



Manalapan-Englishtown Middle School

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March 14, 2020

Dear MEMS Parents and Families,

I understand that this is a tense and nerve racking time for us all and I understand everyone's anxiety. Not only am I navigating this challenge with you as your children's principal, I am also a parent of two young children experiencing the same concerns as you. I want you to know how impressed I have been with the MEMS students this week as they went about the school day and preparing for possible virtual learning. They displayed maturity and character throughout the week. I have also continued to be beyond impressed with our caring and extremely knowledgeable teachers as they have been developing plans for this unprecedented scenario. The purpose of this letter is to serve as a quick reference guide to virtual learning. If you need more detailed information please refer to the parent letter shared with all of our families through Genesis.

Important Things to Note about the Virtual Learning Environment:

- Monday, March 16, 2020 is considered a "snow day." Students do not have academic responsibilities. The only thing we ask is that your child logs into ClassLink and then accesses one of their Google Classrooms. Our students and staff make use of these platforms multiple times a day and I am sure they will have no issues. If there are any issues with a specific Classroom please email your child's teacher. Teachers will be available via email during school hours and should be your first contact for virtual work concerns.
- On Tuesday, March 17-Friday, March 27, 2020, students will be participants in our Virtual Learning Environment. Student attendance is required to be taken each day. **In order to be marked present, students must be logged into ClassLink.** At the conclusion of their virtual school day, please ensure students completely log-out of ClassLink or he/she may not have accurate attendance the following day. Your child will have approximately two hours of virtual learning each day, following an A through F rotation(see below).

Monday, March 16, 2020	F
Tuesday, March 17, 2020	A
Wednesday, March 18, 2020	B
Thursday, March 19, 2020	C
Friday, March 20, 2020	D
Monday, March 23, 2020	E
Tuesday, March 24, 2020	F
Wednesday, March 25, 2020	A
Thursday, March 26, 2020	B
Friday, March 27, 2020	C

- For example, if your child’s regular schedule includes physical education on A,C,F days your child will be expected to check the Google Classroom and complete the lessons for physical education on March 17, 19, 24, 25, and 27. A second example would be that your child has science everyday, and so your child will be expected to check Google Classroom and complete the lessons for that class everyday from March 17 through March 27. Extension activities and homework may be assigned in addition to the two hour approximation.
- Your child’s teachers will be available during school hours via their email accounts. **They will also be checking to ensure students are logging in and completing school work as assigned in each class. Hourly timeframes regarding assignments will NOT be assigned.**
- Our School Counselors have been working on a Google Classroom for your children. They will contain resources for families on managing stressful and disruptive situations. If your child does not have access to this classroom please contact his/her counselor. Counselors will also be available via email.
- Mr. Curtis, Mr. Reid, Mrs. Banafato, and I will be available via email should you need administrative assistance or to contact our school nurse. Additionally Mrs. Cangialosi, Mrs. Leonetti, and Mrs. Schwartz will be available via email to help you. Staff emails can be found at <https://www.mersnj.us/Page/9>
- On Monday, March 16, 2020, MEMS will be open from 9:00am-11am for parents or children to gather necessary student belongings from lockers. Please be mindful that almost all materials needed for virtual learning at MEMS can be found online. If you need to get into the school outside these hours please email me.

We thank you for your continued patience and support as we navigate this storm together as a community. Our staff will remain here to help and guide your children through this unpredictable time. We wish you all good health. Please continue to check your email and our website for updates.

Sincerely,

Michael Fiorillo