**Woodbridge Middle School**

**Parent-Student Hybrid Learning Handbook**

2020-2021



Table of Contents

Contact Information 4

Daily COVID-19 Attestation 4

Daily Schedule 6

Student Schedules 7

Teacher Office Hours 7

Groups 9

Entering and Exiting the Building 10

Health and Safety 10

Masks 11

Lockers 11

Devices 12

Internet Use Policy 12

General Supply List 12

Class Meeting Etiquette 13

Attendance 14

Breakfast and Lunch Distribution 14

Transportation 15

Parent Involvement 15

Genesis Parent Portal 16

Conferences 16

Visitors 17

Parent Teacher Organization 17

**CONTACT INFORMATION**

**Woodbridge Middle School**

525 Barron Avenue

Woodbridge, NJ 07095

Main Office:  732-602-8690

Dr. John A. Crowe – Principal: john.crowe@woodbridge.k12.nj.us

Mr. Kevin Harris – Vice Principal: kevin.harris@woodbridge.k12.nj.us

Counseling Department

Ms. Denise Torrella: 732-602-8688 denise.torrella@woodbridge.k12.nj.us

Ms. Jessica Valente: 732-602-8699 jessica.valente@woodbridge.k12.nj.us

**DAILY COVID - 19 ATTESTATION**

Before students are permitted to attend in-person classes, each child’s parent/guardian must log into the Genesis Parent Portal and submit the COVID -19 Attestation form. By submitting this form you are confirming that your child is COVID-19 symptom free and has not tested positive for COVID-19.  This form must be completed each day your child is scheduled to report to the school.

If you do not submit the form by 7:25 AM, you will receive an email notification that the attestation was not completed.

If your child reports to school without the signed attestation, his/her temperature will be taken.  If the student registers a temperature >100.4, he\she will be placed in an isolation room and a parent will be called to pick up the child.

If a child consistently (3 times) reports to school without the parent attestation form being completed, that student will be placed in the completely remote learning platform.

**DAILY SCHEDULE**

As we approach the new learning experience of hybrid learning, we continue to believe that direct instruction with the teacher is essential for effective learning.

Toward that end, all Woodbridge Township middle schools will run on the following schedule:

|  |  |  |
| --- | --- | --- |
|  | **Monday - Friday****Class Times** | **Teacher Office Hours** |
| BLOCK 1 | 7:45 - 8:45 | 1:10 - 1:30 |
| BLOCK 2 | 8:55 - 9:55 | 1:30 -1:50 |
| BLOCK 3 | 10:05 - 11:05 | 1:50 - 2:10 |
| BLOCK 4 | 11:15 - 12:15 | 2:10 - 2:30 |

**Please note there are no Office Hours on Wednesdays.**

**STUDENT SCHEDULES**

Student schedules are available on the Genesis parent portal.

Our school runs on an A Day/B Day Schedule.

A and B days will rotate on a daily basis, including Fridays. Please refer to your child’s schedule or our school’s website for a monthly calendar indicating the A and B day schedule.

Below is a helpful Google Classroom tutorial for parents:

 [Google Classroom Parent Video link](https://youtu.be/IgS-hoSIjnw)

**TEACHER OFFICE HOURS**

Teacher Office Hours are scheduled to assist students who are having difficulty, wish to ask questions, or require additional help.  Students may check in to a teacher’s office hours during the time designated for that specific block.  Teachers will have office hours each day, Monday through Friday, excluding Wednesdays.

**Office hours are:**

Block 1:  1:10 - 1:30

Block 2:  1:30 -1:50

Block 3:  1:50 - 2:10

Block 4:   2:10 - 2:30

There are no Office Hours on Wednesdays.

Login information for teacher office hours can be found in the teacher’s Google Classroom.

Students may be required to report to office hours by their teachers for additional assistance or to make up work.  If a teacher requests that a child report to office hours, it is considered mandatory.

 **HYBRID PLAN**

 **GROUPS**

Upon returning to school during the hybrid schedule phase, students will be divided into 3 groups.

WMS 1 - Students who report to school on Mondays and Tuesdays

WMS 2 - Students who report to school on Thursdays and Fridays

WMS Virtual - Students who remain remote during the transition period

Students in school will have the same daily schedule as those with remote learning.  Classes will begin at 7:45 AM and end at 12:15 PM.

Students are expected to log into classes if they are not attending in person.  All classes are live instruction.

Student groupings can be found in the Genesis Parent Portal.

 **ENTERING AND EXITING THE BUILDING**

Students will report to school by 7:40 to begin class at 7:45.  Students will maintain social distancing while waiting to enter the building.

Students will enter the building according to their grade level.

* 6th grade students enter door 5.
* 7th grade students enter door 4.
* 8th grade students enter door 1.

For the first few days, teachers will be outside near the appropriate entrances. Each teacher will have a sign with his\her name. Before entering the building, teachers will check Genesis to see if each student’s parent has completed the COVID-19 Attestation Form.

To maintain social distancing, students will remain in their Block 4 classrooms and wait for the announcement regarding how and where to exit the building.

 **HEALTH AND SAFETY**

Isolation Rooms will be established for students who exhibit signs of COVID-19.

The nurse will evaluate each student and determine the required course of action.

Once it has been decided that a student must be isolated, we will call the parent who will be required to pick up the student from school.

Water fountains will not be available, but filling stations will be in use.  Students are encouraged to bring their own supply of water to school each day. No glass will be permitted. Students must keep masks on while drinking water.

 **MASKS**

Students and staff are required to wear a face mask while in school--not a shield or gaiter. If there is some reason that one cannot wear a mask, a reasonable accommodation may be made on a case by case basis.

