



Dr. Nicholas J. Spera, *Executive Director*
Denise Dunning, *Principal*

September 3, 2020

Dear Families,

In this letter is important information for your review. Please refer to the attached Addendum from the State of Connecticut, remote learning expectations, chart of teacher hours and the attached link to view a video regarding [remote learning expectations](#).

Attendance

If your student is absent, please call the school in the morning and leave a message on the attendance line at 860.447.1003 and choose Option 8. Please leave a message stating, student name, grade, reason for absence and if it is due to illness, provide a quick summary with the symptoms they are experiencing. If you prefer a call back from the administration or the nurse, please indicate that in your message. Families of students with unverified absences will receive a phone call from the main office the morning of the absence. Please help us in this matter to properly record attendance.

Pick Up & Drop Off Times

Drop Off time is 8:00 a.m. and no earlier - students are not allowed in the building before 8:00 a.m. It is a safety issue for students to be outside of the school unattended before our start.

Pick Up time is 3:00 p.m. on full days and 12:15 p.m. on half days. It is very important that you are prompt in picking your student up because teachers and administration are also required to vacate the building so that cleaning of the building can occur.

Face Coverings

The State of Connecticut has released Addendum 11 titled, *Interim Guidance for the Use of Face Coverings in Schools during COVID-19*. The Executive Director, Dr. Nicholas Spera, has met with the administrative team regarding this addendum and has advised for ISAAC's compliance to this information from CT Department of Public Health as described on pp. 4 of Addendum 11 and on the chart on pp. 5. Masks with exhalation valves and N95 respirators are not recommended for student use in schools. Students who wear these masks will be asked to remove the mask and will be provided with a surgical procedure style mask.

Zoom Screen Names

As referenced in the attached video regarding Zoom names, all school Zoom screen names used should be your full name. Nicknames or slang names are not allowed when Zooming with your teachers.

Thank you for working with ISAAC to ensure the utmost safety for our students.

Sincerely,

A handwritten signature in black ink that reads "Denise M. Dunning".

Denise M. Dunning