



# MORRIS HILLS REGIONAL DISTRICT

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March 12, 2020

Dear Morris Hills Regional District Parents/Guardians and Students:

As we indicated in our March 9, 2020 letter, the Morris Hills Regional District staff has been working to prepare to provide online instruction to students in the event the New Jersey Department of Health closes the Morris Hills Regional District for COVID-19. Please note there is no such order at this time. Our efforts in planning for virtual home instruction are in response to the New Jersey Department of Education's memo, which informed all New Jersey school districts that remote learning days could count towards the 180 school day requirement under certain circumstances. While we understand that we could never fully replicate the experience of attending Morris Knolls High School or Morris Hills High School, we have worked to create a plan that we believe will allow for a productive virtual learning experience.

## Home Instruction Plan

**Schedule:** We will maintain our A/B schedule. All staff and students will receive an email reminder of the day with a Google form for attendance. Teachers will post the day's instructional materials in Google Classroom no later than 8:05 AM each day. The schedule will be **asynchronous**; we will **not** be following our traditional bell schedule to offer flexibility for students and staff members.

**Virtual Office Hours:** Teachers have been directed to check their emails at least twice a day - once in the morning and once in the afternoon before the end of the contractual day. In addition, teachers have been directed to hold virtual office hours, at least one hour each day, via Google Hangouts (chat feature only), with a schedule posted in Google Classroom.

**Internet at Home for Students:** Students without internet access at home will be provided access by the district via our contract with Optimum/Lightpath. Their district-issued Chromebooks will automatically connect to the district's internet access.

**Devices for Seniors:** Seniors and without devices have been issued a Chromebook by the district. Chromebooks that are not returned or are returned in unusable condition will become a senior obligation.

## IMPORTANT INFORMATION

### 1. How will we take attendance?

Students will receive an email each morning reminding them of the A/B schedule and asking them to check in via Google Form some time during the school day. This will serve as daily attendance.

### 2. Will we be running a regular bell schedule at home?

No. We understand that both staff and students may be responsible for the care of young children at home so we have prepared a more flexible environment.

### 3. What will teachers be posting on Classroom?

Teachers will post instructional materials/resources/assignments on Classroom that are the equivalent of approximately 45 minutes - 1 hour of time.

#### **4. What if students need Tech Support?**

Students or parents can email our Tech Department at [chromesupport@mhrd.org](mailto:chromesupport@mhrd.org). We will get back to you as soon as possible.

#### **5. How will we provide needed support for our English Language Learners and students with IEPs or 504 plans?**

Related Service Professionals for students with IEP's will have a repository of materials and a "lesson plan" for each student. SLP's, ESS, Reading Specialists, and BCBA's will provide virtual sessions as needed as well as student/family check ins.

#### **6. How will we provide meals for our students on free/reduced lunch?**

Breakfast and lunch will be prepared and delivered via school bus door-to-door to student homes.

In addition, our school counselors and case managers will continue to meet the needs of our students while virtual home instruction is in place. School counselors and case managers can be reached via email or phone. Voicemails left on school phone accounts will be accessible to staff through their emails.

All school policies apply during virtual home instruction days. All Google Chats and Video/Audio Calls will be recorded and are subject to the Morris Hills Regional District Acceptable Use Policy. Participation in video calls are optional.

Thank you for your continued support, patience, and flexibility as we continue to prepare for this very unusual set of circumstances.

Sincerely,

James J. Jencarelli, Jr. - Superintendent  
Ryan MacNaughton - Principal - Morris Knolls High School  
Todd M. Toriello, Ed.D. - Principal - Morris Hills High School