WALDWICK HIGH SCHOOL
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Kevin Carroll
Principal

Michael Clancy
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March 12, 2020

RE: Virtual Day Schedule & General Information

Dear Students, Parents/Guardians,

As you are aware, last night the Bergen County Executive made the decision to close all Bergen County Schools as of Friday, 3pm for a minimum of the next two weeks. I can assure you that we are ready to overcome any obstacle that may come before us. The high school faculty spent Wednesday and Thursday afternoon preparing for Virtual Instruction and we have a solid plan in place.

On Wednesday morning, I addressed the student body and gave them an overview of what virtual learning would look like. I believe the students understand these are uncharted waters for all schools and are ready to take on this challenge.

As the WHS mission statement states, we are looking to continue our mission of creating a positive learning experience through both technological and environmental means in order to promote critical thinkers, effective communicators, creators and innovators.

Virtual School General Information

Much of your child's success will rely on their desire and willingness to actively engage in their scheduled instruction.

All instructional staff will prepare lessons and learning activities that will be communicated to students via Google Classroom that teachers already employ in their class. The lessons and learning activities for the most part will be asynchronous (completed at the learner's choice during the day). Each class will have an engagement section and/or a reflection/collaboration piece optimally lasting approx. 15-20 minutes per day and the amount of time spent on course-related work should be equivalent to a regular class period. Students will have the lesson available to them at or prior to 8:00 am each morning.

Teachers will be available to communicate with students/parents throughout the day via GAFE tools, Remind, as well as email during times when they would normally have class. [Example: If a student has a US History class during Period 1, from 8:00am-8:44am, their teacher will be available] Additionally, it is reasonable to expect that if a student communicates with the teacher via email that the teacher would respond either during their regular class time or during afternoon office hours. The goal of the day is student-teacher interaction and peer-to-peer collaboration, as the vast majority of our staff so often do already.

We will follow a modified schedule. We will keep the rotation days in place with 6 classes running each day. The rotation schedule can be found on the link.

Home Instruction Virtual School Days				
Block Time	**Day 1**	**Day 2**	**Day 3**	**Day 4**
B1 8:00 - 8:44 (44)	1	2	3	4
B2 8:47 - 9:29 (42)	2	3	4	1
B3 9:32 - 10:14(42)	3	4	1	2
B4 10:17 - 10:58(41)	5	6	7	8
B5 11:01 - 11:42 (41)	6	7	8	5
B6 11:45 - 12:25 (40)	7	8	5	6

Lunch Break for students and staff - 12:25 - 1:30pm

Office Hours for teachers - 1:30 - 2:58pm

Teachers will use the time from 1:30pm-2:58pm to give students feedback on submitted work, plan, and/or respond to student questions. This time will provide students an opportunity to ask questions and get extra-help. All faculty members will be available for your child to communicate with in their Google Classroom/Email. Although optional, parents/guardians should remind and encourage their child to utilize this resource.

Attendance Procedures

Attendance will be taken daily by the first period teacher. Students will have to submit a Google form by 8:44am as their official check in for the day. Students will be expected to submit work for their classes by the assigned time given by each teacher, in order to receive credit.

If a student is unable to attend Virtual School, please continue to report your absence(s) using the normal process.

Student Absence Reporting - Prior to 8:00 a.m., parents/guardians must call the school and provide your child's full name, grade, and reason for absence.

201-652-9000 ext. 5010

Virtual Instruction & Faculty/Student Engagement

Most lessons will be run asynchronously. The lesson will need to have peer and/or teacher interaction. To keep the approach as manageable as possible for students, we will stick to tools that students and teachers are already proficient in. Teachers will not be permitted to simply assign a reading or a worksheet without interaction as the lesson for the day.

Student Support Services

- All counselors and Case Managers are available to communicate with their students via email following the Virtual Day Schedule provided below. Students should contact their counselor via email with any concerns.
    - Mrs. Fortini
    - Mrs. Gastman
    - Ms. Hused
    - Mrs. Aljovic
    - Dr. Fabbo
    - Mrs. Rifi

- If a student's concern requires immediate assistance during the school day, the student must email their counselor and Principal so that he/she could contact the appropriate school response team member.

- Counselors will continue to contact students via email to request courses for the 2020-2021 school year.

- The Guidance Secretary, Ms. Cassidy will be available via email to answer any guidance office related questions. Please leave a voice message and Mrs. Cassidy will return your call.

Resources for Parent - How to talk to kids about COVID-19

Regards,

Kevin Carroll

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Principal