



Livingston PUBLIC SCHOOLS

Carlos Gramata, Principal
Hillside Elementary School
A National School of Character

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Dear Hillside Families:

The Livingston Public School community has had quite a week! While we were hopeful that a closure could be avoided, the right decision was made to keep the health and safety of our staff, students and their families, as the top priority. With that said, we have embarked into uncharted waters with *Remote Learning*, but are enthusiastic as we begin this journey on Monday. What I can tell you with confidence is that our staff has really shown its Hillside Heart this week, accepting this challenge with grace and tenacity.

Teachers and staff have been working tirelessly to make preparations that will lead to meaningful learning experiences and, most importantly, maintaining the connections and trusting relationships they have worked so hard to develop over the past six months. We will strive to provide students with a sense of stability during this experience and will 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, which build upon what was mentioned in Dr. Block's letter from earlier this week.

- Teachers will send you daily agendas with the day's learning at around 9:00 a.m. Included in these agendas may be assignments from their daily specials. Teachers have been directed to provide assignments for three subject areas daily.
- Teachers will take daily attendance. In order to be counted as "Present" for the day, your child's teacher must receive an email from you by 10 a.m. You can simply reply to the teacher email with "Present" or send a "Read Receipt", should the teacher provide you with that option. In the event that your child is sick or cannot attend to the day's learning activities, you can respond with "Absent." **Attendance will be recorded daily in Genesis.** Please note that we will continue our daily "Calls for Safety" should we not hear from you via email either way. You can expect either a call or email from office staff in these cases. Please DO NOT call the attendance line to report absences.
- Since we believe in the importance of human connection and are conscious about the isolation that can result from this experience, teachers will try their best to provide your

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children with “live facetime” twice per week per student. This may be accomplished individually with phone calls or in groups via Google Hangout Meet. I ask that this be a time for your children and their teachers to communicate and connect. This is not the appropriate time to have a conference with teachers about your children’s progress. I thank you, in advance, for your understanding and cooperation. Mutually convenient times will be arranged by the teachers.

- Teachers will be available via email on and off throughout the regular school day times (8:05 a.m. - 3:10 p.m.). Please feel free to contact them with any questions or concerns, like you usually would do.
- In the event that your child’s teacher has to be “offline” due to illness or personal reasons for more than one day at a time, their learning activities will still be posted and communicated either by them or another teacher, but they may not be able to respond to you that particular day. If this were to happen, it will be communicated in the Daily Agenda email.
- If your child is enrolled in any enrichment/support/intervention classes (e.g., BSI, ESL, Band, etc.), you may receive information about learning activities directly from those teachers. Our goal is to appropriately balance classroom assignments with any additional assignments to avoid overwhelming students (and parents!).
- I will be available via email to support all students and families throughout this experience. The best way to reach me is by email. I will respond as soon as possible.

Teachers have already sent all needed materials home. Additional materials may come home today. This includes Chromebooks and chargers for all students in Grades 2-5 whose families have given consent.

In addition to the consent form permissions, here are some additional guidelines and reminders for appropriate use of Chromebooks:

- Students should only Chromebooks these to complete school-related learning activities;
- 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;
- Please visit the district’s [Technology Remote Learning Information](#) page for more information and support!



Need assistance? Email the Tech Team!
Parents: parenthelpdesk@livingston.org
Students: studenthelpdesk@livingston.org

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Regarding Parent-Teacher Conferences, they will be held as scheduled via phone. Families should plan to hold a phone conference with teachers on the dates and times already selected in PTCFast.com. Those who have not yet scheduled conferences should do so as soon as possible. Should the dates and times selected no longer be convenient for either party, teachers and families are asked to contact one another to make other arrangements. At this time, we still plan on having report cards available in the Genesis Parent Portal for Monday, March 23rd. If that changes, we will let you know.

We appreciate and thank you, in advance, for your patience and understanding as we collectively navigate through this experience and learn together. On the bright side, we are fortunate to be in a school district that values technology and has so many wonderful resources available to all of our students and staff. This provides us with an exciting opportunity to put our resilience and perseverance to the test, and show the world that Hillside Huskies have heart!

When we look back and reflect on this experience, I have no doubt that we will be better because of all we learned from it and will be able to apply those lessons if we ever need to do something like this again. As always, I sincerely thank you for your continued collaboration, partnership, and support!

Warm regards,

A handwritten signature in cursive script that reads "Carlos Gramata".

Carlos Gramata
Principal