

SCHOOL CLOSURE UPDATE

MARCH 15, 2020

District Contact/Information

Website: <https://www.maywoodschoools.org/>

Twitter: @MAYWOODSCHOOLS

E-mail: Teacher emails found on website

Phone:

MAS 201-845-9110

MEM 201-845-9113

Main Office/Guidance/CST/Board Office/Admin

Although staff are allowed to come to the building for work items that need in house attention, we would like most, if not all, work to be done remotely. In doing so we have the following protocol in place for building level office personnel. There will be one administrator in each building each day of the closure for emergency needs.

E-mail – office staff will actively engage via email and be sure to check messages consistently throughout the school day. Respond to emails that you can and forward to the appropriate colleague when you cannot.

Voicemail – office staff will check their voicemail every 30 minutes throughout the day. Please respond to what you can. If there is a voicemail that needs attention by someone else, please email that staff member with the specific information.

Check Website

Due to the delay that Blackboard Connect has been experiencing because of unprecedented use, we ask that all families please check the website sporadically throughout the day for update information. However, we ask that you please check the website between 8 and 8:30 pm each day and click on the link labeled “SCHOOL CLOSURE UPDATE.” That link is found in the middle of the homepage at <https://www.maywoodschoools.org>

E-Mail Contact Information

All staff email contact information is located on the respective teacher pages on the district website. <https://www.maywoodschoools.org>

Schedule of Classes

The District has chosen to follow a modified schedule similar to what we use internally when we have early dismissal days. The State mandates that a full day of school is counted when a minimum of four hours of a school day is provided. We have chosen to “start” school at 9:30 am so as to allow students a chance to have a good night sleep and breakfast while also allowing for parents who may also be home because of work relocation, the chance to settle in. We will provide a thirty minute period of time for a lunch break with five minutes in between class periods. The schedule will conclude at 1:30 PM. We emphasize to parents that students should engage in “homework” or “study” activities in the early evening as they would if it were a true school day.

A schedule for “class periods” must be used so as to have specified times that map out the school day. However, please be aware that this is a guide and that a child will not be prompted or required to “post” or “hand in” anything at the end of the class period listed. This is simply unnecessary and with multiple students at home, parents at home using various devices and an already high stress level, this is not the path we will take.

Instead look at the “class periods” as specific times that items will be posted, teachers available to ask questions of, and work for specific subject areas is scheduled. Teachers will be looking for completion of work that they have assigned by the beginning of the next day, very similar to what they would be doing as if it were a normal school day when they are checking for homework completion. The schedule will be provided with specific times for subject areas by Tuesday.

Distance Learning Daily Schedule (will be tailored to each school before Wednesday)

Period 1	9:30 - 9:55 AM
Period 2	10:00 - 10:25 AM
Period 3	10:30 – 10:55 AM
Period 4	11:00 – 11:25 AM
Period 5/6	11:30 – 11:55 AM
LUNCH	12:00 – 12:30 PM
Period 7	12:30 – 12:55 PM
Period 8	1:00 – 1:30 PM

Centralized HUB Location

We will use Maywood Avenue School as the centralized HUB for any pickups for the closure. In other words, if a student is in need of a chromebook, hardcopy paper packet or free and reduced lunch, Maywood Avenue School will be the location for ALL students for pickup. For example, If a Memorial student is in need of a packet he/she will pick that up at Maywood Avenue School and NOT Memorial. MAS students will pick up items they need at MAS as well. We are trying to limit unnecessary large gatherings at both schools, so we have chosen MAS as the distribution HUB because of the parking and its centralized location in town. Clear signage will mark specific locations at MAS where the distribution of items will take place.

Distribution of Packets & Chromebooks for those not present 3/ 13

The MAS small gym will be set up as the HUB for pick up of both chromebooks and hardcopy packets of material.

When : Tuesday, March 17

Where: Location is MAS for both MAS and Memorial students.

Time: Choose one of the following options

7:30 – 8:30 AM

3:00 – 4:00 PM

7:00 – 8:00 PM

Grading/Assessment

Grading for the two week closure will consist of a combination of true assessment in the form a teacher chooses and what would be classified as similar to a homework completion grade. True assessment will take place upon return from the closure and after a period of review. The District is considering various options regarding the structure of the academic time period both during the closure and upon return. Although we hope that the closure is two weeks, if the closure is extended we will consider such things as pass/fail for the marking period most impacted, modified grades based on participation during the closure and perhaps eliminating the marking period that was impacted the most by the closure and instead condensing the following marking period in to the eliminated one. In essence, students are expected to “attend” classes and complete the activities and modified “assessment” that each teacher may provide in a modified structure.

Special Education Services

Please see attached for district memo from CST.

Free/Reduced Lunch

Lunch Distribution will take place at MAS for both schools on the backfield from 12:00 – 12:30 PM daily beginning on March 18th for those students who are eligible.

Technology Troubleshooting/Questions

Please email any of the following staff members:

kmarie@maywodoschools.org

sdamania@maywoodschoools.org

jerryv@maywoodschoools.org

Student Anxiety/Coping

If a student is in need of someone to talk to because they are exhibiting stress and anxiety over this issue please feel free to reach out to the following people to dialogue via email or schedule a time to speak on the phone with the child and/or the parent. Additionally, community resource information is provided on the school Special Services and School Guidance Counselor websites found at <https://www.maywoodschoools.org/>.

MAS Guidance: kleto@maywoodschoools.org

MEM Guidance: cbyrnes@maywoodschoools.org

CST: sspencer@maywoodschoools.org

Case Managers:

kbrickett@maywoodschoools.org

ksmith@maywoodschoools.org

bsmith@maywoodschoools.org

jmanzer@maywoodschoools.org

Parent Resources (Virus Related)

Families are again encouraged to read and stay updated through official communication channels such as:

[2019 Novel CoronaVirus -Site to be Updated Frequently](#)

[Communicable Diseases - New Jersey Dept. of Health](#)

<https://www.nj.gov/health/cd/topics/ncov.shtml>

<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-for-schools.html>

Continued updates will be provided via BlackBoard Connect and posted to the website