



# MONTGOMERY HIGH SCHOOL

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PAUL J. POPADIUK  
PRINCIPAL

August 27, 2021

Dear Parents/Guardians:

It is hard to believe that summer is coming to an end and the opening of school is just around the corner. I hope that you and your family have enjoyed the summer and are excited about the prospect of returning to school. As you know, we will be returning to in-person instruction on September 9<sup>th</sup>. We are doing our best to make this year's school experience as close to normal as possible while following guidance from State and local officials. There will be no virtual instruction this year as all students are required to attend school. All students are required to wear masks and will be socially distanced at 3 feet to the best extent possible. Below is our new schedule for the 2021-2022 school year. Due to a change in our start time (7:45 AM) and social distancing restrictions during lunch, we had to make some major modifications to our schedule. The new schedule allows us to feed our students in four lunch periods while keeping students 3 feet apart. Unit lunch will be merged into a longer 3rd block, with rotating classes and lunches. Students will be divided into four cohorts (Green, Gold, White, and Gray) based on their block 3 classes. All instructional periods will be 82 minutes in length, while students will have 23 minutes to eat their lunch and 23 minutes of downtime in the MPAC. We will go over the schedule in detail with students on the first day of school. Additionally, we will have a District virtual informational session on Wednesday, September 1<sup>st</sup> from 6-8 PM. Dr. Bert Mandelbaum, our School Physician, Ms. Stephanie Carey, the Montgomery Township Health Officer, and Mary McLoughlin, Superintendent, will provide the latest updates on COVID related information including Executive Order 251 (Mandatory Use of Face Coverings) and Executive Order 253 (Proof of Vaccination or weekly testing of staff members) from 6:00-7:00 PM. From 7:00-8:00 PM, there will be a breakout session for specific High School related procedures and issues. Please join us for this virtual meeting using the following link: [Back to School-COVID](#).

Student schedules will become viewable on Parent Resources later today, August 27<sup>th</sup>, at 5:00 PM, pending the completion of all required digital forms. School forms will be collected online via our Genesis - Parent Access system. These forms are accessible only to you, and are securely stored in our student information database. To complete this process, please log onto Genesis - Parent Access and complete the required forms. You will have Genesis Parent Access to the following areas: Contacts, Forms, and Documents until these items are completed. As soon as you complete the forms, your child's schedule and class assignment will become immediately accessible to you. If you are having trouble with your Genesis/Parent Resource login, please contact [genesissupport@mtsd.us](mailto:genesissupport@mtsd.us).

It has been wonderful to see our students back on campus participating in athletics, clubs and activities. Freshmen are invited to join us at orientation from 9-11 AM on Tuesday, August 31<sup>st</sup>. They will meet with our Peer Leaders and be given a tour of the building. Later that day, we will be hosting an open house for any sophomores who wish to get acclimated to our building from 12-2 PM.

The first day of school is Thursday, September 9<sup>th</sup> running from 7:45 AM – 2:22 PM:

MHS Multi-Lunch Schedule 82 min 4 lunches			
Block	Begin	End	
1	7:45	9:12	5 Minute Morning Announcements
2	9:16	10:38	
3-1 Lunch	10:42	11:30	Half of Students (Green & Gray) Lunch
	10:42	11:05	Green eat, Gray in MPAC
	11:05	11:07	Transit
	11:07	11:30	Gray eat, Green in MPAC
3-1 Class	11:34	12:56	Half of Students (Green & Gray) Block 3
3-2 Class	10:42	12:04	Half of Students (Gold & White) Block 3
3-2 Lunch	12:08	12:56	Half of Students (Gold & White) Lunch
	12:08	12:31	Gold eat, White in MPAC
	12:31	12:33	Transit
	12:33	12:56	White eat, Gold in MPAC
4	1:00	2:22	Students dismissed 2:22

I am numbering, for easier reference, the following important information and procedures for MHS 2021-2022 school year:

