

***Livingston High School  
Remote Return to School Guide  
for Parents and Students  
2020-2021***



August 2020

Dear Lancers and Parents:

Welcome to the 2020-2021 school year. While we anticipate a year ahead unlike any other, together we will make this a successful, connected, and meaningful time at Livingston High School.

We know there are many questions to address as we prepare to begin the school year on September 8th, and hopefully, this packet will begin to provide some answers for our school community. As we said last spring, our success will come as a result of everyone's cooperation and patience. We will continue to monitor and adjust all plans throughout the coming months and remain focused on school safety, learning, and social and emotional health.

This guide focuses on our Livingston High School Remote Learning plan. Please know that in the coming weeks, you will receive additional communication regarding more typical opening of school information, New Student Orientation, distribution of materials, forms, as applicable.

As questions or concerns arise, now and throughout the school year, please do not hesitate to reach out directly to your student's teachers, school counselor, or administrator. Whether in-person or virtually, we are here to support and empower all students to learn, create, contribute and grow. We've got this.

So, here we go...



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# Our School Day

## School Schedule and Calendar

As Dr. Block presented to the community on August 19th, Livingston Public Schools will begin the school year fully remote. Similar to the hybrid plan previously communicated, we will transition our remote start in phases to help students and staff acclimate to the school year successfully.

**Ultimately, Livingston High School will run our traditional six class per day Rotating Drop Schedule, modified to include a virtual office hour at the conclusion of each day.**

### **Here's how we'll get there...**

We will spend the first three weeks of school (September 8 - 25) building towards the Rotating Drop schedule. During these weeks, we will rotate through AM (periods 1-4) and PM (periods 5-8) classes, as we focus on building classroom rapport, acclimating to remote learning, distribution of materials, common planning, balancing class and asynchronous workloads, and monitoring our progress in all of these areas.

Our **first three weeks** of school will look like this:

Time	Block
8:15 - 9:15	AM Wired/Block 1
9:20 - 10:20	Block 2
10:25 - 11:25	Block 3
11:30 - 12:30	Block 4
12:30 - 2:00	Lunch/Independent Work Time
2:00 - 3:06	Office Hour

Monday	Tuesday	Wednesday	Thursday	Friday
September 7 School Closed	8 AM 1-4	9 PM 5-8	10 AM 1-4	11 AM 1-4
14 PM 5-8	15 PM 5-8	16 AM 1-4	17 AM 1-4	18 PM 5-8
21 PM 5-8	22 AM 1-4	23 AM 1-4	23 PM 5-8	25 PM 5-8

Beginning September 29, we will run six classes per day, on a class rotation:

Full Remote Rotating Drop Schedule	Time
Homeroom/Block 1	8:15 - 9:10
Block 2	9:15 - 10:05
Block 3	10:10 - 11:00
LUNCH	11:00 - 11:40
Block 4	11:40 - 12:30
Block 5	12:35 - 1:25
Block 6	1:30 - 2:20
OFFICE HOUR	2:20 - 3:06

Daily Rotation:

	A Day	B Day	C Day	D Day
8:15 - 9:10	1	4	3	2
9:15 - 10:05	2	1	4	3
10:10 - 11:00	3	2	1	4
11:00 - 11:40	LUNCH	LUNCH	LUNCH	LUNCH
11:40 - 12:30	5	8	7	6
12:35 - 1:25	6	5	8	7
1:30 - 2:20	7	6	5	8
2:25 - 3:05	Office Hour	Office Hour	Office Hour	Office Hour

Calendar:

Monday	Tuesday	Wednesday	Thursday	Friday
September 28 School Closed	29 A	30 B	October 1 C	2 D
5 A	6 B	7 C	8 D	9 A

In full view, our September/October calendar will run as follows:

## September/October 2020

Monday	Tuesday	Wednesday	Thursday	Friday
September 7 Labor Day School Closed	8 AM 1-4	9 PM 5-8	10 AM 1-4	11 AM 1-4
14 PM 5-8	15 PM 5-8	16 AM 1-4	17 AM 1-4	18 PM 5-8
21 PM 5-8	22 AM 1-4	23 AM 1-4	23 PM 5-8	25 PM 5-8
28 Yom Kippur School Closed	29 Rotating Drop Begins A	30 B	October 1 C	2 D
5 A	6 B	7 C	8 D	9 A

We understand that this is a lot to look at in one document. Please know that we will send a weekly calendar and schedule until these rotations feel more routine.

