



# Rocky Hill Public Schools Fall 2020 Reopening Plan

*Revised on November 16, 2020*



## Message from the Board of Education Chairman and the Superintendent of Schools

Dear Parents and Guardians,

The Rocky Hill Public Schools reopening plan has been crafted in accordance with Connecticut's decision to reopen all public schools for the 2020-21 school year. We welcome this decision with the clear understanding that every effort must be made to prioritize the health, safety, and wellbeing of all members of the Rocky Hill Public Schools community. Our district's plan addresses a series of specific requirements established by the Connecticut State Department of Education. In addition, we received input and feedback from a variety of key stakeholders representing various groups throughout our community (teachers, parents, Board of Education members, school administrators, public health officials, etc.). We recognize that the situation with the Coronavirus continues to evolve and that this plan will be amended by the Board of Education on an as-needed basis.

While we are encouraged by the decision of our state's leaders to reopen Connecticut's public schools and we are eager to welcome back our students and staff, we must all continue to remain vigilant with respect to safeguarding ourselves and our fellow community members. As we move forward with an in-person learning model for all students, we understand that some parents and guardians, for a variety of reasons, may choose to keep their children at home. These families who do not wish to send their children to school can elect to have them participate in remote learning. In addition, the plan provides flexibility for the district to transition to a hybrid model (a mix of in-person and remote learning which reduces the number of children in school each day) and a full-scale, remote learning model for all students that might become necessary if the public health situation changes due to a rise in Coronavirus transmission rates. Regardless of the model employed, our staff remains committed to providing all students with a quality education based upon meaningful, rich, and relevant content area subject matter; excellent pedagogy; and high levels of student engagement in rigorous learning tasks.

In closing, we appreciate your understanding and your flexibility. Keeping our schools open will require everyone's collective commitment to following all of the recommended safety protocols and hygiene practices. Working together as a unified school community, we are confident that we can overcome the challenge in front of us and continue to provide our students with the educational experiences that they so rightfully deserve.

Respectfully,

Brian A. Dillon, Chairman, Rocky Hill Board of Education  
Mark Zito, Ed.D., Superintendent of Schools



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Updated 11/16/2020



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## Fall Reopening Model (In-Person Learning)

Rocky Hill Public Schools will open for all students, for in-person learning, on a Monday through Friday basis, beginning with the first day of school on September 8, 2020.

<b>Additional Emphasis</b>			
	<p><b>Social Distancing</b> Everyone must maintain social distancing to the greatest extent possible when entering/exiting or moving throughout the building.</p>		<p><b>Wearing Masks</b> Everyone must wear face coverings or masks that completely cover the nose and mouth while inside the school and on the bus <i><b>Exceptions only for individuals for whom it is not safe to do so due to medical conditions.</b></i></p>
	<p><b>Frequent Hand Washing</b> Everyone must engage in frequent hand washing or sanitizing upon arrival, before and after meals, after bathroom use, and after coughing or sneezing.</p>		<p><b>Cohorting</b> Grouping of students by the same class/group of students and teacher so each team functions independently (will vary depending upon the grade level).</p>
	<p><b>If Sick, Stay Home</b> In order to prevent transmission among the school population, parents are instructed to screen students before leaving for school. Teachers and staff must self-screen. Check to ensure that temperature is below <b>100.0 degrees Fahrenheit</b> and observe for symptoms associated with COVID-19 outlined by public health officials. Stay home if you feel sick, have any symptoms consistent with COVID-19, or have had close contact with a person diagnosed with COVID-19.</p>		

### Stevens Elementary, West Hill Elementary, and Moser School

- Classes will remain together throughout the school day. Keeping children in the same class throughout the day will minimize traffic in school corridors.
- Specials teachers (art, music, and library) will visit individual classrooms. Physical education classes will be held outside (weather permitting). During periods of inclement weather, physical education teachers will either visit individual classrooms or use the gymnasium (when available).
- Meals will be provided in the cafeteria and nearby spaces (such as the multipurpose room at Stevens and the gymnasium at West Hill) in order to maximize social distancing.
- Recess will be held outside (weather permitting).

## **Griswold Middle School**

- Classes will remain together throughout the school day to the greatest extent possible. Subject area teachers will rotate into classes in order to minimize student movement throughout the day. Griswold Middle School will use a four-period, block schedule on alternating (A/B) days. Classes will be approximately 90 minutes in length.
- Unified arts classes will visit individual classrooms.
- Meals will be provided in the cafeteria and gymnasium to maximize social distancing.
- Students will not be able to use lockers in accordance with social distancing protocols.
- The movement of students throughout school corridors will be organized and scheduled in order to maximize social distancing.

