

Livingston Public Schools



RETURN TO SCHOOL

Elementary
Parent/Guardian
Guide
2020 - 2021

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#WEARERAMILY

Preparing for Opening Day

Genesis Parent Access

If you have a new student, your usernames and passwords for Genesis Parent Access will be emailed to your primary email address. If you do not receive this document, please contact our registrar, Mrs. Amy Ennis, at ext. 8002. Every family should fill out the new Genesis Forms for the 2020-2021 school year. In addition, please update your Primary Contact, Parent/Guardian Contacts, Emergency Contacts, Publicity Information and Automated Alert Preferences. In addition, please ensure that your email and phone information are up to date. You will be utilizing Genesis Parent Access to receive teacher assignments, view grades, and obtain report cards.

School Supplies

Please refer to your school's website for a list of recommended school supplies. If you ordered a school supply kit from the HSA your child will receive it during their class's scheduled Meet & Greet during the week of 9/8. If you have any items from the previous school year, including classroom/library books, classroom supplies, etc, please bring them to be collected.

September 1	September 8	September 9	September 10	September 11
Kindergarten Meet & Greet	Teachers will meet with students virtually in small groups for more community building.	<i>Afternoon Meet & Greets</i> Kindergarten Grade 3	<i>Afternoon Meet & Greets</i> Grade 1 Grade 4	<i>Afternoon Meet & Greets</i> Grade 2 Grade 5

Getting To and From School (Bus & Parent Transport)

ARRIVAL

Bus: Students will have their temperature taken before entering the building and will use the main entrance.

Car: Students who are driven to school will have their temperature taken before exiting the car and will use either the main entrance or the side blacktop entrance.

DISMISSAL

Bus: Students will be dismissed from their classroom in a staggered manner, and will report directly to their assigned bus. Masks must be worn on the bus.

Car: Students will be escorted out of the building in a staggered manner. Anyone who is waiting on school grounds to pick up their child should socially distance.

EXIT LOCATIONS & TIMES

Grade K - Side Blacktop @ 12:30

Grade 1 - Main Entrance @ 12:35

Grades 2 & 3 - Media Center @ 12:40

Grades 4 & 5 - Playground Blacktop @ 12:45

The Opening of School

A/B Cohorting

To start our school year, we will be working in a hybrid in-person and remote learning environment. Children will be assigned to either an A or B cohort. Families who choose an all remote option will be assigned to a homeroom and follow the remote schedule each day. Students will attend in-person school two days in a row. Cohort A will attend Monday and Tuesday most weeks, and Cohort B will attend Wednesday and Thursday. The remaining day will rotate between the two cohorts per the calendar below. School days will operate on a partial day schedule. The schedules below detail both the in-person and remote learning days for students. Students will attend school, in-person, two to three times per week. Siblings within the elementary schools will be on the same schedule.

Sample Hybrid Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
	SEPT 1 <i>Teacher PD</i>	2 <i>Teacher PD</i>	3 <i>Teacher PD</i>	4 <i>Teacher PD</i>
7 Labor Day School Closed	8 All Remote	9 All Remote	10 All Remote	11 All Remote
14 Cohort A	15 Cohort A	16 Cohort B	17 Cohort B	18 Cohort A
21 Cohort A	22 Cohort A	23 Cohort B	24 Cohort B	25 Cohort B
28 Yom Kippur School Closed	29 Cohort A	30 Cohort A	OCT 1 Cohort B	2 Cohort B

5 Cohort A	6 Cohort A	7 Cohort B	8 Cohort B	9 Cohort A
12 Cohort A	13 Cohort A	14 Cohort B	15 Cohort B	16 Cohort B
19 Cohort A	20 Cohort A	21 Cohort B	22 Cohort B	23 Cohort A
26 Cohort A	27 Cohort A	28 Cohort B	29 Cohort B	30 Cohort B

Sample Student Hybrid Schedule

Actual subject area may be taught at different times depending on schedules

Time	Student - In Person	Student - Remote Learning (Alternate Day or Full Remote)
8:00 - Staff Arrival 8:05 - Student Arrival	Arrival Unpacking	
8:30	Morning Meeting	Morning Meeting (Synchronous)
8:50	Reading Workshop: <i>Mini-Lesson and Independent Reading with Small Groups</i>	Reading Workshop: <i>Mini-Lesson (Synchronous) Independent Reading and/or assignment on Google Classroom</i>
9:20	Writing Workshop: <i>Mini-Lesson and Independent Writing with Small Groups</i>	Writing Workshop: <i>Mini-Lesson (Synchronous) Independent Writing and/or assignment on Google Classroom</i>
9:50	Special (Synchronous)	Special (Synchronous)
10:20	Snack - outside <i>(weather permitting)</i>	Snack
10:50	Math Workshop: <i>Mini-Lesson and Independent Practice with Small Groups</i>	Math Workshop: <i>Mini-Lesson (Synchronous) Independent Practice and/or assignment on Google Classroom</i>
11:20	Word Study Read Aloud	Read Aloud (Synchronous)
11:50	Science or Social Studies	Science or Social Studies:

