



WEST MORRIS REGIONAL HIGH SCHOOL DISTRICT

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Dear Parent or Guardian,

As we look towards the start of eLearning on Wednesday, March 18, we wanted to provide you with an overview of our guidelines and expectations for students to ensure the continuity of instruction and learning. Students will be permitted to access the building through Tuesday, March 17, for emergency purposes only. Please contact a building administrator if you need building access. After March 17, the building will be inaccessible to students. All athletic fields are closed indefinitely. As for the schedule, **the district will continue to follow the school calendar and rotational calendar with the following exceptions:**

- *Tuesday, March 17, will be a non-instructional day for students.*
- *Wednesday, March 18, is the first day of eLearning. We will follow an all-periods meet schedule.*
- *Thursday, March 19, we will begin following the modified rotating schedule below starting with a Day 2 and will follow the rotational calendar for the school year.*

First eLearning Day: All Periods Meet	
7:40am - 8:24am	1
8:30am - 9:14am	2
9:20am - 10:04am	3
10:10am - 10:54am	4
10:54am - 11:17am	Lunch
11:20am - 12:04pm	5
12:10pm - 12:54pm	6
1:00pm - 1:44pm	7
1:50pm - 2:35pm	8

Modified Rotating Schedule*				
	Day 4	Day 3	Day 2	Day 1
9:00am - 9:45am	Period 4	Period 3	Period 2	Period 1
9:53am - 10:38am	Period 1	Period 4	Period 3	Period 2
10:46am - 11:31am	Period 2	Period 1	Period 4	Period 3
(LUNCH)				
12:04pm - 12:49pm	Period 8	Period 7	Period 6	Period 5
12:57pm - 1:42pm	Period 5	Period 8	Period 7	Period 6
1:50pm - 2:35pm	Period 6	Period 5	Period 8	Period 7
	<i>45-minute classes w/ 33 minutes for lunch & 8 minutes between classes</i>			
	<i>*Blue denotes a live stream. Green represents periods for independent/teacher monitored work.</i>			

On the first day of eLearning (March 18), all teachers will live stream their classes to review expectations, demonstrate where to find materials and resources, and to ensure students have the necessary information to complete classwork and assignments remotely. After the first day of eLearning, teachers will go “live” and stream once per cycle per week, indicated by the blue shaded cells in the above schedule. During the remaining two days of the cycle classwork and assignments will be completed independently. Teachers will, however, be available during each period to answer questions and provide guidance.

How will teachers “live stream” their classes?

Teachers will be utilizing YouTube Live or Hangouts Meet to stream live once per cycle. Information and instructions to complete the week’s activities and assignments will be disseminated during the stream. The stream’s link will be posted on PowerSchool Learning prior to the start of class. **Students will not be able to join the live stream or chat via YouTube Live or Hangouts Meet.** The stream will be recorded if a student is unable to watch live.

How will teachers provide support and answer questions?

Teachers will start GoGuardian sessions at the beginning of all class periods. They can monitor student progress, leverage the chat feature to send announcements and answer questions, and push resources to the entire class. Students will be able to send questions to their teachers during the live stream and when they are working independently. Email will also continue to be an effective avenue of communication while learning remotely.

****Notice:** GoGuardian sessions will run within the confines of the school day (9:00am - 2:35pm). The district has provided both students and parents/guardians with written and/or electronic notice in accordance with New Jersey's Anti-Big Brother Act that the Chromebook provided by the district may record or collect information on the student's activity or the student's use of the technology device. The district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the pupil.

How will students access class materials and resources?

Students will continue to access class materials and assignments via PowerSchool Learning. Teachers will post all requisite resources and activities to their class pages with specific pages earmarked for eLearning.

Are assignments going to be collected electronically?

Yes. Assignments will be collected electronically via PowerSchool Learning or Google Classroom. Students have been submitting assignments in this manner for several years.

Will attendance be taken?

Yes. We will use GoGuardian Teacher to take class attendance each period of the day. Attendance will continue to be entered in PowerSchool. Students will need to use their district-issued Chromebook to join GoGuardian sessions each period. Families should continue to call the school attendance line in instances of student absence due to travel or severe illness.

What if your child(ren)'s Chromebook is malfunctioning or is in need of repair?