Additionally, please note, our fully remote plan does not include student cohorts as indicated in the Hybrid model.



### Student Expectations in Remote Learning

While attending classes virtually, expectations for behavior and conduct are the same as if you were attending an in-person classroom. In addition:

- To the best of your ability, create a space to work at home that is conducive to learning and void of distractions.
- Ensure your device is turned on and your internet, camera, and microphone are working prior to class.
- Dress appropriately during virtual instruction. Any and all attire that you choose to wear must be school appropriate.
- Ensure your background, whether virtual or real, is school appropriate and does not demean students (See [Harassment, Intimidation, and Bullying policy](#)).
- Read, understand, and follow your teachers' guidelines and expectations.
  - Students are expected to be online during the scheduled time of each of their classes.
  - Attendance will be taken and recorded in Genesis. Attendance may be taken through a traditional roll call or verified through completion of a task or assignment.
  - Any student who does not participate in the online portion of the class as instructed by the teacher, will be marked absent.
  - Comply with all Livingston Public Schools Policies regarding acceptable technology usage in the classroom. See [Code of Conduct](#).
- Any distractions, outbursts, or noncompliance to school or class remote rules are subject to disciplinary action and/or removal from the virtual meeting.

### Connecting on Schoology

Students and parents should regularly check course Schoology pages to access class syllabi, assignments and corresponding materials, calendar of due dates, and office hour Zoom room links.

As the start of the school year draws closer, teachers will contact students with details on how to access their “classroom” by September 4th. Please remind your student to check their email for this information.

### Electronic Device Conduct

Livingston Public Schools prohibits screenshots, pictures, audio/video recordings and distribution of any virtual educational experiences. This is in order to protect privacy, prevent cyberbullying and reduce distribution of content from virtual educational experiences.

Parents/guardians and other household members who normally are not privy to day-to-day classroom activities, agree to respect and keep confidential any personal or private information (e.g. disability status) inadvertently discovered about other students due to proximity to virtual education.

## **Balance**

As more classroom/instructional time is added to our remote learning plan, Livingston High School staff and faculty will continue to focus on maintaining strong balance within our school community.

### **Synchronous vs. Asynchronous Instruction**

In creating this year's schedule and calendar, summer committees prioritized frequent and consecutive class meetings. Clustering of classes allows for continuity and greater flexibility and options in the delivery of instruction; so while students will be expected to engage in class daily, classroom instruction, assignments, and projects can be differentiated and extended as class needs dictate. This may include synchronous and asynchronous learning. While there will certainly be whole-class lessons, classes do not and should not need to be live on whole-class zoom meetings for the duration of the period. Instead, students can be assigned project based learning experiences, group work, stations, performance tasks, individual exploration, teacher conferences, and long-term assignments.

### **Student Workload**

Balance of workload, both in class and out, will also continue to be a focus, knowing that the majority of learning will be "on screen" and student work and homework keeps them separated from peers in various ways. With the promotion of asynchronous learning, many of the assignments students might traditionally complete as homework can be performed as part of the class period expectations under the supervision and guidance of their teacher. Homework assignments will be created and assigned purposefully and with an understanding of the students' experience in this remote context. Livingston High School will work to prioritize curriculum documents with an emphasis on skills and standards in this remote setting as well as incorporate opportunities to address the social/emotional competencies for our students. All teachers are supported in their efforts to use class time to establish and build relationships and classroom norms.



# **In-Building Procedures**

## **Visitors**

Visitors will not be permitted into the school building. All parent meetings, guest speakers, college representative meetings, and evening events will be conducted remotely. Personal deliveries for staff members working in the building will not be accepted.

## **Distribution of Class Materials**

As we collected school materials to close the 2019-2020 school year, we plan to disseminate school textbooks and resources through Sign Up Genius registration shortly after the school year begins. Students will be emailed a link during the first week of school to sign-up for a time slot that works best for them to pick up the materials needed for their classes. Material distribution will occur in the afternoon, after classes are completed for the day. Alternative arrangements will be made individually as necessary.