## **Rocky Hill High School**

- Rocky Hill High School will use a three-period block schedule on a three-day rotation. Classes will be approximately two hours in duration. This approach will minimize the number of transitions and student movement throughout the day.
- Meals will be provided in the cafeteria and the multipurpose room to maximize social distancing.
- Students will not be able to use lockers in accordance with social distancing protocols.

*Chorus and instrumental lessons will not be offered in the traditional sense; rather, singing and instrumental practice will occur at home and school-based lesson time will be used to reinforce musical skills, e.g., note reading, music appreciation, reviewing home-based performances that have been uploaded to an electronic file.*

## **Temporarily Choosing Not to Participate (Remote Learning while schools are open for in-person learning)**

The Rocky Hill Public Schools recognize that some parents and guardians may choose to keep their children at home given the current status of the Coronavirus public health situation. The school district will offer remote learning opportunities for these children. However, parents must also understand that the public schools are not “drop off” day care centers. In other words, parents who choose remote learning for their children cannot bring a child to school on an intermittent basis for the purposes of custodial care. Likewise, parents who choose in-person education for their children must understand that, barring illness or another legitimate reason, children participating in the in-person learning model are expected to attend school every day unless the district is forced to transition to a more restrictive model (hybrid or full-scale remote for all students).

## **Elementary Schools (Pre-K – Grade 5)**

- Students participating in remote learning when schools are open will remain assigned to their regular classroom teacher. (This will afford parents with the opportunity to return their child to school for in-person learning with minimal disruption.) Parents who opt for remote learning and then decide to enroll their children for in-person classes must realize that the school district anticipates a one-week waiting period before the child will be able to begin with in-person learning.

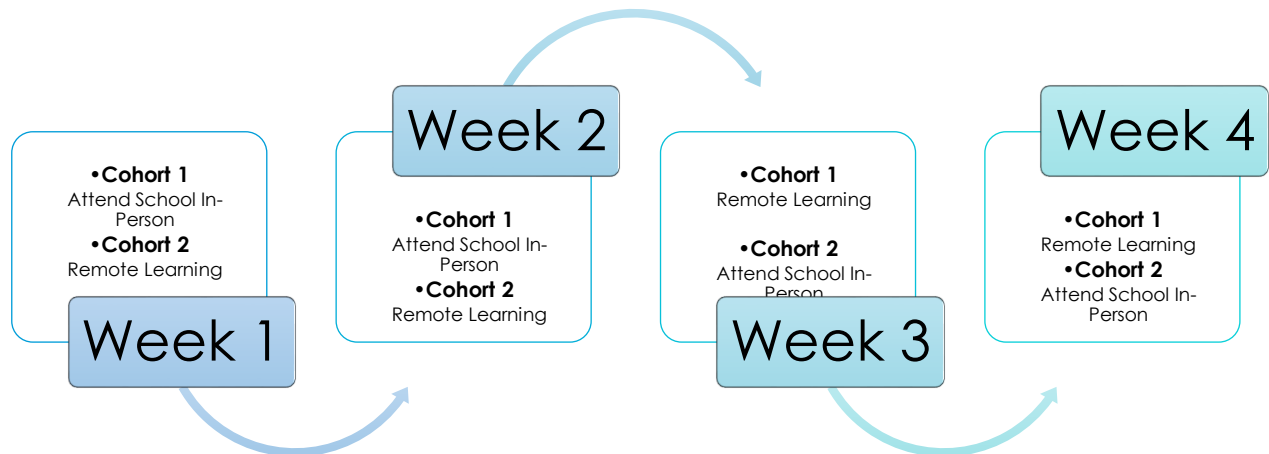
- Google Classroom (Grades 2-5) and See-Saw (Grades Pre-K – 1) will be used as the primary means for posting and sharing assignments for all students.
- Students participating in remote learning when schools are open will have assigned time blocks where they will meet with the classroom teacher each day.

### Secondary Schools (GMS and RHHS)

- Students participating in remote learning when schools are open will use Google Classroom to log into their scheduled classes.
- Google Classroom will be used as the primary means for posting and sharing assignments for all students.
- Parents who opt for remote learning and then decide to enroll their children for in-person classes must realize that the school district anticipates a one-week waiting period before the child will be able to begin with in-person learning.

### Hybrid Learning (A Mix of In-Person and Remote Learning)

In the event that Coronavirus data require stricter measures and the implementation of a hybrid model, all schools will be divided into two cohorts (Cohort 1 and Cohort 2) by alphabet in accordance with each child’s last name. Cohort 1 students will attend school for in-person learning for two consecutive weeks on a M-F basis while Cohort 2 students will participate in remote learning by logging into their classes. At the conclusion of two weeks, Cohort 2 will attend school for in-person learning while Cohort 1 will remain home and participate remotely.



