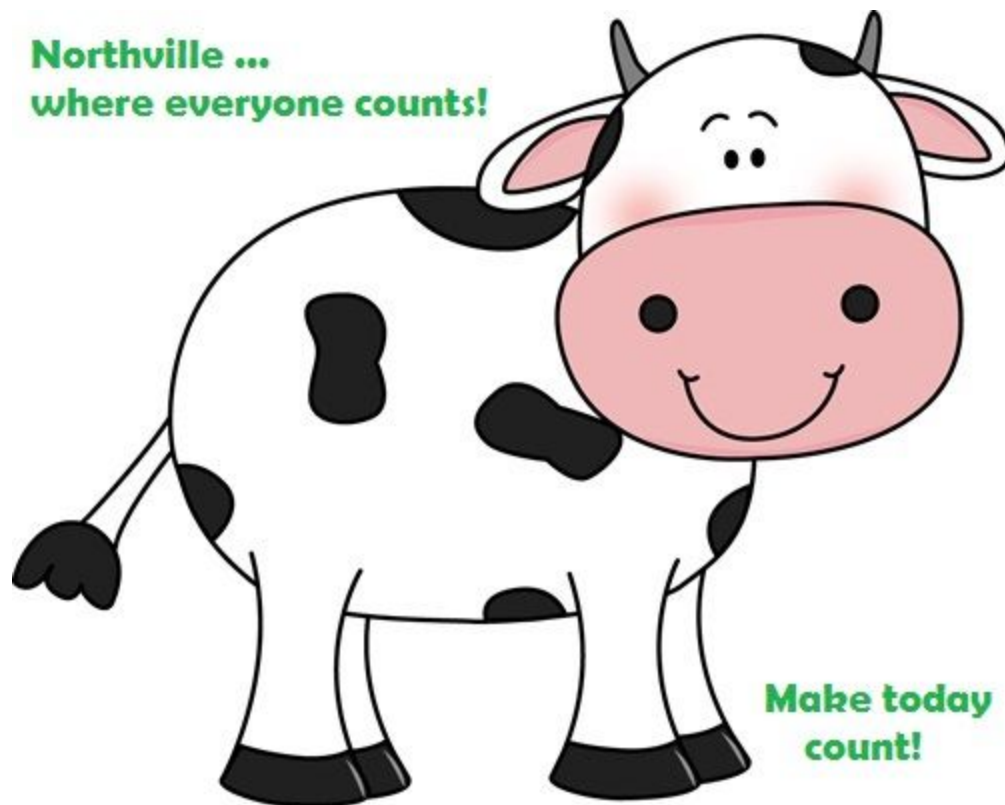


**Northville Elementary School
Parent/Guardian Guidance Document
for Remote and In-Person Learning Programming**

August, 2020



August 20, 2020

Dear Parents and Guardians:

The district has sent out their reopening plans for the 2020-2021 school year earlier today. This document has been created to provide you more specific information regarding the reopening of Northville Elementary School.

All families will have the opportunity to choose from three options for what their child's schooling will look like this year. More information about the three options can be found on the following pages of this document.

Option 1: Hybrid Model (pgs.3 - 10)

Option 2: Temporary Remote Learning (pgs.10 - 12)

Option 3: Homeschooling (pg.12)

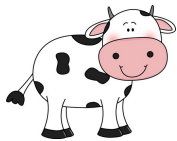
The purpose of this document is to provide you with some detail as to what school will look like when we officially reopen on September 8th, as well as to help assist you in making your decision about which option your child will be on for the upcoming school year. Families will have the opportunity to change their choice throughout the school year, but we ask that you provide the school with at least one week's notice of any changes to help plan for your child's transition.

As a district, we have been working with town agencies in order to help parents understand what options are available, what's offered at each site for care, and the number of seats that are available. A link to the Facebook Group can be found here:

<https://www.facebook.com/groups/355108842166236>

This page will be updated by each agency weekly. Please check back often to find the most updated information available. The district is continuing to have conversations with other local agencies regarding childcare during this unprecedented time.

Thank you for your time and consideration of these resources and of our requests. We look forward to working with you during the 2020 - 2021 school year!



Northville ... where everyone counts!
Make today count!