# **Student Attendance**

All students are expected to participate in their scheduled classes each day. This includes, but is not limited to, signing on to video conference classes, working on individual and group class projects, submitting assignments, and engaging in independent learning and study time. During remote learning, attendance will be taken every day for each class period. Students are required to be online or complete classroom assignments or tasks that indicate their participation for the period as dictated by the teacher.

Attendance will be taken and recorded in Genesis by the end of each class period. Any student who does not participate in the online portion of the class as instructed by the teacher, will be marked absent. All absences will accumulate towards a loss of credit, whether in-person or during remote learning.

Attendance will not be recorded for study halls.

To verify a student absence, a parent can either call 973-535-8000 ext. 8066 or send an email notification of the absence to [LHSAttendance@livingston.org](mailto:LHSAttendance@livingston.org). No student, no matter their age, is permitted to report her or himself out of school for any reason.

Tardies of fewer than 10 minutes to any class shall be counted as a 1/3 “unexcused truant” absence from class. Tardies of more than 10 minutes to class shall be counted as a truancy and a full “unexcused truant” absence from class. For full details of the LHS attendance policy, please refer to the *Livingston High School 2020-2021 Student Handbook*.



## **Extracurricular Clubs, Activities and Athletics**

While students will attend classes remotely, Livingston High School campus will open after school hours for in-person meetings of clubs and activities to promote socialization and build school community. We encourage all Lancers to explore the robust list and descriptions of Livingston High School's student [Clubs and Organizations](#) found on our school website. The information on this page will continue to be updated throughout the month of September.

### **In-Person Meetings for Clubs and Activities**

To open the school year, student organizations will only be permitted to use outside areas to hold meetings. Areas, stairways, and tents will be designated for use by one organization at a time, and a weekly schedule will be provided to club advisors with space utilization. As always, extracurricular organizations may not meet without the presence and supervision of an advisor. Clubs and Activities will not be permitted to invite guest speakers to in-person meetings.

### **Restroom Use During Meetings**

Should a student need to use the restroom during a meeting, the Snack Bar, A Hall and Outdoor TV Hall Room bathrooms will be open. Students are to use the restroom that is closest to their meeting as specified by their advisors. Students can enter the building through Door 1 (Main Office) to use the A Hall bathrooms, and Door 18 to use the TV Hall bathrooms.

### **Participant Health Screening**

Protocols must be followed for daily health screenings of students, teachers, secretarial staff, administrators, and all other staff members who arrive on campus, including clubs and activities. The first of these screenings will be through the use of an electronic symptom checking survey. This initial screening will be used to complete the necessary questions as per the New Jersey Department of Education (NJDOE) and Centers for Disease Control and Prevention (CDC) protocols for in-person school. This check-in system must be completed by a parent before 3 PM on the day of an on campus meeting in order to be eligible to attend. Detailed information regarding this electronic symptom check survey and its functional use will be provided prior to in-person club meetings.

A second, in-person screening will occur on school grounds prior to the participation of any in-person meeting. This second screening will be a temperature check. The device to be used will be a non-contact, infrared thermometer.

### Social Distancing and Mask Protocols

As students begin to arrive on school property for any in-person meeting, they must maintain appropriate social distancing and wear a mask. All students and staff will be required to wear masks during any movement on LHS campus. Students may be permitted by their advisor to remove their masks once they have arrived at their scheduled outdoor space, and are at an appropriate distance from one another. It is expected that parents will provide masks for their children. Students should wear clean masks each day.

### Student ID Checks

Additionally, students must present their Student ID when attending club and activity meetings. Student IDs will be checked by advisors during temperature screenings. Students should not lower or remove their masks during this process. Instead, each ID will be scanned to verify student enrollment.

### Athletics

*Drop Off/Pick Up Procedures:* All student-athletes are required to report to the Madonna Drive Entrance for the daily screening procedure. The student-athlete will report to our athletic trainers at the awning of the auxiliary gym inside the athletic complex (location is subject to change). The Covid-19 Check-In process will include a daily temperature check and Covid questionnaire.

