



Livingston PUBLIC SCHOOLS

Dr. Matthew J. Block
Superintendent of Schools

11 Foxcroft Drive
Livingston, New Jersey 07039
Telephone: (973) 535-8000 ext. 8011

E-mail: mblock@livingston.org
Website: www.livingston.org

Dear Livingston High School, Heritage Middle School, and Mount Pleasant Middle 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 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, students will use an internet accessible device (district-issued is highly recommended) to receive assignments and to communicate with teachers and classmates.

Secondary schools will follow a modified delayed opening schedule. The schedules for each secondary school will be posted on the District Website today. Students will be responsible for following directions that will be emailed to them by teachers to their Livingston student email

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account. Being “present” for class will entail joining online sessions, as instructed by their teacher. It is expected that students attend and participate in all classes.

Please find a list of student expectations below:

1. Students are expected to be online during the scheduled time frame of each of their classes. Attendance will be taken and recorded in Genesis. Any student who does not participate in the online portion of the class as instructed by the teacher, will be marked absent.
2. Assignments will be provided through collaborative tools such as Schoology and Google Classroom as well as through interactive tools like Nearpod or Screencast-o-matic and much more;
3. Students are expected to complete assignments as assigned and comply with all Livingston Public Schools policies regarding technology usage in the classroom;
4. Teachers will have virtual office hours daily for students to check in via email with questions or concerns. These office hours will be shared once remote learning begins. If your child is experiencing difficulty with any of their work, please have them email their teachers to schedule time during the office hours to schedule a remote conference;
5. Our counseling professionals, nurses, and administrators will be checking in on students and families;
6. Students are reminded to take home their school issued devices and any essential learning materials daily until instructed otherwise;
7. 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.
8. 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.
9. If your family does not have WiFi access in your home, please contact your school administrator as soon as possible and we will work to support your child’s continued learning at home.
10. If we need to implement remote learning, students will receive information on how to reach out to our technology technicians with specific technology help inquiries.
11. As is usual, there may be homework assigned to assist students in being prepared for learning, practice the learning, or to extend the learning of the day.

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 be available during the assigned class periods to engage in live learning, phone conferencing, collaborative work, and independent work. 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