-2242
Paul Wyka	Lenape Meadows School	Principal	pwyka@mahwah.k12.nj.us (201) 762-2262
Billy Bowie, Ed.D.	Joyce Kilmer School	Principal	bbowie@mahwah.k12.nj.us (201) 762-2272
Brian Cory	Ramapo Ridge Middle School	Principal	bcory@mahwah.k12.nj.us (201) 762-2383
John Pascale	Mahwah High School	Principal	ipascale@mahwah.k12.nj.us (201) 762-2303

School Schedules

- In the event of an emergency, full-remote instruction will replace in-person learning. Students will follow their same schedules, with their current teacher(s), only through virtual means.
- Additional clarification regarding instructional schedules will be provided to families by the building principal in the event that a school building needs to be placed on full-remote instruction.

Mahwah High School	7:40 a.m. – 2:17 p.m. Lunch: 10:37 a.m. – 11:20 a.m.
Ramapo Ridge Middle School	8:00 a.m. – 2:40 p.m. Lunch (Grade 6): 10:39 a.m. – 11:24 a.m. Lunch (Grade 7): 11:28 a.m. – 12:13 p.m. Lunch (Grade 8): 12:17 p.m. – 1:02 p.m.
Joyce Kilmer School	8:52 a.m. – 3:22 p.m. Lunch (Grade 4): 12:41 p.m. – 1:41 p.m. Lunch (Grade 5): 11:21 a.m. – 12:21 p.m.
Betsy Ross School	8:42 a.m. – 3:12 p.m. Lunch (Grade K & 1): 12:00 p.m. – 12:30 p.m. Lunch (Grade 2 & 3): 12:30 p.m. – 1:00 p.m.
George Washington School	8:42 a.m. – 3:12 p.m. Lunch (Grade K & 1): 12:00 p.m. – 12:30 p.m. Lunch (Grade 2 & 3): 12:30 – 1:00 p.m.
Lenape Meadows School	8:50 a.m. – 3:20 p.m. <ul style="list-style-type: none"> • PreK (a.m. session: 9:00 a.m. – 11:30 a.m.) • PreK (p.m. session: 12:50 p.m. – 3:20 p.m.) Lunch (Grade K): 11:30 a.m. – 12:00 p.m. Lunch (Grade 1): 12:00 p.m. – 12:30 p.m. Lunch (Grade 2): 12:40 p.m. – 1:10 p.m. Lunch (Grade 3): 1:12 p.m. – 1:40 p.m.

The logo for Stonewall Township Public Schools is a circular emblem. It features a central five-pointed star with a smaller star inside it. Above the star is a stylized figure of a person holding a book. The words "STONEWALL TOWNSHIP" are written in a semi-circle at the top, and "PUBLIC SCHOOLS" is written in a semi-circle at the bottom.

Full-Remote Instruction

Elementary Program

PreK-5 District Virtual Classroom and Instruction

- In the event of an emergency, full-remote instruction will replace in-person learning. Students will follow their same schedules, with their current teacher(s), only through virtual means.
- Online protocols and expectations for elementary students can be found below, in the following infographic:

Sit in a quiet and appropriate place in your home	
Be on time	
Be prepared	
Wear appropriate clothing	
Stay focused and don't distract others	
Raise your hand if you have a question/comment	
Use the bathroom symbol if you have to go	
No pictures or videos	

Student Expectations

- Attendance will be taken electronically daily.
- All students must log in on time and be present for the full class time in order to be marked present.
- Log-in at the time the class starts.
- Locate a designated area in the home for school that will be the same location every day, if possible.
- Student must be seated at a desk or table and in a chair.
- Use headphones to block out all background noise or in a quiet setting, if needed.
- No siblings, pets, or toys in the student work area during the virtual learning experience.

- Have all school materials readily available for the student during class time.
- Have all Log-in Information/URLs/Passwords available for student information for easy access.
- Students need to be dressed in school attire.