Students will be responsible to bring their own masks to school and must wear the masks over the mouth and nose at all times. Masks must be school appropriate.

 **LOCKERS**

Students will not be assigned lockers at this time.  Students will be permitted to carry their belongings in backpacks from class to class.

**DEVICES**

Any 6th grade student or 7th grade student who does not have his\her own Chromebook, laptop, or iPad will receive a school issued Chromebook.  Students are responsible to bring a charged device to school each day.

8th grade students have been issued iPads and are required to bring a charged iPad to school each day.

**INTERNET USE POLICY**

Students and parents are required to complete the Acceptable Internet Use Agreement form on the parent portal.  Failure to complete the form by both parent and student, will restrict the student from using the district’s Internet system and/or district issued electronic devices.

**GENERAL SUPPLY LIST**

Upon returning to school, individual teachers may request specific supplies.  However, here is a list of necessary items to have on a daily basis while in the building:

* Charged Chromebook, laptop, or iPad.
* 2 masks.
* Backpack (no lockers will be used at this time).
* Water bottle(s) labeled with your child’s name.
* Pens and pencils.
* Notebook.

**CLASS MEETING ETIQUETTE**

All students who are not present at school are required to meet with their teachers through Zoom or Google Meet every block, every day.  Students are to be reminded that this is an instructional class. Each student is expected to:

* Arrive on time with a charged device.
* Be prepared to work and have all supplies needed for class.
* Enter the meeting with the device muted.
* Keep cameras turned on for the entire class period.
* Remain in the class until the teacher dismisses the class.
* Be dressed appropriately and sit upright.
* Focus on the device on which you are receiving instruction.
* Have a dedicated workplace free of distraction.  No TVs, cell phones or video games should be used while in class.
* Sign in with his\her own name.
* Raise a hand if he\she wants to speak and be respectful when others are speaking.

Please remember you are in school.  You are expected to behave appropriately at all times, just as if you were in class at Woodbridge Middle School.

**ATTENDANCE**

Every student, in school or remote, will be required to log in to each class.

Students will be required to meet with each teacher every day, Monday through Friday, on Google Meet, Zoom, or another platform as determined by the teacher.   Students must enter each class at the time indicated in the schedule and must remain in the class until dismissed by the teacher.  This is mandatory.  Teachers will take attendance in each class.  Students who do not come to class will be considered absent.

Please note that the district attendance policy will be in effect for the 2020-2021 school year.   For more information on the Attendance Policy, please click the following link:

 [Attendance Policy Link](https://drive.google.com/file/d/1LT_bOGmyVCHQeZABPhpENtFiyFjXoxkP/view?usp=sharing).

**BREAKFAST AND LUNCH DISTRIBUTION**

Meals will be available for all students.  At the end of the day, students will take lunch for that day and breakfast for the next day.  Meals at this time are free for all students.

For students who are attending school remotely, breakfast and lunch will be available between 9:00 AM and 11:00 AM.

The following link contains updated information on the meal distribution program that will take effect on Monday, October 12:

<https://5il.co/lvra>

**TRANSPORTATION**

* Students will maintain social distancing practices on school buses.
* Students will wear face coverings while on the bus.
* Students will sanitize their hands when they enter the bus.
* Students will enter the bus and file to the rear of the bus to avoid passing other students.
* Students will fill the seats from the back to the front.
* Students will exit the bus from the front to the back in a single file maintaining social distancing.

**PARENT INVOLVEMENT**

In an effort to improve communication between school and home, parents can help by checking the child’s Google Classrooms for daily assignments and notes from the teachers. In addition, parents can check each teacher’s Google Site for information regarding important announcements, class notes, assignments, and any additional information to help your child be successful. Every teacher is required to post his or her homework assignment by 4:00PM.  Links for every teacher can be found on our school website under the Woodbridge Middle School Staff menu, found at the bottom of our school website.

**GENESIS PARENT PORTAL**

Parents are encouraged to check their child’s assignments and grades through the Parent Portal.

The Parent Portal provides parent access to student grades, documents, assessments, interims, and report cards. Parents may access the portal by clicking on the Parent Access Link on the WMS website or by using the following link: [Parent Genesis Portal](https://parent.woodbridge.k12.nj.us/woodbridge/parents)

Your email address must be provided to obtain access to your account. Please contact the Main Office at 732-602-8690 if you have questions regarding your access to the Parent Portal.

**CONFERENCES**

On-going communication between home and school is critical to your child’s success. There are no set dates for conferences at the middle school level; however, our counselors are available to arrange telephone, Zoom, or Google Meet conferences with your child’s teacher, as needed.

Please contact your child’s teacher through email with concerns prior to contacting the counselors for an appointment. All appointments will be made through the counseling department between the hours of 8:00 AM – 2:00 PM.

**VISITORS**

All visitors will be required to have an appointment to enter the building as per WTSD practice. If you do not have an appointment, you will not be permitted to enter the building. You may call the main office at 732-602-8690 to make an appointment.

Should you have an appointment, our school nurse will make a health assessment before you enter the building. Once you have entered the building for your appointment, you must wear a mask and abide by social distancing guidelines.

**PARENT TEACHER ORGANIZATION**

Woodbridge Middle School has a very active Parent Teacher Organization.  The PTO supports our school in many ways.  In addition to fundraising, the organization plans several events for our school community.  All parents are encouraged to join the PTO.  Please refer to the Woodbridge Middle School website for information regarding membership, meeting dates, Executive Board, and fundraising.