

Dear Parent/Guardian,

This communication outlines reminders, resources, and updates as we transition to fully remote learning on Monday, December 21, 2020, so we are prepared for a smooth transition.

Thank you for continuing to partner with us as we help our students through this challenging time. Your support, patience, and cooperation are greatly appreciated. As we transition to a period of fully remote learning on December 21st, we will also implement a slightly different bell (time) schedule.

Table 1: Fully Remote Bell (Time) Schedule starting on Monday, December 21, 2020

Time Block	Hours	Time
0	6:55 – 7:35	40 min period; 5 min break
1	7:40 – 8:25	45 min period; 10 min break
2	8:35 – 9:20	45 min period; 10 min break
3	9:30 – 10:15	45 min period
Lunch	10:15 – 11:00	45 min
6	11:00 – 11:45	45 min period; 10 min break
7	11:55 – 12:40	45 min period; 10 min break
8	12:50 – 1:35	45 min period; 2 min break
Office Hours	1:37 – 2:22	45 min

- This schedule follows our normal daily rotation and allows for all six periods to meet (unlike in the Spring of 2020 when only four of our periods met).
- In place of the current rotation schedule 1P,1S,2P,2S,3P,3S,4P,4S the high school will assume our regular Day 1, 2, 3, 4 rotation **starting January 4, 2021**. The current rotational calendar will be adjusted to absorb the Virtual Wednesdays into this Day 1, 2, 3, 4 rotation, along with adjusting the calendar for the No Lab (NL) days.

Table 2: Date, Rotation Day, and Bell Schedule Grid

Date	Rotation Day	Type of Bell (Time) schedule we are following by date
Monday, December 21, 2020	4P NL	Fully Remote Instruction Bell Schedule
Tuesday, December 22, 2020	4S NL	Fully Remote Instruction Bell Schedule
Wednesday, December 23, 2020	V-Day NL	Alternating Wednesday Bell Schedule
Monday, January 4, 2021	1 NL	Fully Remote Instruction Bell Schedule
Tuesday, January 5, 2021	2	Fully Remote Instruction Bell Schedule
Wednesday, January 6, 2021	3	Fully Remote Instruction Bell Schedule
Thursday, January 7, 2021	4	Fully Remote Instruction Bell Schedule
Friday, January 8, 2021	1	Fully Remote Instruction Bell Schedule
Monday, January 11, 2021	2 NL	Fully Remote Instruction Bell Schedule
Tuesday, January 12, 2021	3	Fully Remote Instruction Bell Schedule
Wednesday, January 13, 2021	4	Fully Remote Instruction Bell Schedule
Thursday, January 14, 2021	1	Fully Remote Instruction Bell Schedule
Friday, January 15, 2021	2	Fully Remote Instruction Bell Schedule
Monday, January 18, 2021	X	Staff Professional Development Day

- Ten minutes is built-in between each class period. We believe the extra “passing time,” in a fully remote day, is important for students and staff to get away from their screens, walk around, use the

bathroom, grab a drink/snack, etc. before the next virtual round; consistent with our Social Emotional Learning (SEL) work, the extra “passing time” offers students and staff with an opportunity “to breathe.”

- The schedule also provides a built-in 45-minute lunch period.
- Staff Professional Development will still take place on district designated alternating Wednesdays (December 9; January 13) in place of office hours.

Office hours

Office hours provide students with an opportunity for small group or individualized time with teachers so that we may support student learning. Scheduled virtual office hours provide:

- Opportunities to connect with students / provide extra help
- Additional teacher-initiated student support for remote learners
- Time to review and provide feedback on remote learning student work
- Office hours are also a great time for parents/guardians to communicate with our faculty members.

Media Learning Commons Services

Visit the Media Learning Commons website at <https://www.mahwah.k12.nj.us/Domain/287> . It includes information about how to access our databases and resources, including Sora.

Please contact our Media Specialist, Mrs. Christine Hartigan-Miller, at chartiganmiller@mahwah.k12.nj.us for assistance.

Guidance Department

School counselors are available to meet with students during office hours. The school counselors are a great resource for parents/guardians. If you are unsure of whom to contact, please start with your child’s school counselor.

If you need to speak with your child's counselor, the best way to do so is by sending them an email.


Dominick Gliatta, Director of Guidance, dgliatta@mahwah.k12.nj.us
Megan Beatty, Guidance Counselor, mbeatty@mahwah.k12.nj.us
Rayhan Jalil, Guidance Counselor, rjalil@mahwah.k12.nj.us
Stacy Mandel, Guidance Counselor, smandel@mahwah.k12.nj.us
Jesse Struck, Guidance Counselor, jstruck@mahwah.k12.nj.us
Joan Stewart, Student Assistance Counselor, jstewart@mahwah.k12.nj.us

Students who are struggling with course work are expected to attend office hours when invited by their teacher. Please encourage your child to take advantage of these opportunities.

Attendance Office

All students are required to adhere to the district’s attendance policy. Attendance information available at <https://www.mahwah.k12.nj.us/Domain/450>

Reporting an absence

1. **Log into the Realtime Parent Portal.**
2. **Select Daily Attendance from the menu on the left.**
3. **Click on the blue button called "Report Student Attendance" found on the top right of the**

box
4. **Complete the prompts.**
5. **Click on the Review Attendance Request button to submit.**

You may also email our Attendance Officer, Maria Bogaenko, at mbogaenko@mahwah.k12.nj.us

Chronic Absenteeism is defined by the NJ Department of Education as not being present for 10% or more of possible school days. The state exempts some absences from the *Chronic Absenteeism* threshold such as a religious holiday, Take your Child to Work Day, participation in observance of Veterans Day or district board of election membership activities, and the closure of a busing district that prevents a student from having transportation to the receiving school. Absences resulting from out-of-school suspension, field trips, and approved Home Instruction do not count towards the threshold.

Athletics and co-curricular activities

On December 4, 2020, the NJ Department of Health updated its Guidance for Sports Activities based on the issuance of Executive Order 204, which pauses indoor practices and competitions until January 2, 2021 and further restricts attendance at outdoor practices and competitions. We will continue to keep you updated on the status of these restrictions as they become available. Virtual activities may still take place.

All **in-person** co-curricular activities are postponed effective December 18, 2020. Virtual activities may still take place.

For information about athletics please visit our Athletic Department website at <https://www.mahwah.k12.nj.us/Page/489> or contact our Athletic Director, Roger Pelletier at rpelletier@mahwah.k12.nj.us

Technology Support

Our website contains resources for our 1:1 laptop initiative. This information is under the Academics tab at <https://www.mahwah.k12.nj.us/domain/619>

Working Papers

Information regarding working papers and how they will be processed is available on our website under the Student Life tab at <https://www.mahwah.k12.nj.us/Domain/491>

Health Office

It is imperative to maintain home-school communication, especially pertaining to health and medical situations. Please contact Mary Beth Kakolewski at mkakolewski@mahwah.k12.nj.us regarding any health/medical situations.

Please also visit our website for related resources which are accessible via our "[Be Healthy, Be Safe](#)" headline feature.

While the physical building will be closed, all school business will continue to take place electronically. Should you have a concern, please follow our [guidelines for effective parent- school communication in resolving issues](#) found on our school website. Thank you in advance for your flexibility in a dynamic situation.

Thank you for allowing us into your homes as we continue to provide your children with an education that they deserve and that is possible during a global pandemic. We could not have done it without your support.

We look forward seeing you in 2021!

TBird Tough: Better Together,

Sincerely,

John P. Pascale
Principal