

Dear Parents/Guardians:

**Electronic Daily Questionnaire COVID-19 Form** - All parents/guardians must complete the electronic attestation form and submit it electronically through the Realtime Portal. Students in grades 9-12 will also have access to submit the form. Either the parent or student can submit responses for a high school student. It will take a few days to get into the routine.

**Do I need to wear a face covering?**

Face coverings are required to be worn at all times by all students, staff, and visitors in the school building, on buses, and on school grounds. Face coverings must cover the mouth and nose, as well as conform with the district's dress code policy in terms of appropriate content, logos, and images. **Bandanas and gaiters are not permitted to be used as face coverings because the effectiveness is unknown.**

**Should I carry an extra face covering?**

Yes, carry an extra mask in your back bag or computer case in case you need it.

**What date does Zero Period Music start?**

Thursday, September 10, 2020

This is a reminder that zero period will not meet on Tuesday or Wednesday, September 8th & 9th.

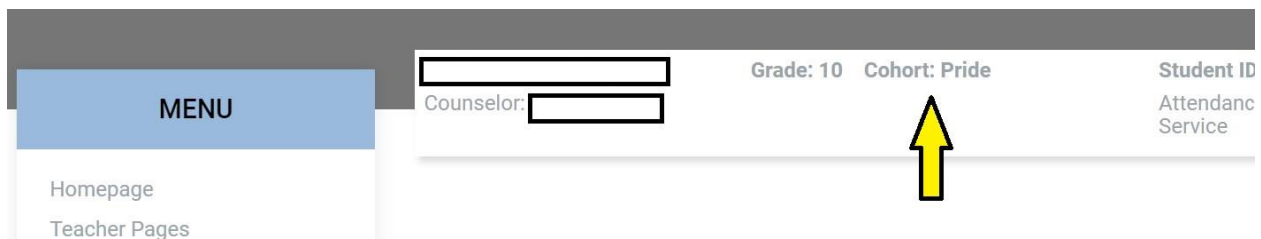
All Pride students new to the music department (including freshmen) should meet with their directors in the auditorium at 6:54 am on Thursday. Full time remote students will be sent a link to that meeting. All Spirit students new to the music department (including freshmen) should meet with their directors in the auditorium at 6:54 am on Friday.

**What time can I drop my child off at school?**

- Not earlier than 7:20 am (between 7:20 am – 7:40 am)
- Students will not be permitted in the building any earlier than 7:20 am unless they arrive on a school bus or have zero period music that day.
- As students arrive, they should enter the door closest to their time block one class. Doors 1(top of steps),2 (to left of front steps), 13 (covered walkway), 45 (door to left of gymnasium), or T3 Door 1(lobby door).
- Students will report directly to their Time Block 1 classroom (the cafeteria and media center will not be open).

**Where is my cohort group listed, I don't remember my group?**

Log into the Realtime portal. Your cohort group is listed on your Realtime Portal header.



## **How do I know when I come to the Mahwah High School (brick and mortar)?**

If you are in the Pride group, then you come to MHS on days listed as 1P, 2P, 3P, 4P (P=Pride). You start in the building on Tuesday, September 8, 2020.

If you are in the Spirit group, then you come to MHS on days listed as 1S, 2S, 3S, 4S (S=Spirit). You start in the building on Wednesday, September 9, 2020.

See the monthly calendar listed on our webpage at <https://www.mahwah.k12.nj.us/Domain/8#> called Monthly Rotation Days By Cohort.

## **When am I required to be in class for instruction?**

All students in Pride, Spirit, and Fully Remote are on the same time schedule for class and are required to be on time and in attendance during the class meeting to be counted as present. See time schedule listed on our webpage at <https://www.mahwah.k12.nj.us/Domain/8#> called Course Meeting Times.

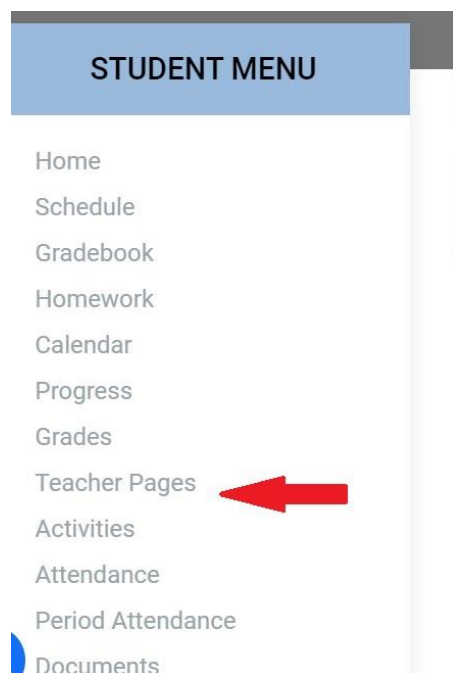
Students are expected to return home at which time they can attend the virtual learning period and extra help from 1:24 pm – 2:17 pm. Students can sign into class with their classroom teacher for additional help, work on collaborative projects with classmates (via Zoom breakout rooms), or communicate directly with their classroom teacher. Students can schedule time with their guidance counselor who will also schedule meetings with students.