#### *Prior To and After Practice:*

- Student-Athletes are not permitted to remain on campus prior to practice or after practice ends. Please ensure that arrangements have been made in advance.
- Masks are required to be worn by student-athletes prior to and after practice and during warm-up and cool down sessions.
- Coaches/Staff: Masks are required at all times as per NJSIAA rules and regulations.
- All Student-Athletes are required to provide their own mask, hydration, and hand sanitizer, each day and adhere to all socially distancing guidelines.

*Locker Room Usage:* As of August 17th, locker rooms and indoor facilities are not permitted for student-athletes. Please ensure that all equipment/gear is brought in and taken home each day.



## Student Services

### Student Support Services

Livingston High School encourages all students to evaluate various ways to solve challenges when they emerge. When appropriate, they should try to solve problems independently first, and then be their own advocate when assistance or further clarification is required. Our administrators, school and student assistance counselors, and faculty are readily available to assist students and their parents/guardians. Please do not hesitate to access the human resources available to you.

<b>Principal</b>	Mr. Mark Stern	Ext. 8104
<b>Asst. Principal (A-G)</b>	Dr. Mary Kate Pretto	Ext. 8040
<b>Asst. Principal (H-O)</b>	Mr. Michael Kays	Ext. 8105
<b>Asst. Principal (P-Z)</b>	Ms. Danielle Rosenzweig	Ext. 8074
<b>Dean of Students</b>	Mr. Amro Mohammed	Ext. 8069

### School Counseling

Livingston High School's Counseling Program will promote and support the social, emotional, and academic growth of all students. School Counselors help build a foundation for lifelong learning in a culturally sensitive environment by fostering self-respect, awareness of others, self-efficacy, and access to individual interventions and community resources. Our vision is for students to understand career pathways as well as how to navigate a global society, make informed decisions, and effect successful transitions. By working in partnership with educators, parents, and the community, School Counselors assist all students in achieving the skills and knowledge necessary to be productive, contributing members of society. While working remotely, students should reach out to their school counselors for support as needed.

<b>Livingston High School 2020-2021 SCHOOL COUNSELOR ASSIGNMENTS</b>				
	<b>GRADE 12</b>	<b>GRADE 11</b>	<b>GRADE 10</b>	<b>GRADE 9</b>
<b>GUZMAN</b>	A-BURD	A-CAI	A-CAS	A-CG
<b>MORGENROTH</b>	BURG-DUB	CAM-DRA	CEN-FAR	CH-FA
<b>RENGA</b>	DUF-GUL	DUF-HAB	FEL-HAI	FB-HAL
<b>KESSLER</b>	GUP-KH	HAL-KIN	HAN-KHO	HAN-K
<b>BERRYANN</b>	KIM-LIN	KIR-MCC	KIM-LEVIN	L-MAR
<b>DESAMOURS</b>	LING-NU	MCH-PEL	LEVIT-NIK	MAS-PA
<b>DUFFY</b>	NY-SAMB	PER-SHAJ	NIS-SCHN	PB-SC
<b>MOLARO</b>	SAMO-T	SHAP-VER	SCHR-THO	SD-VI
<b>JOSEPH</b>	U-Z	VIR-Z	TON-Z	VJ-Z

### Special Services

Students who receive special education and related services, as required by their Individualized Education Plans (IEP), will receive the services delineated in their IEP whether we are in-person or remote, to the extent possible. For specific questions and further information, parents are encouraged to contact their child's case manager and/or the Director of Secondary Special Education, Dr. Emily Sortino, [esortino@livingston.org](mailto:esortino@livingston.org).

### Student Assistance Counselors (SAC)

The Student Assistance Counselor functions as a crisis counselor and deals with problems of student concern, as well as alcohol and substance abuse. The SAC will develop programs as needs are identified. Our SACs, Mrs. Field and Ms. Giacobbe are readily available to students, parents, and staff.

#### **Student Assistance Counselors:**

Mrs. Erin Field	Ext. 2950
Ms. Christie Giacobbe	Ext. 6929

### Health and Wellness

The pandemic, our shift to Remote Learning, and the global movements surrounding social injustice, require us to reconsider our approach to health and wellness. We need to rethink what it means to be gentle with ourselves and one another. LPS faculty members understand the need for social and emotional learning and support for our students, particularly during this challenging time. Counselors and teachers will continue to work together to create both in-person and remote opportunities to support students socially and emotionally. We encourage parents and students to partner in this work by reviewing the variety of activities, ideas, and helpful resources on Livingston Public Schools' Social Emotional website.

