

# Totowa Borough Public Schools

## Washington Park School

10 Crews Street, Totowa, NJ 07512

Phone: 973-956-0010 Ext. 2103 Fax: 973-389-2270

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www.totowa.k12.nj.us

Patricia Capitelli  
Chief School Administrator

David Bower  
Principal

Dear Parents/Guardians:

I would like to welcome you to the 2020-2021 school year that will begin on Tuesday, September 8, 2020.

School hours are approximately 9:00 A.M. to 1:20 P.M. There will be a break for lunch/recess and classes will resume at approximately 2:40 P.M. Attendance will be for all classes.

The classroom expectations are that every student is dressed appropriately for school and ready to work in a learning friendly environment.

Please view the parent portal to access your child's schedule, which will be posted by Saturday, September 5, 2020, and other important information. Please be sure to update parent contact information with current phone numbers, contacts, and current email address, as this is the way of communicating with our parents. Also, please update important insurance information. This information MUST be updated by September 18, 2020, as that portion of the portal will close. If you have trouble accessing your portal call 973-956-0010 ext. 2104.

Students will be required to log onto Microsoft Teams for live instruction. Instructions for accessing Microsoft Teams will be posted on the district website under "Important Announcements". The teacher will take attendance at the beginning of each period. If your child is **not** present, he/she will be marked **absent**. If your child is unable to attend school please make sure you call the attendance office at 973-956-0010 ext. 2010 or send an email to [wpsattendance@totowa.k12.nj.us](mailto:wpsattendance@totowa.k12.nj.us)

The Totowa public schools will be utilizing Microsoft Teams and Microsoft OneNote in all grade levels. Teachers will be able to hold video meetings through Teams and will be able to post all class material on OneNote. Students and parents will also now have access to a new sign on portal called Clever. Clever provides a personalized portal with a single login for all the applications used at school. Just simply go to <https://clever.com/in/totowa> and enter in your child's email address and their Microsoft password. If you are having any issues or would like additional information with technology, please visit <http://totowa.k12.nj.us/techhelp.html>

If you need to contact Washington Park, call 973-956-0010 and listen to the prompts, in their entirety, to get the extension of the party you wish to speak with. If you receive a call from school please listen to the complete message prior to calling school, as all our staff members are directed to leave a message. This will help the office in connecting you to the correct party.

As always, please contact me with any additional questions or concerns at any time.

Sincerely,



David Bower  
Principal