1. MHS will open its doors for students at 7:20 AM. Upon arrival, students will report to the Commons until 7:35 AM.
2. Students must wear masks and socially distance themselves at 3 feet.
  - a. Students will not be permitted to stay in the building without a mask. Parents will be asked to pick up their students when they forget or refuse to wear their masks.
  - b. Mask Requirements:
    - i. Must fit snugly but comfortably against the side of the face.
    - ii. Must completely cover the nose and mouth.
    - iii. Must be secured with ties or ear loops. Gaiter masks, scarves and bandanas are not permitted.
    - iv. Must include multiple layers of fabric.
    - v. Must allow for breathing without restriction.
    - vi. Masks with vents or valves are not permitted.
    - vii. Must wear a clean mask each day.
    - viii. Students should pack a back-up mask in their backpack.
3. Students riding buses will be socially distanced to the maximum extent possible. They will be required to wear masks.
4. Hand sanitizing stations are located outside of our bathrooms.

- a. Students are encouraged to wash their hands and bring their own hand sanitizer.
5. Any student who contracts COVID-19 or is exposed to someone who has tested positive is required to contact the MHS Nurse's Office and The Montgomery Township Health Department.
6. Contact tracing is the process used to identify those who have come in contact with people who have tested positive for a contagious disease. Per the CDC, exposure occurs when someone sustains 15 minutes or more of exposure, within 3 feet of an individual who tests positive for COVID-19. Once a positive case is confirmed, the Contact Tracing Team (Overseen by the Director of Safety and Security and comprised of a building's school nurse, Vice Principal and/or additional designees) will:
  - a. Remember confidentiality is to be maintained
  - b. Confer with the Montgomery Township Department of Health if they were not the individual/agency that informed the school
  - c. Provide the Montgomery Township Department of Health the information requested by the county contact tracing team including but not limited to:
    - i. Bus lists (assigned seating)
    - ii. Class lists
    - iii. Sports team list
    - iv. Club/activity member list
    - v. Related services/Academic Support Groups
  - d. Montgomery Township Public Health Contact Tracers or District representatives will make the calls to those individuals listed.
7. Vaccinated students will not have to quarantine if they are deemed a close contact and are asymptomatic.
  - a. You may send in your child's vaccination status to the nurses' office.
8. Parents will not have access to the building without making an appointment.
  - a. Parents may drop off materials for students without an appointment by ringing the main entrance bell and dropping off materials to the assigned location.
9. Students will have access to their lockers during the day.
10. Lunch Procedures:
  - a. Students may unmask while seated and eating.
  - b. Students must remain 3 feet apart.
  - c. Students must remain seated at their table and cannot visit other tables.
  - d. Students will scan the QR code on their table for attendance and contact tracing.
11. Students are encouraged to make use of the study hall time in their schedule, but will not be required to log into that class. (Students must log into Resource Study Hall, ESL labs, Math labs and Reading & Writing labs)
12. Teachers will be giving instruction, assessments and assigning homework as they have in the past.
13. Google Classroom Codes will be sent by teachers to students' email accounts.
14. Teachers will let students know their individual course expectations, including their after school help days and hours.
15. Health screening forms must be completed each day prior to a student entering school.
  - a. Forms will be located in the Genesis Parent Portal under forms.
  - b. Parents will receive a daily reminder to fill out the forms.
  - c. Any students who come to school without a form being completed will be removed from class and placed in a holding area. Parents will be required to come to school to pick up the student.
  - d. Any student experiencing Covid-19 symptoms should stay home.
  - e. Any student who is feeling sick should stay home.
16. All students will be required to bring their student IDs to school each day. Additionally, lanyards will be issued and required for students to display their ID badges.
17. For academic information concerning your child, call the Guidance Office at 609-466-7602, ext. 6178, Monday through Friday between 7:20 am. and 3:30 pm. If you have any specific concerns regarding classroom instruction and student progress, please contact your child's teacher first to

resolve the issue. If it is not resolved, please contact the subject area supervisor. If the issue is still not resolved after speaking with the teacher and supervisor, please contact the principal. For any other concerns or questions, please contact the Main Office: 609-466-7602 or the District Message/Attendance Line: 609-466-7610.

