



Parent/Student 100% Virtual Handbook 2020-2021



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Distance Learning Attendance

1. Students are expected to log-in to their Google Classroom(s) by 8:45 each distance learning day as well as the day's expected learning activities for all of their teachers.
2. Students who do not log-in by 8:45 AM will be marked absent.
3. MTSD families are expected to follow the District's established procedure regarding student absences. Families are expected to mail, email, or scan medical excuse notes to the main office when absent.
4. State requirements regarding attendance are in effect even in a remote learning environment and will be followed by the District.
5. Although the District will follow state law, excused absences will not be counted toward truant absence totals as long as the District receives the necessary documentation.

Tips for Special Education Students and Parents

- Will students with IEPs continue to receive their services?
 - Students who qualify for special education will continue to receive their services virtually.
- What will happen if my student has a 504 Plan with accommodations?
 - Environmental accommodations such as frequent breaks, preferential seating and a quiet place to work will need to be addressed at home. Accommodations regarding projects, assignments and activities can be provided by the teacher.
- One-on-one teacher Aides will assist their students virtually by:
 - Assisting teachers
 - Assisting with small group instruction
 - Consulting and working with students individually

Parent Responsibilities During Virtual Learning

- Helping your children log into Google Meets
- Questions and concerns may be answered during the live stream but will most likely be answered during the afternoon office hour sessions.
- Understand that teachers may be displaying the white board or slides during a lesson. Understand that teachers will be constricted to a teacher space.
- Keep the chromebook in a safe place and report any damages to your classroom teacher immediately.
- Allow students to work independently or with the classroom teacher
- Reminding students to click the TURN IT IN button in Google Classroom to submit assignments

Tips for Students

Success will be dependent on:

- Communication between student and teacher
- Communication between parents and teachers
- High percentage of participation online
- Completion of online assignments
- Camera must be on during live lessons

Back to School Night

- JHES will hold a virtual Back to School Night/Meet the Teacher Night on **Tuesday, September 15th**. More information will be along soon.
- MTES will hold a virtual Back to School Night/Meet the Teacher Night on **Thursday, September 17th**. More information will be along soon.

Chromebooks

Students will be permitted to borrow a chromebook from the school by completing a Google Form to indicate a need.

Chromebook LOANER Program Care Instructions and Replacement Costs

Proper care and maintenance of the chromebook:

1. Please use the Chromebooks at home **ONLY** for school-related purposes and keep the Chromebooks in a safe location inside free from dust, moisture, food or liquids.
2. Please charge the device regularly in order to maintain a healthy battery percentage between 20% and full charge (i.e. do not allow the device to fully discharge when left on and unplugged as that can prevent the battery from charging again).
3. Please report all malfunctions, damage, loss, or theft of the Chromebook computer by emailing the school secretary for resolution.

Schedule of Fees for Replacement parts not covered under warranty:

1. The District will impose a “zero tolerance” policy for Chromebook damage, accidental or otherwise. Chromebooks must be returned to the district in the condition it was initially provided to the student considering reasonable use and care by the student. All repairs for Chromebook damage will be charged back to the parent/guardian. The chart below outlines the most common repair costs.
2. In the event of theft, loss, abandonment or otherwise cannot be returned to the district, the parent will be responsible to reimburse the school district the replacement cost of the Chromebook in accordance with this loaner agreement.

The computer that your child is being issued is an educational tool and should be used in that capacity. Failure to comply with the Student Computer Acceptable Use Policy and these guidelines will result in loss of the chromebook.

- If the laptop has a failure of an internal part, it is covered by a warranty and will be repaired at no cost.
- If the laptop assigned to your child is lost, stolen or damaged through negligence, vandalism, or failure to follow the proper care guidelines, then you are responsible for the cost of repair or replacement.
- Damage due to negligence or willful destruction is not covered by this policy.
 - School administrators, in consultation with the student, teachers, technology staff and parents, will determine if and to what extent the damage is covered.
 - Damage or theft of the laptop power adaptor or laptop case is not covered by this policy. Replacement cost for a Chromebook is approximately **\$250**.
 - The most common reason for the need to replace a laptop is liquid damage. Liquid damage is not accidental and will be considered intentional damage. Damage to the screen (the most expensive part of the Chromebook and one that is not covered by a warranty) is approximately **\$150**
 - Replacement cost for a Chromebook power adaptor is **\$50**
 - Replacement cost for a keyboard, including the non accidental damage and repair to keys, is **\$50**.

