



# Livingston PUBLIC SCHOOLS

**Michelle Cebula, Principal**  
Collins Elementary School

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March 13, 2020

Dear Parents,

Collins School is ready to engage in the *Remote Learning Platform*. Teachers and staff have been working tirelessly to make preparations that will lead to positive learning experiences. Our goal is to provide students with a sense of stability during this experience and continue to support them in their educational journeys. In order to have the most successful outcomes with *Remote Learning*, I would like to provide you with some general guidelines and reminders. Most of these points have been stated in Dr. Block's previous communication.

- Teachers will send parents a "Daily Agenda Email" **each morning** by 9:00 a.m. with the agenda for the day, including any links and/or attachment for assignments. We will use a parent email listed in Genesis for this daily communication.
- Parents will be asked to respond to the Daily Agenda Email with the students' name and the word "Present" by 10 am, as this will be considered confirmation of receipt of the email and, in turn, will facilitate student attendance. Ms. Lichtstein and I will reach out to students who are not marked present.
- Teachers will share schedules with you, which will indicate the times they will be communicating directly with your child via Google Meet or a phone call. This time is for your child and their teacher to communicate and connect. This should not serve as a parent/teacher conference, being mindful that the teachers have to contact every child in their classroom.
- When participating in discussion forums on platforms like Google Classroom and Google Meet, it is important to be respectful when posting comments and to follow all teacher directions, so everyone has a positive experience.
- Parent/Teacher Conferences will be via phone during March 25th - March 27th. Teachers will be in contact about times.

*Livingston Public Schools: Empowering all to learn, create, contribute and grow.*

- The district also created a Remote Learning Resource Page. Here you can find tutorials, teacher emails, chromebook expectations, etc. <https://www.livingston.org/lps-covid19>
- If you experience any technology issues during our remote learning experience, please use the email [parenthelpdesk@livingston.org](mailto:parenthelpdesk@livingston.org). Our technology department staff will be monitoring the help desk email accounts during school hours.

I will be available via email to support all students and families throughout this experience each step of the way. **We Got This ----- GO TEAM COLLINS!!!** As always, I thank you for your continued collaboration, partnership, and support!

Sincerely,



Michelle Cebula  
Principal, Collins Elementary School