### Harassment, Intimidation, Bullying (HIB)

All students must recognize that regulations that enhance existing laws for the prevention of harassment, intimidation and bullying are in place for the 2020-2021 school year, whether school is in-person or remote. The legal definition and the major changes in the law are listed below. A parent-and student-friendly question and answer section can be found on the following pages.

#### *Legal Definition:*

*“Harassment, intimidation or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus or off school grounds as provided for in section 16 of P.L. 2010, Chapter 122, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:*

- *A reasonable person should know, under the circumstances, that his/her actions will have the effect of physically or emotionally harming a student or damaging the*

*student's property, or placing a student in a reasonable fear of physical or emotional harm to his person or damage to his property;*

- *has the effect of insulting or demeaning any student or group of students; or*
- *creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.*

## **Schedule Change Windows**

Students and Parents will have access to student schedules beginning on August 28th after 6 p.m. As in past years, Livingston High School will offer three schedule change windows throughout the first half of the first semester. These schedule change windows will allow for students to request elective and level changes in a student's course schedule. ***All course change requests will be contingent upon course availability as well as potential cohort availability.*** Course changes that impact the balance of the class or cohort may not be granted. See the chart below for details of each change window.

<b>Schedule Change Window</b>	<b>Changes Permitted</b>	<b>Transcript Notation</b>	<b>Grade Calculation for 1<sup>st</sup> Semester</b>
September 8 - 21	Move Up or Drop in level	None	Grade = 100% from new course; Moving up a level: Students will make up all missing work including summer assignments by October 1 of the current school year.  Dropping down a level: Student will make up all missing work with the exception of summer assignments
October 12 - 19	Drop in level only	None	Grade = 25% from original course and 75% from new course
November 9 - 16	Drop in level only	"WP" or "WF"	Grade = 50% from original course and 50% from the new course.

# **Genesis Portal**

Even though we will start school remotely, we ask that everyone log in to the Genesis Parent Access Portal to review and update important information about your family, such as your Primary Contact, Parent/Guardian Contacts, Emergency Contacts, Publicity Information, and Automated Alert Preferences, as well as to complete forms requiring your attention and electronic signature.

As of August 28th after 6 p.m., you will have access to student schedules in the portal provided you have updated this information and completed the required online forms. If you have not already done so, you may still complete all forms, and once completed, you will have access to your child's schedule on the 28th. Usernames and passwords remain unchanged from last year; however, should you require assistance, you may contact the registrar at the Board Office. Beginning in September, current student grade information will be available on the portal throughout the school year.

## **Back to School Forms and Permissions**

Please sign in to the Genesis Parent and Student Access portals to view important information and forms requiring your attention and electronic signature. On the parent portal, you will find the following forms to be completed and signed by the parent:

- Free and Reduced Lunch Program
- Health Insurance Coverage
- Confidential Medical Information
- Parent Acknowledgments/Authorizations
  - LPS Code of Conduct
  - Release of Student Information
  - Permission for All-Media Form
  - Permission to Administer Survey
  - Permission to Share Rosters and Email Address
- Parent Device Agreement

On the student portal, you will find the following forms to be signed by the student:

- Student Code of Conduct Acknowledgment
- Student Device Agreement

We encourage all parents and students to spend time together reviewing the expectations outlined in the district Code of Conduct. Both parents and students are required to electronically sign the Code of Conduct online acknowledgement.

If you wish to purchase Voluntary Student Accident Insurance from Monarch Management, you can access their website [http://www.mmc-ins.com/sa\\_enrollment.html](http://www.mmc-ins.com/sa_enrollment.html) to enroll and obtain all the pertinent information.

## **Looking Forward**

For more information and details regarding our school year and student expectations, please refer to the 2020-2021 Student Handbook which we will continue to update throughout the remainder of the summer.

Livingston High School has plans and procedures created for our in-person return to school plan, including cohorts and rotations, one way hallway movement, and health and safety protocols. These plans will be shared with the community as we transition back into the building.

While this will be an opening to the school year unlike any we have ever experienced, working together as a school community, paired with the unyielding spirit of the Lancers, it will also be a school year that we will never forget.

Thank you. See you September 8th!