Please ask your student to submit a repair request using this form: bit.ly/wmrhdsdtechsupport. Whenever possible, we will deliver loaner devices to residences. Someone must be home to receive the device. **Requests for loaner devices must be received no later than 1 pm in order to receive a Chromebook the following day.** Requests received after 1pm will be addressed within 48 hours.

How will general tech support questions/issues be addressed?

Students can use the Google Form web address above to submit general IT requests. The form will also be available on each high school's website. Someone from the WMRHSD Technology Department will provide guidance and next steps via email.

How will disciplinary issues be handled?

Code of conduct violations will be documented. School administrators will address infractions on a case by case basis, with the possibility of consequences upon our return to school.

Regardless of whether teachers are live streaming or students are working independently, the following procedures for eLearning will be followed:

- *Teachers will start GoGuardian Teacher sessions at the beginning of each class period. Students will automatically join the session with their district-issued Chromebook.*
- *If teachers are streaming, they will post the link in PowerSchool Learning and begin the stream. If not, students will work independently on the tasks assigned for that day.*
- *Questions can be posted to the GoGuardian chat. Teachers will answer students' questions remotely and push announcements to the entire class.*
- *All classwork and assignments will be completed in PowerSchool Learning and/or Google Classroom. All necessary materials and resources will be made available in PowerSchool Learning.*

Important Contact Information

West Morris Central	West Morris Mendham
Administrators: <ul style="list-style-type: none"> • trymer@wmrhsd.org • tliskiewicz@wmrhsd.org • jslover@wmrhsd.org 	Administrators: <ul style="list-style-type: none"> • sryan@wmrhsd.org • jgeddes@wmrhsd.org • ameagher@wmrhsd.org
Guidance: <ul style="list-style-type: none"> • mferreri@wmrhsd.org 	Guidance: <ul style="list-style-type: none"> • jmcgoldrick@wmrhsd.org
Child Study Team: <ul style="list-style-type: none"> • mreinknecht@wmrhsd.org 	Child Study Team: <ul style="list-style-type: none"> • mreinknecht@wmrhsd.org
IB Coordinators: <ul style="list-style-type: none"> • ccarroll@wmrhsd.org (District) • dgonzalez@wmrhsd.org (DP) • efeltmann@wmrhsd.org (CP) 	IB Coordinators: <ul style="list-style-type: none"> • ccarroll@wmrhsd.org (District) • lpereira@wmrhsd.org (DP) • lschartner@wmrhsd.org (CP)
Student Assistance Counselors: <ul style="list-style-type: none"> • sdisebastian@wmrhsd.org 	Student Assistance Counselors: <ul style="list-style-type: none"> • tdalessio@wmrhsd.org
Technology Assistance: <ul style="list-style-type: none"> • sbeavers@wmrhsd.org 	Technology Assistance: <ul style="list-style-type: none"> • sbeavers@wmrhsd.org

Please encourage your child(ren) to practice respectful behavior and language when engaging in eLearning activities. It is your responsibility to support your student's meaningful engagement in learning through virtual means. They should continue to follow the district's Responsible Use Policy while learning remotely from home. We ask that you assist your child(ren) with establishing a learning routine and help them identify and prepare a space for learning. Students should have access to everything they need including their Chromebook, paper and pencils/pens, a calculator, and any other materials necessary to complete assigned work.

Finally, encourage your child(ren) to check their Gmail account daily. Teachers, counselors and administrators will be sending communications and announcements through Gmail.

The West Morris Regional High School Technology Department will be available for your students to ensure continuity of instruction and the facilitation of remote learning. We will continue to leverage the tools we have been using for some time (PowerSchool Learning, G-Suite for Education, Chromebooks) to provide an authentic, meaningful, eLearning experience.

Sincerely,

Michael Ben-David

Michael Ben-David J.D.
Superintendent of Schools

Ed Braun

Ed Braun
Assistant Superintendent of Schools

Michael Reinknecht

Michael Reinknecht
Director of Special Services

Steve Ryan

Steve Ryan, Principal
West Morris Mendham

Timothy Rymer

Timothy Rymer, Principal
West Morris Central

Sean Beavers

Sean Beavers
Technology Coordinator