



March 15, 2020

Dear Parents/Guardians of Mansfield Township Students,

The purpose of this communication is to outline the home instruction policies and procedures we have set in place for Mansfield Township School District. As you know per the NJDOE, each school district in New Jersey was asked to develop a plan for home instruction in the event of a closure. Guided by N.J.A.C. 6A:16-10.1, any day in which students are impacted by a public-health related closure and have access to home instruction services will count toward the 180-day requirement. Please see [NJDOE broadcast](#) for full details.

Our staff has been working to prepare for home instruction. We understand you have many questions, and this document strives to outline our plan. We understand that this is a challenging time, and that every student (and parent/guardian) is bringing a different comfort level to learning in an online environment. We hope this document lays out clear expectations for what needs to happen for the online environment to run smoothly and effectively.

Procedures and Policies in Online Learning

- **Attendance will be tracked.** If students are unable to “attend” for the day parents must call the student's school and email the homeroom teacher to report the absence by 9:00am.
- Students will be given learning tasks, given feedback, and will continue to be assessed and graded.
- Teachers will be uploading activities through class websites, Google Classroom, sharing videos, and may be using sites like Peardeck, Quizizz, Kahoot, and many others that students are currently familiar with. Please contact your teacher with specific questions about these sites.
- Students are expected to complete the learning activities assigned by teachers and submit per guidelines set by the teachers.
- For families with limited technology, packets will be available for pickup every Monday between 11:00-1:00pm in bins located outside of respective schools (JHES or PreK-2 and MTES for 3-6).

Attendance

- John Hydock Elementary School Students- Attendance will be tracked using the [Attendance Tracker](#). This document is linked [here](#), posted on the MTSD website, and available for pickup in a bin located outside of JHES between the hours of 11:00-1:00pm. This document will be returned to school when school resumes.
- Mansfield Township Elementary School Students- Attendance will be monitored by means of Google Classroom discussion responses. Teachers will post a morning message. Unless prior arrangements have been made with homeroom teachers, students are expected to reply to the message between the hours of 9:00-10:00am to be counted as present.

Contact Information

For Questions About:	Contact:
An assignment, activity, or learning concept	Classroom Teacher
A personal, academic, or social concern	Email school counselor, Julie Katz at jkatz@mansfieldschool.com
Issues related to online learning	Building principal
Lunch program during school closure	Danielle Morolda at dmorolda@mansfieldschool.com
Medical Questions	School Nurses: <ul style="list-style-type: none">● K-2: Tara Kowalczyk (tkowalczyk@mansfieldschool.com)● 3-6: Grace Porinni (gporrini@mansfieldschool.com)

Access to Instructional Lessons

Overview of home instruction: Home instruction begins Monday, March 16th. The first five days of instruction will reflect a review of important skills and strategies. This will allow students to get accustomed to the new learning structure without feeling overwhelmed with new content. Beginning on Monday, March 23rd, new instruction will commence via virtual learning. Homeroom teachers will be in contact with you regarding how to access lessons and activities.

Week of Monday, March 16th:

- JHES students will access their instructional activities and directions on the MTSD website.
- MTES students will log into Google Classroom to access instructional activities and directions
- For any student that does not have access to a computer, packets are available outside of each school building for pickup each Monday between the hours of 11:00-1:00pm. If your grade level folder is empty, please email Kelly Gamez, kgamez@mansfieldschool.com

Beginning Monday, March 23rd:

- Homeroom teachers should have been in contact with you regarding ongoing instruction. Please reach out to your child's teacher if you have questions on accessing virtual learning instruction and activities.
- Lessons/Activities will be pushed out via Google Classroom, Classroom Website, email, etc.

Special Area and Basic Skills

All of our specialists and basic skills teachers will be updating links to activities, lessons and/or resources on their class website or Google Classroom. This will be updated on a weekly basis. Students should visit their Specialist website during the cycle day they typically had the class. For example, if day 1 students went to Art, then please check in with Mrs. Cleary's website. Please direct any specials questions to the specialists.

Home Instruction Expectations

If lessons and activities lend themselves to it, teachers will be available for virtual learning during the hours of 9:00-11:00am, Monday through Friday. During this time teachers can assign interactive lessons via Google Classroom, or any other means they have individually outlined. Students may complete classwork/homework as convenient for them outside these hours. All work assign is expected to be completed per a typical school day. Additionally, teachers are available from 12:00-3:15pm to respond to emails.

Technology Concerns: Due to technology concerns, if you are unable to have your child(ren) online from 9:00-11:00am, please communicate with homeroom teachers to arrange alternate times.

We appreciate your patience as we navigate the virtual learning environment. Your questions are important to us, so please submit any questions you may have on the [Question Form for Parents](#) (also linked to the COVID-19 Update page on the MTSD website).

As we move into the full implementation of virtual learning on Monday, March 23rd, if any of the guidelines in this document change, we will notify you.