

**New Milford High School
Parent/Guardian Guidance Document
for Remote and In-Person Learning Programming**

August, 2020



Dear Parents and Guardians:

Earlier today you all received the reopening plan for the district. It is a comprehensive document that outlines the plan to start the 2020/21 school year. This document is not meant to circumvent the district initiative, but rather to provide greater clarity for our high school students and families and address issues and topics germane to the high school student and family.

New Milford High School like all other schools in the district will begin the 2020-2021 school year in the Hybrid Model of Instruction. During the first week of school and the weeks that follow, students will attend school based on the Cohort they are assigned. At New Milford High School students are assigned a cohort based on the spelling of their last name. Due to the fact that we use A Days and B Days in our daily language to describe our schedule we will use a color designation for our cohorts. Therefore, the Green Cohort is defined as students with last names A - Lo and our White Cohort is defined as students with last name Lu - Z. School starts for students on September 8th. A full calendar is located in this document.

Again, the purpose of this document is to provide clarity for what the high school will look like and how we will operate on a day to day basis. We realize that the district is asking you to make a decision on whether you are going to send your child to school and participate in our Hybrid model, elect to choose a Temporary Remote Parallel Instruction Model, or Homeschool your child. In addition to the choice that must be made there is also the possibility of the different phases we as a school district might be in based on health department data and those data will dictate whether there is in person learning or we are all remote learning. These three choices are fully described in the document below. Families will have the opportunity to change their plans throughout the school year. We respectfully request that you provide your child's school with **at least two week's notice** prior to making the change, and when feasible, electing to make a choice that can be sustained throughout a marking period. The period of time requested will provide the school with the opportunity to plan for your child's transition back to school or to distance learning from in-person learning.

The three plans are outlined in detail below.

Thank you for your time and consideration of these resources and of our requests.

Three Options available:

Option 1: Hybrid Plan for Reopening-2020-2021

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.
 - **Green Cohort Last Names A -LO**
 - **White Cohort Last Name Lu-Z**
- Students who are in each cohort will attend school in person on the dates prescribed as noted in the New Milford Public Schools Return to School Plan. See schedule below for the first marking period (September 8 - November 13)

Green Cohort - Last Names A - Lo

White Cohort - Last Names Lu - Z

Wk	Monday	Tuesday	Wednesday	Thursday	Friday
1	<u>September 7</u> No School Labor Day	<u>September 8</u> Green @ NMHS White Remote A1 Day	<u>September 9</u> Green @ NMHS White Remote B1 Day	<u>September 10</u> White @ NMHS Green Remote A1 Day	<u>September 11</u> White @ NMHS Green Remote B1 Day
2	<u>September 14</u> Green @ NMHS White Remote A2 Day	<u>September 15</u> Green @ NMHS White Remote B2 Day	<u>September 16</u> Green Remote White Remote A Day	<u>September 17</u> White @ NMHS Green Remote A2 Day	<u>September 18</u> White @ NMHS Green Remote B2 Day
3	<u>September 21</u> Green @ NMHS White Remote A1 Day	<u>September 22</u> Green @ NMHS White Remote B1 Day	<u>September 23</u> Green Remote White Remote B Day	<u>September 24</u> White @ NMHS Green Remote A1 Day	<u>September 25</u> White @ NMHS Green Remote B1 Day
4	<u>September 28</u> No School Yom Kippur	<u>September 29</u> Green @ NMHS White Remote A2 Day	<u>September 30</u> Green @ NMHS White Remote B2 Day	<u>October 1</u> White @ NMHS Green Remote A2 Day	<u>October 2</u> White @ NMHS Green Remote B2 Day
5	<u>October 5</u> Green @ NMHS White Remote A1 Day	<u>October 6</u> Green @ NMHS White Remote B1 Day	<u>October 7</u> Green Remote White Remote A Day	<u>October 8</u> White @ NMHS Green Remote A1 Day	<u>October 9</u> White @ NMHS Green Remote B1 Day
6	<u>October 12</u> No School Columbus Day	<u>October 13</u> Green @ NMHS White Remote	<u>October 14</u> Green @ NMHS White Remote	<u>October 15</u> White @ NMHS Green Remote	<u>October 16</u> White @ NMHS Green Remote

		A2 Day	B2 Day	A2 Day	B2 Day
7	October 19 Green @ NMHS White Remote A1 Day	October 20 Green @ NMHS White Remote B1 Day	October 21 Green Remote White Remote B Day	October 22 White @ NMHS Green Remote A1 Day	October 23 White @ NMHS Green Remote B1 Day
8	October 26 Green @ NMHS White Remote A2 Day	October 27 Green @ NMHS White Remote B2 Day	October 28 Green Remote White Remote A Day	October 29 White @ NMHS Green Remote A2 Day	October 30 White @ NMHS Green Remote B2 Day
9	November 1 Green @ NMHS White Remote A1 Day	November 3 No School Conferences	November 4 Green @ NMHS White Remote B1 Day	November 5 White @ NMHS Green Remote A1 Day	November 6 White @ NMHS Green Remote B1 Day
10	November 9 Green @ NMHS White Remote A2 Day	November 10 Green @ NMHS White Remote B2 Day	November 11 No School Veterans Day	November 12 White @ NMHS Green Remote A2 Day	November 13 White @ NMHS Green Remote B2 Day

Sample Student Schedule

Below you will see sample schedules for John Apple and Linda Zima. These two students are in the same classes, but are part of different cohorts.