		Assignment on Google Classroom
12:20	Closing Circle	Closing Circle (Synchronous)
12:30-12:45	Staggered Dismissal	Lunch
2:00 - 3:00	*Extension assignments on Google Classroom *Enrichment experiences from specials teachers	Small Group Virtual Instruction

Sample Student All Remote Schedule

Actual content area may be taught at different times depending on schedules

Time	Student - All Remote
8:05-8:30	Welcome/Q&A
8:30	Morning Meeting
8:50	Reading Workshop: <i>Mini-Lesson and Independent Reading with Small Groups</i>
9:20	Writing Workshop: <i>Mini-Lesson and Independent Writing with Small Groups</i>
9:50	Special
10:20	Calendar Math Shared Reading
10:50	Math Workshop: <i>Mini-Lesson and Independent Practice with Small Groups</i>
11:20	Word Study Read Aloud
11:50	Science or Social Studies
12:20	Lunch
1:35	*Small Group Instruction *Extension assignments on Google Classroom *Enrichment experiences from

	specials teachers
2:40-3:00	Closing Circle

Protocols and Procedures

Daily Health Screening

Protocols will be in place for daily health screenings of students, teachers, secretarial staff, administrators, and all other staff members. 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 live school. This check-in system must be completed by all students/parents/guardians prior to departing for “in person” school. Detailed information regarding this electronic symptom check survey and its functional use will be provided prior to the start of in-person instruction.

An in-person screening will occur on school grounds prior to entry into the school building. This screening will be a temperature check. The device to be used will be a non-contact infrared thermometer. Staff will be stationed at the entrances as well as throughout the drop off line in order to screen the temperature of each child before they exit the car and enter the building. No one with a temperature of 100.4 or greater will be admitted into the building and must be sent home.

Hallway Movement and Snack

In order to allow for safe spacing in hallways while entering and exiting the building, we have installed floor decals to mark which side of the hallway to walk on. There are decals placed every 6 feet to allow for social distancing when children are lined up in the hallway.

When entering the building at the beginning of the day, students will report directly to their homeroom. At the end of the school day, students will be escorted to their assigned exit locations by a staff member.

At no point during the school day should students use the hallways for any other reason than to move to and from the restroom. Students will be excused from class individually to use the restroom. Kindergarten classrooms have individual restrooms which will only be used by those students. Teachers will only allow one student to leave class at a time. In the event of an emergency, students will be permitted to use the restroom in the nurse’s office. There will also be lessons on hand washing and developing good hygiene practices.

Social Distancing and Mask Protocols

As students arrive on school property and enter the building, they must maintain appropriate social distancing and wear a mask. All students and staff will be required to wear masks throughout the instructional day both inside the classroom and during transit in the building. It is expected that

parents will provide masks for their children. Students should wear clean masks each day and bring a back-up mask in their backpack.

Snack

There will be time for each child to have a snack each day. Weather permitting, snack time will take place outdoors. During inclement weather, classes will be able to rotate through the tented area or main gym for snack time. Please send your child in with a beach towel so they can comfortably sit on a grassy area, socially distanced. We encourage you to send a healthy, hearty snack each day to sustain your child until dismissal. Masks can be removed outdoors while children are eating their snacks. Each desk will have a study carrel for students to use during snack time, if needed.

Building Security and Communication

School Visitors

All doors are locked for security reasons. Visitors will not be permitted into the school building for any reason. Students who arrive late to school will need to comply with screening procedures prior to entry and still must be signed in by a parent/guardian. With the exception of medication, we will not be able to accept deliveries or drop-off materials for students. If you are dropping something off for your child, please label it with their name and teacher, ring the bell to inform the office staff, and leave the item in the bin. An office staff member will bring it into the office. Please contact Nurse Kathy's Office (kgiordano@livingston.org) for medical-related deliveries.

Communication

We kindly request that all parents call, email, or make appointments with teachers regarding academic issues. Parents/Guardians may contact staff via email using the first initial and last name of the staff member. Teachers will respond to email communications within 24 hours. If you email a teacher on a Friday, holiday, or weekend, the teacher will respond to your email by the end of the next school day. Each teacher has a phone extension which is listed in the staff directory on our website. Parents/Guardians must dial the main number (973)-535-8000, and then will be prompted to dial the appropriate extension.

Our Office Staff is also available to answer any general questions you may have. Please feel free to contact our Office Manager, Mrs. Paoella (dpaoella@livingston.org) or Ms. Kicklighter (akicklighter@livingston.org). If you have academic/classroom concerns, you should contact your child's teacher before reaching out to Mrs. Kandel or Mr. Toomey.

Student Attendance

Overview

As mentioned above, students have been placed in A/B cohorts for their in-person class. We cannot accommodate changes to cohorts. Students may not attend school in-person on a different day if they are not available on their cohorts' day for any reason.

Attendance will be taken each day. When students are in-person, teachers will take attendance traditionally, as students enter the room. When working virtually, teachers will take attendance during the opening morning meeting. Office Staff will confirm all absences with families.

