



# Livingston PUBLIC SCHOOLS

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Superintendent of Schools

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Dear Livingston Elementary School Families:

As I mentioned in my most recent communication, the Livingston Public Schools faculty and staff have been working to prepare for the possibility that the Livingston Public Schools may be ordered to close by the New Jersey Department of Health as a result of the Coronavirus. Although **THERE IS NO SUCH ORDER AT THIS TIME**, our efforts in this area were partly motivated by the New Jersey Department of Education's memo, which informed all New Jersey school districts (last Thursday) that remote learning days could count towards the 180 school-day requirement under certain circumstances. While we know that we could never fully replicate the experience of attending school, we have worked to create a plan that we believe will allow for productive learning in a potential remote environment.

Thank you to all of our families who adjusted their schedules yesterday to provide us with the opportunity to conduct a full-day professional development program for our staff to work through our plan. The time was well-utilized to prepare teachers to conduct online learning. I want to commend our entire Livingston Public Schools educator team for all of the work that has gone into devising our plan. If we ever need to be closed, we now feel that we have a workable and understandable plan so that we can continue school remotely. It is important to recognize that remote learning will not look like typical classroom-based learning. Nonetheless, we have ensured that there is structure to the plan that creates a sense of consistency for students. Our goal is to keep students learning during a timeframe when we may not be in school.

If we are informed that we have been closed (which has not happened), we will inform our staff and families as soon as possible. Depending on the timing of the closing, we may need to have a day with no instruction to ensure we are fully ready for remote instruction. Students and families will, therefore, be informed (at the time of a closing) of the specific day when remote learning will begin. On remote learning days, elementary students will need the support of adults to be sure they are able to participate in all learning experiences provided remotely.

Today, we have posted a form within the Genesis parent portal for students in grades 2-5, for parents to sign. Signing this form will allow your child to take a district-owned Chromebook home with him or her in preparation for a potential closing. Chromebook distribution will begin at each elementary school once signed forms are received. Once a student receives a district-issued Chromebook, the student may be asked to bring the Chromebook home for a "test run".

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The student will then return the Chromebook to school until such time we are required to enact our Remote Learning Plan. If parents prefer to have their child use a home/personal device instead of a district Chromebook, then please do not sign the form, and we will not issue your child a Chromebook. Having a Chromebook or other internet accessible device at home as a tool will allow remote learning to happen in the most seamless manner possible.

Here are the major elements of remote learning for elementary school students:

1. 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.
2. 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;
3. Assignments will be provided through the Daily Agenda Email to inform students and parents about where school work will be posted;
4. Students are expected to complete assignments as assigned and comply with all policies regarding technology usage in the classroom;
5. Teachers will have virtual office hours daily for students and parents to check in with questions or concerns regarding schoolwork. If your child is experiencing difficulty with any of their work, please email their teachers to schedule time during the office hours for conferencing;
6. Our counseling professionals, nurses, and administrators will be checking in on students and families.
7. Teachers will facilitate practice opportunities for students to take the school-issued device home prior to any school closing. Please encourage your child to engage in learning activities assigned by their teacher and to show care for the device;
8. Students are reminded to take home any essential learning materials daily until we are sure that this situation has passed;
9. Students with Individualized Education Programs should anticipate classroom-based services will be rendered as is provided above via remote learning. Related services will be provided, as appropriate. If any services are unable to be rendered due to the nature of remote learning, the CST will meet with the IEP team, upon our return to school, to consider if a make-up schedule is warranted. Any make-up sessions will be scheduled after we return to school.
10. Students who receive free and reduced lunch will be able to pick up a boxed lunch by Aramark, our cafeteria food service. More details on this aspect of our remote learning plan will be provided to those families who are impacted.
11. If your family does not have WiFi access in your home, please contact your school administrator and we will work to support your child’s continued learning at home

**By the end of the day today**, information regarding our Coronavirus response and our Remote Learning Plan will be accessible in one spot on our website at the following address: <http://www.livingston.org/lps-covid19> This site will be updated over time.

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We have worked hard to prepare, but with any new initiative (particularly involving technology), we will need to be patient as we ensure students can access the tools we have provided to them. Your children are expected to engage in learning activities and participate in instruction as per the Daily Agenda Email. This is truly an effort that will require the support and effort of students, teachers, and families. We continue to hope we never have to use this plan. If we do, I feel confident that with the dedication, effort, and cooperation of all involved, we will meet this challenge with success.

Thank you for your continued partnership.

Sincerely,  
*Matthew J. Block, Ed.D.*  
Superintendent of Schools