Intervention and Referral Services (I&RS)

Our Intervention and Referral Services (I&RS) Team will continue to meet whether in-person or virtually to support student growth academically and emotionally. As such, intervention services will continue to be offered both in person and virtually.

Lunch Pick-Up

During virtual reopening, lunches may be picked up and brought home from Mansfield Township Elementary School at the Cafeteria door D-17 between the hours of 11am and 1pm every Monday.

- All students receive free lunches until determined otherwise by the USDA and/or the State of New Jersey. When the order to provide free lunches for all is lifted, all orders must be paid through PaySchools. Cash will not be accepted.

- Free and Reduced applications must still be submitted for those interested.
- Students may order lunch for the week via the Google form listed on the district website, www.mansfieldschool.com. Orders must be submitted by Friday, 5pm the week **prior** to receiving meals.
- The first lunch pick up will be on September 8, 2020.

Sample 100% Virtual Learning Schedule

JHES		MTES	
Minutes	Content Area	Minutes	Content Area
15	Homeroom <ul style="list-style-type: none"> • Daily objectives and expectations 	15	Homeroom <ul style="list-style-type: none"> • Daily objectives and expectations
50	Reading <ul style="list-style-type: none"> • 20 min live mini-lesson (minimum) • 10 min live closure 	60	Reading <ul style="list-style-type: none"> • 20 minute live mini-lesson (minimum) • 10 min live closure
45	Writing <ul style="list-style-type: none"> • 15 min live mini-lesson (minimum) • 10 min live closure 	50	Writing <ul style="list-style-type: none"> • 15 min live mini-lesson (minimum) • 10 min live closure
30	Foundations <ul style="list-style-type: none"> • Live Instruction 	60	Math <ul style="list-style-type: none"> • 10 min spiral review • 20 min live mini-lesson (minimum) • 5-10 min live closure
55	Math <ul style="list-style-type: none"> • 10 Min spiral review • 20 min live mini-lesson (minimum) • 5-10 min live closure 	35	Science/Social Studies <ul style="list-style-type: none"> • SS MP1 • Science MP2 • SS/Sci MP3
25	Science/Social Studies <ul style="list-style-type: none"> • SS MP1 • Science MP2 • SS/Sci MP3 	30	Special Area <ul style="list-style-type: none"> • Check in with special for day scheduled

30	Special Area <ul style="list-style-type: none"> • Check in with special for day • scheduled 	40	Student Independent Work Time Teacher: Prep
40	Student Independent Work Time Teacher: Prep	35	3:00-3:35 Same across grade level Small Group Grade Level Meetings Common Planning
35	3:00-3:35 Same across grade level Small Group Grade Level Meetings Common Planning		
15	End of Day Check In	15	End of Day Check In
50	LUNCH	50	LUNCH
15	Brain Breaks Throughout (time approx)	15	Brain Breaks Throughout (time approx)

Visiting the MTSD



Visitors: Unfortunately, we must restrict school visitors to promote health, safety and social distancing. Our intercom system will allow you to speak with our main office receptionist without entering the building. If for any reason you need to enter the building an appointment must be made ahead of time, and a mask is required for your safety and ours.

Virtual Learning Code of Conduct

Student Expectations:

1. Attendance at all Google Meets is mandatory.
2. MTSD dress code applies.
3. MTSD use of cell phones and other electronic devices applies - Cell phones are prohibited unless specifically requested by a teacher for educational needs.
4. Students keep the camera on at all times during the live lesson.