Daily Expectations

In-person students should follow the [District's Code of Conduct](#) and each teacher's Classroom Procedures & Guidelines. Children participating remotely should adhere to the guidelines below. They should use their computer in an environment conducive to learning, that will allow them to focus. Children should be dressed appropriately and have already eaten.

The poster features the Zoom logo in the top left corner. The main title is '1, 2, ZOOM with ME!' in a blue box. Below the title are six guidelines, each with an icon and text:

- Icon:** Battery icon. **Text:** Have my belly, body, and mind fully charged and try to attend ALL Zooms. Try to avoid eating snacks or using the bathroom if I can.
- Icon:** Hourglass. **Text:** Practice my patience since we are all learning together. Meetings will start as close to the scheduled time as possible.
- Icon:** Microphone with a slash through it. **Text:** Try to find a quiet space so we can all hear the teacher and so we can be heard. This will help me stay focused.
- Icon:** Boy thinking. **Text:** Take time to think of answers on my own without an adult, so I can share my awesome thoughts and responses.
- Icon:** Large eyes. **Text:** Keeping my eyes on the teacher will help me open my ears so I can be a good listener and focus on the speaker.
- Icon:** Tree with hands as leaves. **Text:** Share our kindness with each other and treat everyone with respect. We are all growing together as a Virtual Ramily!

At the bottom, there is a red race car on the left and a red ram head on the right, with the text 'Ready, Set, ZOOM!' in the center.

Parents/Guardians who are opting to keep their students home for a full-virtual experience, are expected to follow the schedule of their assigned cohort.

Call for Safety

As always, if a student is unable to attend school on a given day due to illness or appointment, the parent/guardian is required to report the student's absence to the Attendance Office. **Call For Safety extension is 7106.** If a child is going to be absent or late, parents/guardians are required to leave a message on this extension before 8:30am. At the same time, if a student is scheduled to attend in-person on their scheduled day and is unable to attend school due to a mild illness or a need to quarantine, but is able to participate virtually, that student may participate in their classes through video conference. In this scenario, that student will be considered present as long as a parent/guardian contacts the attendance office in advance.

Late Arrival and Early Dismissal Procedures

Given the complex logistics of screening and the policy of no visitors, the safe management of entering students at all different times will be challenging. As a result, we request that parents please make every effort to ensure that their children arrive at school on time.

Students may not be picked up early unless it is an emergency. Please schedule doctor's appointments, dental, and orthodontic appointments, or other related types of services after instructional time whenever possible. If appointments must be scheduled during the school day, please do so at a time when students are home for virtual instruction. If, in a rare case, a student needs to be picked up during the day, the parent/guardian will be asked to wait outside the school and the student will be brought outside.

Virtual Learning

On days when student cohorts are not meeting in-person, students are expected to participate in their scheduled classes. This includes, but is not limited to, signing on to Zoom with the camera turned on, working on individual and group class projects, submitting assignments, and engaging in independent learning, etc.

Specials

Our six elementary schools operate using a six-day rotating schedule for specials. These classes include: Art, General Music, Media (Library), PE (Physical Education), and World Language (Spanish). Students cycle through each special once during each six-day rotation with the exception of PE which they cycle through twice. Your child's teacher will send home their class specials schedule. The color coded rotation is attached.

Technology

Digital Citizenship

With students having so much access to technology at a young age, we must help them grow and develop as digital citizens. During the course of the school year, we will provide lessons to help students appropriately use the various technologies and tools, as they navigate through their online learning experience. We encourage you to visit the district's [Digital Citizenship & Internet Safety](#) website for more resources.

Devices

Students will have access to a personal district device, which will be used to attend and participate in all Zoom sessions, web-based learning applications, G Suite, and more. Those who are returning to Riker Hill (Grades 3-5) already have a device. Students in Grades K-2 will be issued a device starting the week of 9/14. Students in Grades 3-5 who are new to Riker Hill, as well as those in Grades K-2, who need a device before the week of 9/8 should reach out to Mrs. Paoella (dpaoella@livingston.org). Otherwise, those devices will be distributed during the *Meet & Greets*.

Social & Emotional Learning

Overview

We will continue to build on the work we have been committed to in supporting students in their social and emotional development. During uncertain times, it is crucial that we are providing students with opportunities to foster these skills and interact with their peers using different mediums.

Our School Counselor, Mrs. Kandel (dkandel@livingston.org) will visit with classes and provide teachers with supplemental lessons to develop many of the “human” skills that we want our children to learn, practice, and demonstrate. We encourage you to contact your child’s teacher or Mrs. Kandel if you need additional support or if you are concerned about your child’s well-being. Please feel free to visit the district’s [Social & Emotional Support](#) website for more resources.

In addition, we are going to be planning outdoor gatherings and activities, weather permitting, as well as partnering with the HSA, where students can interact with their peers in a safe and responsible way. We will find meaningful ways to build community and continue to strengthen the many relationships within our Ramily.



***IT'S ALWAYS A GREAT
DAY TO BE A RAM!***