

Reynolds Rap Welcomes You Back!

Emily C. Reynolds Middle School
Patricia Landolfi-Collins
Principal

August 2020

Dear Parents/Guardians,

Welcome Back!! I would like to start by thanking my 7th and 8th grade families for your support as we brought closure to the 2019-2020 school year in such an unprecedented way. The summer was a nice break and a necessity for all of us! I am hoping you had the opportunity to “disconnect” and enjoy time outside with family, friends, and the few luxuries that were open and offered to us.

With the August 15th Board of Education decision to keep all HTSD schools in remote mode (except for designated cohorts) until October 9th, we will continue the virtual journey together. While there were some bumps along the way back in the spring, my goal for the opening of school is to **streamline all district and school expectations** in a way that will be easy for all to follow.

Let's begin with **communication**. The three most important modes of communication for you during both Remote and Hybrid learning are the following:

1. **Reynolds Middle School Website** - <https://www.htsdnj.org/reynolds> Once on our website, simply scroll down to *Reynolds News*. The top **red** thumbtack will ALWAYS contain the most recent updates/announcements for you and your child.
2. **PowerSchool Parent Portal** - This is located under the Parent Tab on the school's website. PLEASE update all contact information in PowerSchool. Robo calls and emails are sent from this portal; therefore, it is imperative it is up-to-date. Please be sure to check your **Spam Folder!** (We have heard many school emails end up there!)
3. **Student Emails** - While your son or daughter will receive messages and lessons through each teacher's Google Classroom, their email account will be used to receive important messages from me and my Administration. Once they are issued an account from the district, they keep it through to their senior year. **Please Note Change:** The new District email HANDLE is your **child's graduation year (24,25,26), first two letters of first name, last name @htsdnj.org**.

Communication To Parents & Students:

From Administration:

- Robo Calls & Parent Emails
- RMS Website Updates / Memos
- Video Messaging on website
- Emails to Students

From Teachers:

- Lessons posted in Google Classrooms
- Emails to Parents
- Messaging students in Google Classroom
- Emails to Students
- Parent Phone Calls

Upcoming Timeline of Events:

- By **September 1st:** you will gain **access in Powerschool** to view your child's **schedule** for both remote and hybrid instruction as well as **cohort** assignment for hybrid instruction **(in red at the top)**.
- By **September 6th:** Acces Reynolds Website...Select "Our Teachers" tab. Each teacher will provide a **classroom code** for every period they teach on their individual websites (**Students will need this code in order to join the teacher's Google Classroom prior to 8:15 on Sept. 8th. (See page 4 below for step by step Preparations for the First Day of School)**).
- By **Mid September:** parents will receive a robo call when school supplies are available for pick up (art supplies, PE supplies, students planners, lunch applications, and books if necessary).
- Expectations **On Going:**
 - **Instruction:** Each week students will receive livestream mini lessons. Remote and hybrid instruction will follow the **bell schedule on Page 5 below**. These are the specific times of day your child will be required to sign into their assigned virtual classrooms. Livestream allows the students to view and listen to the teacher; however, they cannot speak to each other or the teacher. Students will also be provided with reinforcement videos (ie. youtube, screencastify) AND every teacher will provide their classes with links for interactive instruction on platforms such as *Google Meet* and *Pear Deck*. These platforms allow the students to both view and speak with the teacher.
 - **Grading:** Students will follow the traditional district grading policy. All upcoming assignments will be posted in PowerSchool (by each teacher) as well as graded assignments and teacher messages. Students are responsible to monitor their grades in PowerSchool.
 - **Attendance:** Students are expected to attend virtual classrooms and meetings each day through each teacher's Google Classroom.
 - **Lockers:** Students will not have access to lockers for this school year. Students will be allowed to carry ***small backpacks or string bags*** to hold their chromebook and lunch.

*****All procedures above are subject to change*****

Important Dates To Remember:

- September 1st** - Cohorts & Schedules are available in PowerSchool.
- September 6th** - Students check teacher websites for Google Classroom Codes
- September 7th** - School Closed For Labor Day
- September 8th** - First Day of Remote Instruction (**Welcome Back Message 1st Pd 8:25 AM**)
- September TBD** - Supply Pick up at School (Art, PE, Student Planners, Lunch applications and possibly books)
- October TBD** - 6th Grade Orientation of some sort
- October 6th** - Virtual Back to School Night
- October 12th** - Hybrid Instruction begins (**See Cohort Schedule on page 6 below**)

In closing, as we continue to take this uncharted journey, please keep in mind that working together is key and communicating will make the difference toward successful learning remotely, in hybrid, and in full-time instruction! Remember that opening a school virtually is new for all of us (me too)! Have comfort in knowing that when you have questions or concerns, others probably have the same *AND* you are only a phone call or email away. My Administrative team and Staff are dedicated to supporting you, lowering levels of concern, and educating your children!

Reynolds = Unity!

Sincerely,
Patricia Landolfi-Collins

Mrs. Patricia Landolfi-Collins - Principal

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Mr. Matt Finacchio - Vice Principal

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Mrs. Christine Hart - Vice Principal

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***Please see three important attachments below**

Preparations for the First Day of School, Tue., Sept. 8th

On or after Sept. 1st:

Log in to **Powerschool** and View/Print your schedule.

On or After September 6th:

1. Upon receiving Chromebook, sign in to laptop using Google Account information. *Please note, the old email handle will be visible in the sign in bar (hamilton.k12.nj.us).
2. Select “**Next**” and you will see a red error message.
3. Click the **Back** arrow (bottom left). A new email sign on with the correct handle (htsdnj.org) will appear.
4. Re-enter email address to get signed on.
5. Enter password.
6. Two tabs will open automatically at the top.
 - a. Home/Homepage
 - b. Clever Log In
7. Select **Clever Log In** page and select “**Log In with Google**”
8. Select **Classroom** tile from Favorite Resources.
9. It is likely you will see your classes from last year.
10. Click the **Plus “+”** sign at top right which will prompt you to enter a class code. Enter a class code for each of your classes/teachers. These class codes can be found on the Reynolds website. Select “Our Teachers” tab and visit the website of each of your teachers.

Middle School Bell Schedule

Remote/Hybrid Instruction

(Times subject to change)

8:15 - 8:25	Arrival / Health Checks
8:25 - 8:40 / 8:40 - 9:15	HR / Period 1
9:20 - 9:55	Period 2
10:00 - 10:35	Period 3
10:40 - 11:15	Period 4 (7th Grade Lunch)
11:30 - 12:05	Period 5 (6th Grade Lunch)
12:20 - 12:55	Period 6 (8th Grade Lunch)
1:00 - 1:35	Period 7
1:40 - 2:15	Period 8
2:20 - 2:55	Period 9

**COHORT SCHEDULE
FOR
OCTOBER & NOVEMBER 2020**

OCTOBER HYBRID MODEL

The date is on the left and the cohort is listed as A, B, or C for in-person attendance.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
12 - A	13 - A	14 - B	15 - C	16 - B
19 - C	20 - A	21 - B	22 - C	23 - A
26 - B	27 - A	28 - B	29 - C	30 - C

NOVEMBER HYBRID MODEL

The date is on the left and the cohort is listed as A, B, or C for in-person attendance.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 - A	3 - CLOSED	4 - B	5 - CLOSED	6 - CLOSED
9 - B	10 - A	11 - B	12 - C	13 - C
16 - A	17 - A	18 - B	19 - C	20 - B
23 - C	24 - A	25 - B	26 - CLOSED	27 - CLOSED
30 - A				