18. Marking Period/Semester Dates:

Marking Period	End of Marking Period	Grades Posted on Parent Resources
First Semester	January 24, 2022	February 2, 2022
Second Semester	June 10, 2022	June 24, 2022

19. Parent Resources: Parents are able to monitor their child's progress in school via the district website, [www.mtsd.k12.nj.us](http://www.mtsd.k12.nj.us). You will be able to view your child's performance seven days per week, 24 hours per day, via the [Genesis link](#) at the top right of the page. Genesis allows parents to view upcoming assignments, grades, and their child's schedule of classes. Teachers will be posting all assignments on this site. We will also be posting all grading and report card information via this system. If you do not have computer access, or if you wish to have Report Cards mailed to your address, please contact my secretary, Mrs. Lori Matthews, at (609) 466-7602 Ext. 6157. The District has a goal to have 100% of parent/guardian households reachable via email for survey and eblast purposes. Please Contact [genesissupport@mtsd.us](mailto:genesissupport@mtsd.us) to sign up! You can then receive important district news and information via email and phone. You must have a computer that can access the Internet, an e-mail address, and a Genesis account. If you do not have an account, click on the [Genesis link](#) on the district homepage.
20. Attendance Reminders: To eliminate the potential of having a missing child, it is important that parents / guardians communicate as quickly as possible about a student who is absent. Therefore, parents / guardians should place the absence in Parent Resources online, in advance, or call the District Message / Attendance Line 24-hours a day at 609-466-7610. This communication will assist us in determining if the student is safe. The school will attempt to reach parents whose children are unaccounted for during the course of the school day.
21. Senior Class Trip – It is tradition that the seniors depart for Disney during early March. The Class of 2022 will depart on March 1<sup>st</sup> and return on March 5<sup>th</sup>. More information will follow in the upcoming weeks.
22. In an effort to define expectations for healthy communication to take place between members of the high school community and to foster positive relationships, the school administration has established the following guidelines:
- Teachers and administrators will make every effort possible to return phone calls and reply to e-mails within 24 hours. Of course, this excludes weekends and holidays.
  - If you do not receive a response, please call the high school and ask to speak to that individual's immediate supervisor for assistance.
23. **PTSA Membership** forms are available online: <http://www.mtsd.k12.nj.us/Page/10142>. We invite you to make a difference in our school by becoming a part of the PTSA. Your time and membership dollars allow us to sponsor events and activities that benefit all of the students, teachers, and parents at MHS. Your support helps us sponsor: Student Grants, Senior Scholarships, Student Activities such as Socials, Cougar Recognition/Honor Roll, Student Ice Cream Social, Class activities, Teacher Grants, School Beautification Projects, Staff Appreciation Luncheons, Bus Driver Appreciation, Parent Programs, weekly E-News, hospitality for various school events, and so much more! For more information about the PTSA, please visit the MHS website (<http://www.mtsd.k12.nj.us/Page/591>) and click on the PTSA tab. If you have questions about what we do or would like to volunteer, please email PTSA President: Sharon Howard, [cunyhoward@hotmail.com](mailto:cunyhoward@hotmail.com) **PTSA E-News:** PTSA sends out an informative weekly E-News that contains a calendar of events and the latest school and PTSA news. To be added to the mailing list, please send an email to [ptsa@mhs-ptsa.com](mailto:ptsa@mhs-ptsa.com).

24. All school events can be located on our website. Please go to [www.mtsd.k12.nj.us](http://www.mtsd.k12.nj.us) then select Montgomery High School. The calendar is available under “Upcoming Events” on the right hand side of the screen. The calendar is updated weekly.

Thank you for reading this lengthy newsletter. If you need any further clarification, or have any questions regarding our return to school, please join us on Wednesday, September 1<sup>st</sup> from 6-8 PM: [Back to School-COVID](#)

Thanks again, and enjoy the final days of summer!

Respectfully,

Paul J. Popadiuk  
Principal