

March 16, 2020

Dear Lacey Township High School Families,

As you may already know, we at Lacey Township High School at the direction of the New Jersey Department of Education have transitioned to an online virtual model of learning due to a health-related closure. Students will begin to receive information from their teachers beginning today through Canvas accessed by using their school-issued Chromebooks. **Lacey Township Schools have received permission to count these virtual learning days as regular school days with the understanding that students participate in all learning activities provided by their teachers.** In order to successfully navigate this method of learning and instruction, I want to provide you with the following relevant information.

In our efforts to emphasize student accountability and maintain teacher support during the health-related school closure. The virtual learning plan will operate under the following guidelines and schedule:

- Students are scheduled to receive daily instruction/support.
- A structured schedule has been provided for students to promote attendance and completing assignments on time.
- All staff will be available within the 8:00 am-12:00 pm time range for student email and other correspondence.
- Specific periods have been allocated for student accountability each school day.
 - Teachers will use these period times to prioritize student communication and assistance. Additionally, teachers will use this time for Canvas group discussions or conferences, if they choose to use one of these modes of instruction.
 - Class assignments will be posted by 6 pm the night before the class period is scheduled to meet.
 - One student assignment per class meeting will be recorded in the Realtime gradebook as a completed/not completed assignment.
- ***MOST IMPORTANTLY***, it is not mandatory that students check in every day at the allocated time; however, they need to complete the assignment by the end of the day.

Time	Monday 3/16	Tuesday 3/17	Wednesday 3/18	Thursday 3/19	Friday 3/20
8:00 - 9:00	Cardinal 1	Navy 1	Cardinal 1	Navy 1	Cardinal 1
9:00 - 10:00	Cardinal 2	Navy 2	Cardinal 2	Navy 2	Cardinal 2
10:00 - 11:00	Cardinal 3	Navy 3	Cardinal 3	Navy 3	Cardinal 3
11:00 - 12:00	Cardinal 4	Navy 4	Cardinal 4	Navy 4	Cardinal 4

*The following weeks will use the same format, alternating Cardinal and Navy Days: ie. Monday 3/23 will be a Navy day.

**If a teacher or a student needs help with technology, a teacher needs to fill out a ticket at the [Lacey Web Help Desk](#). Teachers will fill out requests for their students, as well, if they are having trouble.

Although students are not physically present in class we are still here to support them. Now more than ever, there is a need to emphasize communication and support. Along with our teachers, counselors will be available to assist and support your children. Below are some important places to find information about classes, assignments, social-emotional support, and school news:

- [Lacey Township High School Webpage](#)
- [LTHS Staff Directory](#)
- [Student Gradebook Portal](#)
- [Canvas Login Page](#)

Most importantly, the Lacey School Community has always considered itself to be a family. Our teachers, counselors, administration, and I will work tirelessly to be encouraging and understanding during these unprecedented times.

With Great Pride and Care,

Gregory Brandis
Principal, Lacey Township High School