



MADISON PUBLIC SCHOOLS

CENTRAL AVENUE SCHOOL

March 16, 2020

Dear CAS Families:

As you know, remote learning is scheduled to begin on Wednesday, March 18, 2020. This letter will outline the guidelines and expectations for students and families during this time.

| <b>Key Areas and Considerations</b>      |  |
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| Attendance                               | <ul style="list-style-type: none"><li><input type="checkbox"/> Teachers will hold a “live” portion of the day (9:00 AM - 9:30 AM) via Google Classroom and students are expected to participate. Parents whose children are unable to join the live portion or participate online should contact their teacher.</li><li><input type="checkbox"/> Attendance will be taken daily in various ways (ex: teachers may post a link where students can complete a question of the day or a Google Form prompt).</li><li><input type="checkbox"/> Classroom teachers will provide an overview of the day’s tasks, activities, and assignments in various ways (ex: pre-recorded video with a daily message).</li><li><input type="checkbox"/> If your child is sick and unable to participate in remote learning, please email Nurse Young- <a href="mailto:youngj@madisonjps.org">youngj@madisonjps.org</a>, Mrs. Barretti- <a href="mailto:barrettid@madisonjps.org">barrettid@madisonjps.org</a>, as well as your child’s teacher <u>by 9:00 AM</u>. Please let them know the reason for the absence. Be as specific as possible when relaying the symptoms of your child’s illness. Include any positive medical tests, such as Strep, Flu, Covid-19 or any other contagious illnesses.</li></ul> |
| Core Academic Subjects and Special Areas | <ul style="list-style-type: none"><li><input type="checkbox"/> All tasks, activities, and assignments will be posted daily via Google Classroom and many of our online resources are available via <a href="#">Classlink</a>.</li><li><input type="checkbox"/> Lesson formats may include various Google Apps for Education (Docs, Forms, Sheets, Slides, Meet, Gmail).</li><li><input type="checkbox"/> After the students have completed the online “live” portion (9:00 - 9:30 AM) of the day, they have the flexibility to complete tasks, activities, and assignments in any order they choose.</li><li><input type="checkbox"/> Students will also receive assignments from other staff with whom they may work (ex: reading specialist, speech, occupational therapy, etc.).</li><li><input type="checkbox"/> Teachers may require students to submit their assignments via Google</li></ul>  |

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|                                  | <p>Classroom or hold onto their work and submit once we are back at school.</p> <ul style="list-style-type: none"> <li>❑ In addition to daily tasks, teachers may assign homework or long-term assignments as additional forms of assessment.</li> <li>❑ Special area classes will run on a specific day of the week for all grade levels. <ul style="list-style-type: none"> <li>❑ Monday - Music</li> <li>❑ Tuesday - Physical Education and World Language (Grades 3-5)</li> <li>❑ Wednesday - Art</li> <li>❑ Thursday - Physical Education and Library (K-2)/Media (3-5)</li> <li>❑ Friday - STEAM</li> </ul> </li> <li>❑ Special area teachers (Music, PE, Art, Library/Media, Technology/STEAM) will either post their activities for the day in the homeroom teacher's Google Classroom or students will visit the special area teacher's Google Classroom.</li> </ul>  |
| Communication                    | <ul style="list-style-type: none"> <li>❑ Email is the best form of communication. All CAS staff will be available via email between regular operating school hours (8:15 AM - 3:45 PM).</li> <li>❑ Between 9:00 AM - 1:00 PM daily there will be a staff member available to answer any calls directed to the main line at 973-593-3173.</li> <li>❑ If you need to speak with a staff member over the phone or Google Meet, please email them to coordinate a time.</li> <li>❑ Staff members will utilize *67 to make outgoing calls from our personal cell phones and it will appear as "Restricted" or "No Caller ID." Please remember that and try to answer.</li> <li>❑ Staff members will have designated "office hours" where they are able to provide students with support as they work to complete assignments.</li> <li>❑ Staff office hours will be held two times a day (10:30 AM - 11:30AM) and (12:30 PM - 1:30 PM).</li> <li>❑ Support during office hours can be done in several ways. A teacher can hop on to a student's google document as they work and provide feedback; students/parents can correspond with teachers via email; and teachers may opt to schedule brief google meet sessions with students on an as needed basis.</li> </ul> |
| Technology Resources and Support | <ul style="list-style-type: none"> <li>❑ <a href="#">Resource Page</a>- this link provides a listing of school technology resources, how to ensure connection to school Google accounts, as well as directions on how to link to Wifi at home.</li> <li>❑ Our school website will also have useful websites and supports: <a href="#">CAS Resources</a></li> <li>❑ A tech support hotline has been set-up to report and obtain assistance. Email: <a href="mailto:mpstech@madisonnjps.org">mpstech@madisonnjps.org</a> for: <ul style="list-style-type: none"> <li>❑ Parent/student having trouble with a Chromebook, trouble logging into a school Google Account, trouble getting into a teacher's Google Classroom.</li> </ul> </li> </ul>  |