Video Conferencing
BASIC ETIQUETTE FOR ONLINE VIDEO LEARNING
Class Rules

- ★ All students are required to show up at the scheduled time
- ★ Find a quiet place with the least distractions (siblings, pets, parents, television)
- ★ Be respectful when speaking and writing
- ★ Dress appropriately - remember your classmates and teachers can see you
- ★ Stay on mute until you would like to contribute, need to speak or ask a question
- ★ Refrain from chewing gum, eating or drinking in front of the camera
- ★ Video must be on in order to be considered present for attendance
- ★ Maintain eye-contact
- ★ Limit movement to avoid causing a distraction to others
- ★ Do not share screenshots of Zoom meetings where student images are displayed
- ★ Do not copy, alter, or redistribute conferencing videos.

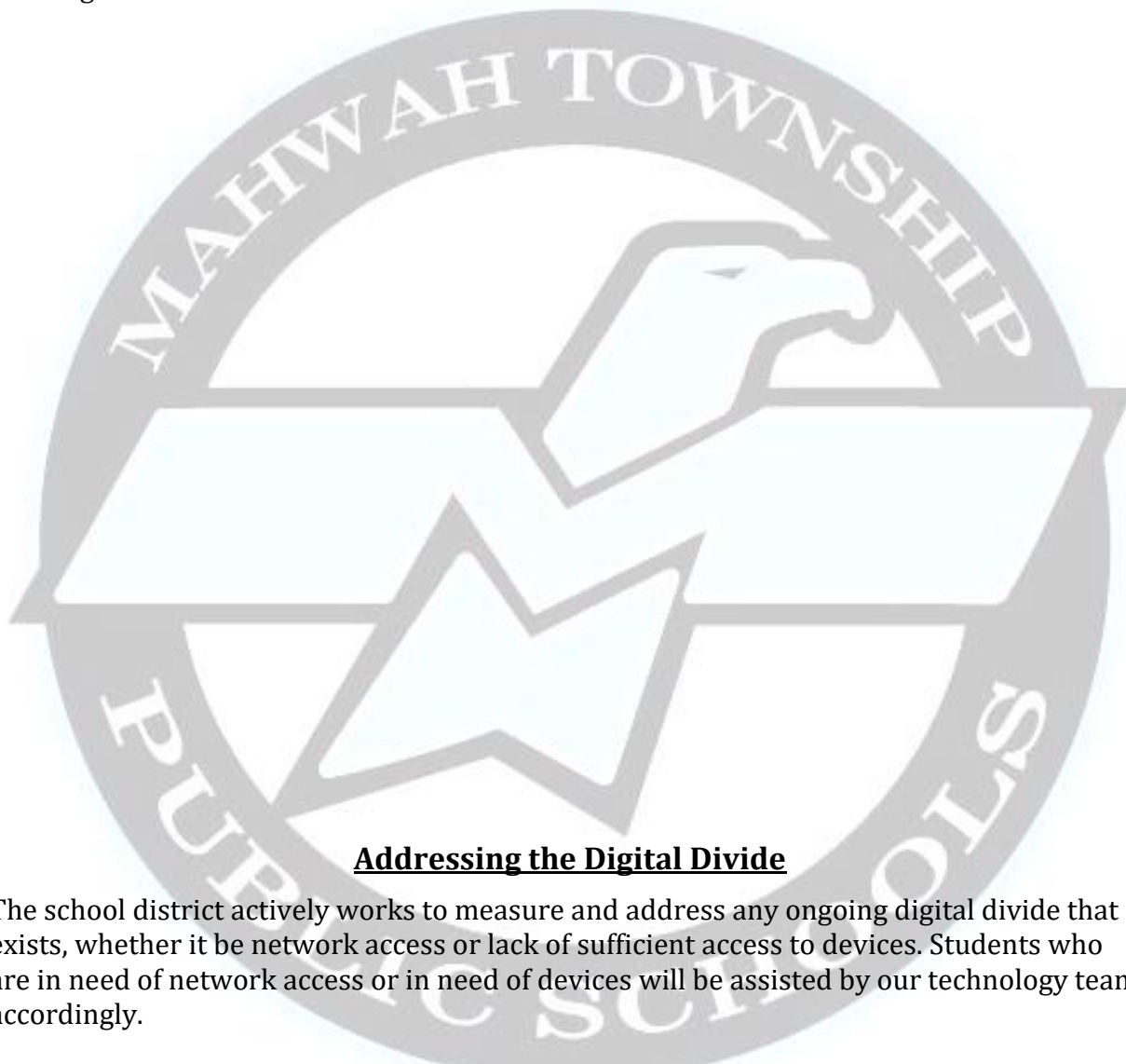
Addressing Academic Needs

The educational program provided when in hybrid, partial day, or full day fully replicates all prior programs. The district is fully engaged in using the accelerated learning process to access our programs as recommended by the NJDOE. Curriculum is reviewed and essential aspects remain paramount to the core instruction of each grade level. Student data is at the center of all decision-making.

School-based IEPs, students with 504 plans, and I&RS teams will review student data/student progress to determine whether critical skills were lost during remote instruction and determine the need for additional supports/services to address learning loss. All I&RS, 504, and IEP meetings will be held virtually via Zoom for parents to attend. All I&RS and 504 interventions and IEP accommodations will remain at the start of the school year, and data will be reviewed with the teachers, Child Study Team, and I&RS committee.

Professional development for individual teachers and cohorts, as well as faculty meetings, department meetings, and PLC time is devoted to examining our programs, curriculum, and course work to make necessary changes and adjustments.

In the event the district is required to provide remote instruction, students will be provided with no fewer than four hours and instruction will not extend beyond the typical on-site learning day. Instruction will take place via direct instruction and asynchronous learning.



Addressing the Digital Divide

The school district actively works to measure and address any ongoing digital divide that exists, whether it be network access or lack of sufficient access to devices. Students who are in need of network access or in need of devices will be assisted by our technology team accordingly.