Mrs. Gallagher, Principal
Mrs. Calabrese, Assistant Principal

Option 1: Hybrid Plan for Reopening-2020-2021

Monday	Tuesday	Wednesday	Thursday	Friday
Student Cohort A 50% of Students in school	Student Cohort A 50% of Students in school	A & B Cohorts Remote Learning with Teachers	Student Cohort B 50% of Students in school	Student Cohort B 50% of Students in school

As stated above, all New Milford schools/students are starting on a Hybrid Plan. Students in the Hybrid Plan must wear a mask during the school day.

- All students will be assigned a cohort for the year. Students in cohort A will be in school on Monday and Tuesday. Students in cohort B will be in school on Thursday and Friday. When a student is not in school, they will receive a schedule of when to log into classes from home.
 - **Cohorts will be sent out to all families once demographic data is completed. Data is needed to balance classes.**
- When a cohort of students is not in school physically, students will be expected to follow a schedule that will include a mix of synchronous and asynchronous teaching. Teachers will provide a schedule for families so they know when to log into “live” lessons. Teachers will also have a Google Classroom with links to the asynchronous learning. Attendance will be taken daily.

Below is a SAMPLE schedule for a student.
Monday, Tuesday, Thursday, & Friday

Time	In School Student Day	Remote Path and Opposite Cohort Group
8:25	Arrival / HR	
9:00 (15)	Morning Meeting/ Attendance	Synchronous Google Meet
9:15 (15)	TC Phonics	Asynchronous Lesson
9:30 (40 + 15)	Readers Workshop / Mask Break (TBD)	Asynchronous Lesson / Synchronous small group (TBD)
10:30 (10)	Read Aloud	Synchronous
10:45 (25)	Lunch	
11:20 (25)	Recess	
11:45 (40)	Math	Synchronous Lesson (TBD) / Asynchronous work
12:30 (40)	UA	
1:10 (40)	Writers Workshop	Asynchronous Lesson / Synchronous small group (TBD)
1:50 (40+ 15)	WIN/ SS/Science Mask Break (TBD)	Synchronous small group for WIN days (TBD) / Asynchronous Lesson (SS/Science)
2:40 (15)	SEL	Synchronous Google Meet
2:55 (15)	Dismissal	

Below is a SAMPLE schedule for a student.

Wednesday

Teachers will receive two hours for professional learning, time to plan for the week as well as offer office hours and additional support to students. Teachers and students will be following a different schedule that involves synchronous and asynchronous learning. All students will be home on Wednesday no matter their cohort, or option chosen for schooling

Time	Subject	Remote Path
8:20 - 9:00 (40)	Teacher Prep	
9:00 (15)	Morning Meeting/ Attendance	Synchronous Google Meet
9:15 - 10:15 (60)	Grade Level Planning - LA	
	Students lessons in Phonics, Reading, Writing	Asynchronous Lessons
10:15 - 11:15 (60)	Small Group / Open "Office" Time for LA	Synchronous small group in LA (TBD) Open "Office" Time (TBD)
11:15 - 12:15 (60)	Grade Level Planning - Math	
	Student lesson in Math	Asynchronous
12:15 - 12:40 (25)	Lunch	
12:45 - 1:15 (30)	Small Group / Open "Office" Time for Math	Synchronous small group in Math (TBD) Open "Office" Time
1:15 - 3:15 (120)	District Wide PD	

*A more detailed schedule will be communicated to families closer to the start of the school year.

Arrival/Dismissal Protocols for 2020-2021 School Year

Parent drop off/pick up information will come out at a later time. Data about who is coming to school and what mode of transportation will be used by families is needed before these protocols can be finalized.

Please note that families that choose to ride a bus may NOT be able to change the scheduled pick-up or drop-off locations. Pick-up and drop-off locations CAN be different from each other, allowing 2 different buses, in the event your child is attending a local daycare center or travels to a caregiver's home within the NES school boundaries. (For example: Your child is allowed to take Bus 1 into school from your home and take Bus 2 to the local daycare center BUT this has to be every day he/she is in school.)

Cafeteria Protocols for 2020-2021 School Year

- 4 - 6 students will be seated at each cafeteria table.
- Partitions will be added to the cafeteria tables to enhance social distancing measures.
- Students will wear their masks from the classroom and into the cafeteria. Students can take off their masks once they are seated at their assigned seat. Students in line to buy lunch must keep their masks on until they are seated and ready to eat. Each student will be provided a zippered pouch to hold their mask.
- Students will be given assigned seats in the cafeteria to help limit interaction with other classes as well as help in contact tracing if necessary.
- Floor markings will be utilized to help socially distance students in line for lunch.
- Students who are purchasing a lunch will have a barcode they bring with them to the cafeteria that will be scanned.
- Custodial staff will implement enhanced cleaning protocols during all lunch waves.