| <b>Recommended Roles and Responsibilities</b> |  |
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| Students                                      | <ul style="list-style-type: none"> <li><input type="checkbox"/> Dedicate appropriate time for learning each day, guided by your teachers.</li> <li><input type="checkbox"/> Identify a comfortable and quiet space to do your school work.</li> <li><input type="checkbox"/> Log-in to Google Classroom daily for information on activities and assignments.</li> <li><input type="checkbox"/> Attend and participate in remote learning offered by each of your teachers.</li> <li><input type="checkbox"/> Complete and/or submit assignments as designated by each of your teachers.</li> <li><input type="checkbox"/> Exhibit appropriate digital citizenship while acting respectfully in an online setting that is in compliance with our district board policies and school code of conduct.<br/><a href="#">Code of Conduct</a></li> </ul> |
| Parents                                       | <ul style="list-style-type: none"> <li><input type="checkbox"/> Designate a quiet place where your child will work independently and with little distractions.</li> <li><input type="checkbox"/> Encourage adherence and attendance in remote learning activities as designated by your child's teachers.</li> <li><input type="checkbox"/> Monitor and check in with your child daily about their remote learning tasks, activities, and assignments.</li> <li><input type="checkbox"/> Encourage students to self advocate should they have a question or need help. They can contact the teacher via email or Google Classroom.</li> </ul>  |
| ABA, LLD                                      | <ul style="list-style-type: none"> <li><input type="checkbox"/> The classroom teachers have sent home resources with students and they are available via email for support.</li> <li><input type="checkbox"/> Many of our ABA and LLD students have a Chromebook that will enable them to complete assignments online.</li> <li><input type="checkbox"/> Specific communication about assignments will come directly from these teachers.</li> </ul>   |
| Pre-School                                    | <ul style="list-style-type: none"> <li><input type="checkbox"/> Attendance should be reported directly to the teachers; <a href="mailto:lubink@madisonnjps.org">lubink@madisonnjps.org</a> and <a href="mailto:naldzinn@madisonnjps.org">naldzinn@madisonnjps.org</a> by 9:00am each day. Please copy Mrs. Barretti and Nurse Young in these emails.</li> <li><input type="checkbox"/> Until Miss Piscitello begins all communication should go directly to Mrs. Lubin.</li> <li><input type="checkbox"/> The classroom teachers have already sent home resources with students and they are available via email for support.</li> <li><input type="checkbox"/> Specific communication about assignments will come directly from these teachers.</li> </ul>  |

| <b>Additional Staff Contacts</b> |  |
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| Medical Needs                    | <p>Nurse Young - <a href="mailto:youngj@madisonnjps.org">youngj@madisonnjps.org</a></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If you receive communications from a doctor or have a concern about your child please do not hesitate to reach out.</li> </ul> |

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| Counseling Needs                     | Michael Shugrue- <a href="mailto:shugruem@madisonnjps.org">shugruem@madisonnjps.org</a><br><input type="checkbox"/> If your child experiences any social and emotional needs during this time of uncertainty please do not hesitate to reach out.  |
| School Psychologist and Case Manager | Britt Kuehn - <a href="mailto:kuehnb@madisonnjps.org">kuehnb@madisonnjps.org</a><br>Katie Nesheiwat- <a href="mailto:nesheiwatk@madisonnjps.org">nesheiwatk@madisonnjps.org</a><br><input type="checkbox"/> If you need to contact the Child Study Team please do not hesitate to reach out. |

This remote learning structure will be in place until we physically return to the building. Our dedicated CAS staff will continue to provide engaging lessons and experiences to help your child learn and grow. We are looking forward to implementing the best possible remote learning experience. If you have questions or concerns specific to your child's class or daily assignments, please contact the teacher.

Please understand that this is new for everyone and that the first few days may involve some needed measure of patience as we navigate this platform.

Stay Healthy!

Thank you,

Thomas Liss  
Principal

[lisst@madisonnjps.org](mailto:lisst@madisonnjps.org)