Distance Learning Infractions	Consequence
Destruction of District Provided Chromebook	Reparation for damage
Inappropriate comment/profanity either written or verbal when in Google Classroom or on Google Meet.	<p>All Virtual Learning Model Consequences:</p> <p>1st Offense: Teacher contacts the parent/guardian.</p> <p>2nd Offense: Administration contacts the parent/guardian. Virtual Meeting with a school counselor.</p> <p>3rd Offense: In person meeting with parents and administration.</p>
Insubordination during Google Meet or while in Google Classroom.	<p>All Virtual Learning Model Consequences:</p> <p>1st Offense: 1st Offense: Teacher contacts the parent/guardian.</p> <p>2nd Offense: Administration contacts the parent/guardian. Virtual meeting with a school counselor.</p> <p>3rd Offense: In person meeting with parents and administration.</p>
Blatant refusal to complete Google Classroom assignments or directives or attend live lessons. (Not in relation to connectivity issues, lack of technology devices, or parent/guardian work schedule.)	<p>All Virtual Learning Model Consequences:</p> <p>1st Offense: 1st Offense: Teacher contacts the parent/guardian.</p> <p>2nd Offense: Administration contacts the parent/guardian. Virtual meeting with a school counselor.</p> <p>3rd Offense: In person meeting with parents and administration.</p>

<p>Unauthorized use of cell phone or other electronic devices during Google Meets.</p>	<p>All Virtual Learning Model Consequences:</p> <p>1st Offense: 1st Offense: Teacher contacts the parent/guardian.</p> <p>2nd Offense: Administration contacts the parent/guardian. Virtual meeting with a school counselor.</p> <p>3rd Offense: In person meeting with parents and administration.</p>
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Social and Emotional Well Being

- Our counselors will be available for students daily. Those students or families requesting a meeting can reach out to request regularly scheduled counseling. You can call or email the counselor directly.
- Counselors and members of the Child Study Team (CST) will be establishing regular schedules with students for counseling sessions throughout the year.
- In the event a student or a parent is in need of crisis response services, you may contact the counseling office directly via phone or email. You may also contact the main office.
- The Guidance counselors will present Social and Emotional Learning (SEL) lessons to each class once a month.

Counselor Information:

MTES Guidance Counselor: Mrs. Julie Katz
jkatz@mansfieldschool.com
 609-298-2037 x 5227

JHES Guidance Counselor: Ms. Grace Saile
gsaile@mansfieldschool.com
 609-298-0308 x1118

District Social Workers: Mrs. Angela Stewart
astewart@mansfieldschool.com
 609-298-2037 x2221

Mrs. Christa Edolo
cedolo@mansfieldschool.com
 609-298-0308 x1116

Ensuring a Smooth Start to the School Year

- Allow your child to ask questions and answer them to the best of your ability.
- Help students get back into a normal schedule a week before school begins, such as reinstating bedtime and wake up routines.
- Consider designating a special area in the house that is the child's "school/work" area.

Resources



Handwashing: Keeping Your Family Healthy

Handwashing is an easy, cheap, and effective way to prevent the spread of germs and keep kids and adults healthy. When your family is healthy, you don't have to worry about missing school, work, or other activities.

Help your child develop handwashing skills

Parents and caretakers play an important role in teaching children to wash their hands. Handwashing can become a lifelong healthy habit if you start teaching it at an early age. Teach kids the [five easy steps for handwashing](#)—wet, lather, scrub, rinse, and dry—and the key times to wash hands, such as after using the bathroom or before eating. You can find ways to make it fun, like making up your own handwashing song or turning it into a game.

Lead by example

Young children learn by imitating the behaviors of adults in their lives. When you make handwashing part of your routine, you're setting an example for your children to follow.



Parent/Student Sign Off

Mansfield Township School District Student Handbook
School/Parent/Student Contract 2020/2021

Click [Here](#) to Respond that you have received and read the handbook

This contract is designed to serve as a tool by which the school, parents, and students will develop and build a partnership to help children be successful in our virtual learning environment.

Stacy Cullari, JHES Principal

Glenn Kershner, MTES Principal

NOTICE: Failure to sign and return this page will not excuse any student, parent, or guardian from adherence to the standards and expectations set forth in the handbook.