Recess Protocols for 2020-2021 School Year

- There will be multiple times a day in which the outdoor recess area may be in use. This includes mask breaks and regularly scheduled recess periods.
- Students will wash hands (or use hand sanitizer) before and after any recess period outside. Students will wear masks when in line walking to recess and when in line

walking in from recess. Masks do not have to be worn while playing outside if able to socially distance.

- When full grade levels are outside for recess, each class will be assigned an area to help in limiting the amount of students using a particular area of the playground.
- Adults supervising recess will keep students in their assigned areas.
- In case of inclement weather, indoor recess will take place. Students will wear masks in the room. Activities can include:
 - Students at their desks with their chromebooks utilizing school appropriate websites
 - Students can play with toys and other materials in the room following protocol for those items (see in classroom protocols)

Specials Protocols for 2020-2021 School Year

- Physical Education
 - Classes will be conducted outside as much as possible
 - Students will be able to take masks off when outside and socially distanced
 - If weather prohibits class from going outside, the gym can be used, but the activity will not be strenuous
- Music
 - Students will not sing in the music room (with or without masks on)
 - No instruments that need to be blown into will be used
 - Hand held instruments can be used following the same protocol as classroom supplies
 - Humming with masks on is allowed
 - Students will be socially distanced in during their class with masks on
- Art
 - Students will be provided their own art supplies during the class
 - Student tables/desks will be disinfected between each class
 - Students will be socially distanced in during their class with masks on
- Library
 - Students will be able to take out books, but books will need to sit for 72 hours before another student can take the same book out
 - Student tables/desks will be disinfected between each class
 - Students will be socially distanced in during their class with masks on

- Guidance
 - The guidance counselor will create videos that teachers can play at their discretion
 - The guidance counselor will be available to support student needs to begin the school year and not scheduled for classroom visits
- Health
 - The health teacher will create videos that teachers can play at their discretion

Classroom Protocols for 2020-2021 School Year

- Students will wear masks in the classroom at all times unless in a mask break.
 - Mask breaks will be scheduled for all students at various times throughout the school day.
- Each student will be assigned a desk.
- Student desks will be set up in the rooms so that students are spaced apart as well as allowing for safe foot traffic and access to areas such as bathrooms and sinks for handwashing.
- Students will be provided classroom supplies (pencils, markers, erasers, scissors, etc.) that will be assigned to them. Classroom supplies will not be shared.
- Students will have access to books in the classroom. Books will not be given to another student until they have sat for 72 hrs.
- For grade levels with toys/games, students will be assigned these materials and they will not be re-assigned until disinfected.

Special Education and the HYBRID Model

During the pandemic, the delivery of a free appropriate public education [“FAPE”] to all students may vary depending on the instructional delivery model. The NMPS is nonetheless committed to provide FAPE to each student determined eligible for special education services. Similarly, the NMPS will provide students identified under Section 504 of the Rehabilitation Action with appropriate accommodations.

EXCEL Preschool Students: the EXCEL preschool program will continue to provide services to students with disabilities in a fully inclusive program. The Community Friends (typical peers)

and students with IEP's will follow a full program model. This is best practice and promotes the early intervention model promoted by IDEA and the Connecticut State Department of Education.

Students will attend the preschool with the following schedule:

3 year olds: Monday, Tuesday, Friday mornings

4 year olds: Monday, Tuesday, Thursday and Friday afternoons

K-12 Students:

By establishing procedures and practices that promote access to the same opportunities afforded to general education students will ensure that students with disabilities receive an equitable educational experience. Starting the school year in the Hybrid Model, specialized instruction and related services should be delivered in accordance with the IEP for most students, although it may necessitate a change in schedules or staffing assignments to provide specific services on the days the students are attending school in-person. Students will receive their services through in-person or remote synchronous and asynchronous learning.