All students in grades 4-12 are provided with a laptop computer. Technology needs of students will be addressed individually at the PreK-3 level, in the event that a student does not have access to a device (laptop) or is in need of Internet connection, the student will be provided means by the district at no cost to the family.

An immediate survey will be issued to all families to assess the technology and access needs, should the district need to move to fully remote instruction. This survey will assist

in providing individual students and families with needed devices and access to the Internet.

1:1 Laptop Student Program

Students on remote learning in grades 4–8, like students who will be attending classes at school, will be assigned laptops through the continuation of the district’s 1:1 laptop program.

The RRMS Modified 1:1 Instructional Technology Handbook is accessible on our school [website](#).

The Mahwah High School 1:1 Instructional Technology Handbook is accessible on our school website at: <https://www.mahwah.k12.nj.us/domain/619>

Technology Repair and Troubleshooting

If you are having any technical difficulties or if you are experiencing difficulties with your device, please contact the Mahwah Technology Department at mahwahtech@mahwah.k12.nj.us.

Technology support is available in a designated space in the STEAM building (T3), from 1:00 p.m. – 2:30 p.m., where students/parents can go in order to troubleshoot with a member of our technology team or drop off their device and/or pick up a loaner device. Please use Door #1 to the right of the Cube.

Food Services

The district fully participates in the current FDA lunch opportunities by which all students are afforded food to eat.

1. Safe Delivery of Meals
 - a. Under an Emergency Virtual or Remote Instruction Plan, parents will be informed that lunches are available to all students that make a request. For planning purposes and to prepare the necessary number of meals with minimal waste, parents will be asked to make a request for lunch. Depending on the number of meals requested, pickup times will be established at either the homeschool or the Mahwah High School cafeteria, during a block of time that is least impactful to student instruction. Additional meals will be

available for anyone that did not make a request. No students will be denied a meal. For extenuating circumstances, delivery of lunches to a student’s home may be arranged. The Mahwah Board of Education does not participate in the Federal Breakfast program; therefore, breakfast will not be part of the offering.