Student Name: John Apple (Green Cohort)

Monday	Tuesday	Wednesday	Thursday	Friday
Green @ NMHS White Remote A Day	Green @ NMHS White Remote B Day	Remote Learning	Green Remote A Day	Green Remote B Day
Per. 1 Eng. 1 H.	Env. Sci. CP		Synchronous Learning for Eng 1H	Synchronous Learning for Env Sci CP
Per. 2 Alg. 1 CP.	Dev West Civ H		Synchronous Learning for Alg 1CP	Synchronous Learning for Dev West Civ H
Lunch	Lunch			
Advisory	3TR			
Per. 3 Band	PE			
Per. 4 Span. 2. H.	Study		Synchronous Learning for Span 2 H	

Student Name: Linda Zima (White Cohort)

Monday	Tuesday	Wednesday	Thursday	Friday
White Remote A Day	White Remote B Day	Remote Learning	White @ NMHS A Day	White @ NMHS B Day
Synchronous Learning for Eng 1 H	Synchronous Learning for Env Sci CP		Per. 1 Eng. 1 H.	Env. Sci. CP
Synchronous Learning for Alg 1 CP	Synchronous Learning for Dev West Civ H		Per. 2 Alg. 1 CP.	Dev West Civ H
			Lunch	Lunch
			Advisory	3TR
			Per. 3 Band	PE
Synchronous Learning for Span 2 H			Per. 4 Span. 2H	Study

- When a cohort of students is not in school physically, students are expected to log in to watch the teacher teaching a lesson synchronously (live), based on the in-person schedule each day. Teachers will provide a time to students for which they will go live each day by subject, weekly within the time that the course is scheduled on the student schedule. It is expected that when students are not in school, they are accessing the live lessons as well as the content in Google Classroom. (Attendance is required to be taken each period and each day.)
- Teachers may report to school on Wednesdays, however, students will not.
 - 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 an abbreviated schedule that involves synchronous learning/support.

New Milford High School Wednesday Sample Schedule

7:35 - 9:45	Planning/Professional Learning for Teachers/Staff
10:00 - 10:35	Period 1 with Students
10:45 - 11:20	Period 2 with Students
11:30 - 12:05	Period 3 with Students
12:30 1:05	Period 4 with Students

1:10 - 2:40	PLC/Course Planning for Teachers/Staff
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*A more detailed schedule will be relayed to each student.

Extra-Curricular Activities/Athletics/Clubs

Clubs/Activities - Clubs and activities will meet virtually until further notice.

Extracurricular Non-Athletic (Band, Dramatics, etc.) - At this point in time there are no scheduled fall productions.

Extracurricular Athletic - The CIAC continues to monitor conditions, work with various stakeholders, and make plans/recommendations regarding athletics.

Miscellaneous

Hallways/Stairwells - Under the Hybrid Plan there will be roughly half of the student population present at NMHS daily. That said, the center stairwells will be designated as one way due to their size. The end of hallway stairwells are much larger and can therefore be used for up and down traffic.

Lunch - Lunch waves in the Hybrid Model will consist of roughly 165 students. The food service department has gone to great length to continue to provide options for students while keeping the safety of the students at the forefront of their decisions. Students will be expected to maintain appropriate social distance, to the best extent possible. There will be no more than three students at each table. Just as we have been accustomed to at restaurants, students will wear masks while entering and exiting the cafeteria. The only time that they will not be expected to wear a mask is while eating lunch. As always, students are free to bring lunch from home.

Lockers - Students will be permitted to use their individual hall lockers; however, it is highly advised that all texts are brought home upon issue and kept at home until otherwise instructed.

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.

Speciality Courses

Band Classes/Chorus Classes - We are still waiting for guidance from the State regarding these classes.

PE - Students will not have access to the PE Locker rooms and not expected to “dress out” for PE. When weather is favorable PE classes will be held outdoors.

Guidelines for Masks

Students must wear a face mask/face coverings (bandanas are not a mask) that completely cover their mouth and nose. See guidelines and procedures below:

PLEASE NOTE: Students 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.

- 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.



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.

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.

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.

Option 2: Temporary Remote Parallel 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. Daily attendance is expected, via Google Meet, and will be recorded for state records for each class in your child's schedule. 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.

Limitations Under the Plan

1. Access to asynchronous and synchronous learning will take the form of access to the teacher teaching the lesson. Online synchronous instruction will take place, for a portion of each class, based on your child's schedule.
2. 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.
3. Students may attend after school activities and sports if they are in temporary remote instruction.
4. Other limitations may apply as the nature of the voluntary remote learning programming may not result in matching instructional hours.

Obligations of Parents, Students and Families During Temporary Remote Instruction

1. The family must support their child during the remote learning experiences.
2. The family must support daily student attendance and engagement in daily lessons.
3. The family must support engagement in daily lessons and handing work in on time to teachers via Google Classroom.
4. Students are expected to hand in, via Google Classroom, all materials and assessments on time and to seek out support from teachers when necessary.
5. All classes will be remote when making this choice. It is not an option to have your child attend some classes in school and others remotely.
6. Parents will contact the district at least two weeks 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.***

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. For families choosing this option, it is imperative that you enroll your child in an accredited program so that credits can be accepted by NMHS in the event that your family chooses to re-enroll your child. Please speak to Mr. Shugrue before choosing this option.

Now what...

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.**

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>.