High Need and Priority Access Students K-12:

The NMPS district must consider providing services to high-need students full time (4 days in-person and one remote day under the Hybrid Model). These students referred to may present and/or often present with intensive needs and:

1. require **constant or consistent supervision by adults**, often with an adult to student ratio of 1:1 or 2:1;
2. require **physical assistance** to learn and attend to their basic safety, health, and self-care needs (e.g., mealtime supports, toileting, medical interventions);
3. often present with skill deficits with **functional communication** via both verbal and nonverbal means, thus limiting their ability to effectively express feelings and symptoms has experienced **significant challenges accessing remote educational opportunities** as a result of the impact of their learning challenges, behavior, and level of engagement;of illness.
4. exhibit **significant behaviors** that, at times, require an escort to safe areas or, in the case of emergency and only as a last resort physical restraint; and
5. may **not be able to wear personal protective equipment (PPE)**, practice social distancing (in accordance with), or abide by other Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), and CSDE reopening guidance.

Parents/Guardians will be notified if their child requires the full in-person services 4 days per week (Monday, Tuesday, Thursday, Friday) via email no later than Friday, August 21, 2020.

Refer to Addendum 6 in the Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together: <https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf>.

Option 2: Temporary Remote Instruction Model

The temporary remote instruction model is a ***voluntary*** choice for parents. The district will provide a blend of synchronous and asynchronous learning to your child while he/she is working remotely. We realize that during this time you may be deciding what will work best for your family. Below you will find a set of accompanying expectations and limitations of the temporary remote instruction model. The district asks that you take the following into consideration while making your choice.

Please keep in mind: If parents select the temporary remote instruction model, all classes will be provided remotely. Due to health and logistical considerations, it will not be an option to have children attend some classes in school and others remotely.

Limitations Under the Plan

1. Access to asynchronous learning, and some synchronous learning (no less than 20 minutes per content area each day) which will take the form of small group instruction or access to the teacher teaching the lesson.
 - a. Online synchronous instruction may take place at different times each week in each core content area. Teachers will provide a schedule for when synchronous learning will occur to parents, weekly. **For the first two weeks of school, all learning will be asynchronous (in Google Classroom) to allow us the opportunity to set up technology for synchronous instruction.**
 - b. The weekly schedule provides the opportunity for teachers to adjust the type of instruction offered which is intended to accommodate needs of the class.
2. Specials at the elementary and middle school level will not have a (synchronous) live component. Instead, General Music, Art, PE and Health will provide family lessons in their Google classrooms for parents to follow weekly with their children. At New Milford High School, only Health will have a (synchronous) live component.
3. Kindergarten will be setting up classroom routines during the first few weeks of school and may have very limited synchronous learning provided during this time.
4. Your child will receive instruction from a teacher to whom he/she is assigned in each of the core content areas for synchronous and asynchronous instruction during the course

of the week. Substitutes will fill in from time to time when necessary based on each school's circumstances.

5. If state testing and local assessments are administered this school year, students must attend school in person to take the assessments. Students will not be allowed to take these assessments remotely.
6. Students may attend after school activities and sports if they are in temporary remote instruction.
7. Other limitations may apply as the nature of the voluntary remote learning programming may not result in matching instructional hours.
8. In order for the school district to provide FAPE and implement the students' IEP as designed, special education and related services are typically programmed for in-person access. Families are strongly encouraged to consider the importance of sending their child to school to receive special education and related service when feasible and supported by public health data.

Obligations of Parents, Students and Families During Temporary Remote Instruction

1. The family must support supervision of their child during the remote learning experiences, during synchronous and asynchronous learning while students are working in Google Classroom.
2. The family must support daily student attendance and engagement in daily lessons.
3. Students are expected to hand in all materials and assessments on time and to seek out support from teachers when necessary.
4. Parents will contact the district at least one week prior to making any changes to their child's learning choice to the in-person model. ***We recommend that you make the temporary choice for one marking period at a time and then revisit with the school at that time.***
5. If the district moves to the Hybrid model of instruction from either full remote instruction or from in-person learning due to either district decision to start the school year or based on the need to do so due to Public Health information, the student must take part in the learning process of their assigned cohort. When schools are in the full remote instruction model, the regular school day schedule will be followed.
6. You must fill out your child's demographic update to inform the district of your choice to start your child's school year no later than **August 24, 2020**. In the event that you do not submit the update, **the district will default your selection to in person learning.**

Temporary Nature of the Remote Learning Programming *Adapt, Advance, Achieve pg 49
As noted, and in accordance with policy directives from the CSDE, the remote instruction model is considered to be a temporary option. Therefore, we feel that it is important to advise families that as the school district's remote learning programming is temporary, it may not be available the full year. Consequently, should public health data indicate that there is no longer a need for

remote instruction, or should the CSDE issue updated policy directives, eliminating this option, it will no longer be provided by, or otherwise available from, the district.