## **Who attends school on September 8, 2020?**

Students who are in the Pride cohort are the only students who are reporting to school on Tuesday, September 8, 2020. Students in the Spirit Cohort and Fully Remote cohort will attend school by logging in using Zoom.

## **Where do I find my Google Classroom codes for accessing my courses?**

Students can find access codes on their Realtime Teacher page or teachers will send your child an email to their school email address.



## **Can I drink water in school?**

Yes, we have water hydration stations. I ask that students put a straw in their bottles so they could drink without removing masks. We will adjust the plan for snacks at some point after we get up and running.

## **School email access and other helpful technology tips**

Please visit [Tech Tips for Students and Parents website](#)

## **How do I access student e-mail?**

Your email address can be found by going to the hamburger icon (menu) on the top right of the student portal. Select "My Information" A dialog box will open with your district email and student ID information.



To access email go to Mahwah High School web page. Click on “Popular Links” (right side). Select “Student Email Access” Click on Outlook. Use your district login code to log into your school email. School email will be used with your Naviance account. Check your school email box daily. Student District E-mail Address Format:

YearofGraduation Firstthreeletterslastname firstinitial 01 @mahwah.k12.nj.us

Example: 17PASJ01 @mahwah.k12.nj.us

**IMPORTANT:** All students should check their school email prior to Tuesday, September 8<sup>th</sup> to see if he/she has any messages from their teachers.

## **Academic Expectations for Remote Learning**

1:1 Remote eLearning/Video Conferencing- As we move into Virtual eLearning Days, you will be invited to participate in online virtual settings for educational purposes through the use of video/audio conferencing. While you have signed our district Acceptable Use Policy, detailing the appropriate use/behavior while working with technology, it is important to share information about our new virtual eLearning experience. During online virtual settings, you may be visible/audible to other participants (students and Mahwah staff) in the conference session using available technology. Expectations during virtual learning environments for students can be found at [Basic Etiquette for Online Video Learning](#). Further, we expect that the content/videos that will be used in these eLearning experiences will not be copied, altered, or redistributed by anyone. It is our hope that you will follow the expectations listed in order to ensure a successful and productive learning experience. Participants can/will be removed from a session if deemed necessary, and appropriate disciplinary action may be taken.

## **Basic Etiquette for Online Video Learning**

- 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 or teacher images are displayed
- Chat should only be used to discuss or ask questions pertaining to the lesson.
- Do not copy, alter, or redistribute conferencing videos.

**REMEMBER, THIS IS A CLASS, SO TREAT IT AS SUCH!**

### **If my child is fully remote, when will I get materials such as books etc.?**

We will contact you via email with a pick up date and time after school starts.

### **What if my child is absent? How do I report an absence?**

1. Log into the Realtime Parent Portal.
2. Select Daily Attendance from the menu.
3. Click on the blue button called "Report Student Attendance."
4. Complete the prompts.
5. Click on the Review Attendance Request button to submit.

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You may also call the direct telephone number to report student absence- 201-762-2306. Voice mail messages may be left 24 hours per day/ 7 days a week. Please state student ID #, name, grade, reason for absence.

Written notes are required within five (5) school days of your return for each instance of absence. These notes should be sent directly to the Attendance Office. For your convenience, you may e-mail written notes for full day absences (include student ID#, name, grade, reason) directly to Mrs. Maria Bogaenko, Attendance Specialist, at: [mbogaenko@mahwah.k12.nj.us](mailto:mbogaenko@mahwah.k12.nj.us)

**SUBMITTED DOCTORS NOTES MUST HAVE ORIGINAL SIGNATURE AND STAMP TO BE VALID. REMEMBER TO INCLUDE STUDENT ID# ON NOTE.**

Electronic mail may be subject to telephone verification from the Attendance Office.

Electronic mail is not accepted for early dismissals. Follow [early dismissal procedures](#) outlines under the attendance tab.

Please be sure to [visit our website](#) regularly where we will provide reopening information, resources, and updates, as necessary. Please remember that information is constantly changing and therefore subject to change.

Thank you for your continued support!

John P. Pascale

Principal