Option 3: Homeschool Option

For families uncomfortable with either option, the parents can choose to homeschool their student. Home schooling requires the parent to **withdraw their child from the school district.** Once withdrawn, the parent takes over responsibility for their student’s educational progress. The student will not be counted in the student attendance numbers, is not eligible for any services provided by the district nor can the student participate in extracurricular activities. Please reach out to the school office if you wish to pursue this option.



In the unfortunate event that the metrics change and force us to close schools and go to an all distance learning model, the following procedures will be in effect.

REMOTE LEARNING

This is defined as: Short Term Closure (2-5 days, 2 weeks, etc.) or Long-Term Closure

All students engage in Remote Learning with materials and support from the school. Classroom learning and instructional activities are shared through contact with the teacher via Google Classroom. The Remote Learning model will be a blend of synchronous and asynchronous learning that follows the students In-Person schedule. Online synchronous instruction will take place, for a portion of each class, based on your child’s schedule.

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Remote Learning 100% of Students	Remote Learning 100% of Students	Remote Learning Teacher PD & Prep	Remote Learning 100% of Students	Remote Learning 100% of Students

Refer to Addendum 6 in the Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together: <https://portal.ct.gov/-/media/SDE/COVID-19/CTReopeningSchools.pdf>.

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**Additional Information Regarding Reopening of Northville:**

**Guidelines for Masks**

PLEASE NOTE: All students, pre-k to 12th grade, must always wear face masks or other cloth material that covers their mouths and noses while they are on school property or on school busses. It is the responsibility of parents and/or guardians to ensure that their students have masks. If, however, a student arrives at school on a particular day and does not have one, the NMPS will provide a mask.

EXEMPTIONS: Students who have trouble breathing or have a medical condition making it unsafe to wear, or students with disabilities that prevent them from wearing a mask safely, are not obligated to wear a mask. A student claiming such an exemption, however, must provide "written documentation that the person is qualified for the exemption from a licensed medical provider, the Department of Developmental Services, or other state agency that provides or supports services for people with emotional, intellectual or physical disabilities, or a person authorized by any such agency."

Students who do not qualify for an exemption and fail or refuse to wear a mask shall not be admitted into school buildings. They will instead be offered the same remote instruction program that is being offered to families who do not currently wish to send their children to school. Students who do not qualify for an exemption and fail or refuse to wear a mask shall also face potential disciplinary consequences, up to and possibly including expulsion.

Students must wear a face mask/face coverings that completely cover their mouth and nose. See guidelines and procedures below:

- Masks must be worn during the following times:
  - Prior to getting on the bus and during the entire length of the bus ride to and from school
  - Prior to entering the school building
  - During the school day except during designated times as noted in the schedule, in addition to lunch and the appropriate time in P.E.



- Mask breaks
  - Periodically throughout the school day there will be scheduled masks breaks. Students must be at least six feet away from other students for the duration of the break.
  - Mask breaks may occur inside the classroom, in other spaces throughout the school, and/or outside of the school building.
  - What does a mask break look like? A student would remove the mask down to his/her chin, and be able to take breaths not coughing, sneezing or spraying droplets. Teachers will then instruct students to put their face masks back up. The face mask breaks can only occur when students are six feet apart, or outside and six feet apart.



At NES, we understand our students are young and may struggle to maintain proper mask usage. All staff will encourage students to follow the 3Ws of Safety:



**Personal Hygiene** - As outlined by the CDC, handwashing is one of the best safeguards for mitigating Covid-19. It is recommended, and expected, that students wash their hands throughout the day. It is also recommended that students carry their own hand sanitizer. All individuals are required to wear a mask while riding the bus and while in the building.

**Parents/Visitors**

To ensure the safety and well-being of all students and staff, access to the buildings by visitors/parents will be extremely limited and only for specific educational purposes or emergency situations. Any parent or visitor who is permitted access to the building must wear a mask that completely covers their nose and mouth.

**Parent/Guardian Next Steps:**

You must fill out your child's demographic update to inform the district of your choice to start your child's school year. In the event that you do not submit the update, **the district will default your selection to in person learning.**