***\*Students who have already chosen to participate in remote learning on a full-time basis will continue to log into their scheduled classes each day.***

## School Liaison, Communication Plans, and Data Collection

- The Coronavirus school liaison role will be shared by the superintendent of schools and the district's medical consultant who will work together to coordinate responses and take specific actions as needed.
- Regular updates will be provided to all members of the school community through the district's School Messenger emergency notification alert system (via email) and posted on the district's website. Accommodations are provided on the website to assist individuals with visual and/or hearing impairments.
- The district's website provides a link for parental feedback. This information is sent directly to the chairman of the Board of Education and the superintendent of schools.
- Information will be shared with all stakeholders in the educational community (students, families, and staff members) any time there are new practices put into place or when significant changes, (e.g., a shift to a hybrid or full-scale remote learning model) must be enacted in accordance with directives or recommendations from state education officials or public health officials.
- This plan will be posted on the district's website.
- A survey will be conducted with all families to assess two critical areas: the number of children who will be participating solely in remote learning opportunities and the number of children who will not be accessing school district transportation.

## Facilities

- The director of school facilities will work with building administrators and custodial staff to maximize social distancing within each classroom based upon class enrollment numbers and the physical layout of each classroom.
- The director of school facilities will work with building administrators to specifically assess the feasibility of using larger spaces for instructional and/or other purposes (e.g., lunch). Larger spaces include cafeterias, gymnasiums, school media centers, multi-purpose rooms, stage areas, and the RHHS auditorium.
- Teacher desks will be located at least six feet from the nearest student desk. Teacher desks will be provided with three-sided, clear-paneled protective barriers. Interactive whiteboards and Smartboards are mounted strategically to afford teachers six-foot distances from the nearest student while conducting instruction from those areas.
- Signs and messages related to "Stopping the Spread" will be posted in English and other languages appropriate for the school population in Rocky Hill (e.g., Hindi). Signage will also be accessible to individuals with disabilities.
- The school calendar in Rocky Hill was changed to provide teachers with five professional days in advance of the first day of school for students. Specific training will be provided in the following areas: handwashing protocol, social distancing, identifying the common symptoms of Coronavirus infection, and protocols for reporting suspected cases to the school nurse. This training will be coordinated by the assistant superintendent for curriculum and instruction in collaboration with the director of special education and pupil services. At the beginning of the school year, all new protocols will be reviewed with students.

- Facilities staff will be trained using the DPH guidance for cleaning and disinfecting schools. The director of school facilities will coordinate this training. Head custodians will assist with this process for each school.
- All new employees hired after the start of the school year, and all substitute employees, will be required to participate in training on all new safety protocols.
- Cohorting will be used at the K-8 level (see instructional plan). At Rocky Hill High School, block scheduling will be employed to minimize the frequency of transitions between classes.
- Outside groups will not be permitted, at least initially, to use the schools. Interscholastic sports will be permitted if the CIAC allows for sports in the fall of 2020.
- Outside visitors will not be allowed to enter school buildings unless they have received permission, in advance, from a school administrator. Such visitors will be permitted to enter schools only for legitimate educational purposes. All visitors must be symptom-free and wear a mask at all times.
- The director of school facilities will comply with DPH guidance regarding the operation of heating, ventilation, and air conditioning (HVAC) systems.
- All restroom areas will be cleaned and disinfected two times per day. All automated hand dryers, district-wide, have been disabled and replaced with touchless paper towel dispensers.

## Child Nutrition

- The Rocky Hill Public Schools will continue to meet all federal and state requirements for school districts participating in the National School Lunch Program and the School Breakfast Program (RHHS only). The district will continue to determine eligibility for, and make available, free and reduced-price meals for all eligible children.
- The Rocky Hill Public Schools will continue to comply with the U.S. Department of Agriculture's (USDA) regulations and policies for school meals including the meal pattern requirements.
- The Rocky Hill Public Schools will continue to claim meals provided to eligible students using accurate counting and claiming methods.
- Lunch waves will be scheduled to maximize social distancing. Students will continue to obtain their meals through the cafeteria line while still wearing masks. Masks will be removed while students are eating. Eating in the cafeteria affords students a break from their classroom settings in a more relaxed atmosphere. At the beginning of the school year, meal choices will be reduced to alleviate students from congregating in lunch lines. Plexiglass sneeze guards will be installed on all service lines to protect students and staff, and 6' social distancing signs will be placed in all areas as needed. Food will be served in a sealed format (e.g., plastic wrapping, foil, containers) further reducing wait time.
- Schools will employ a cafeteria pick-up model with students coming to the cafeteria service line in staggered lunch waves that maintain social distancing and other health protocols. Adjacent spaces near the cafeteria such as multi-purpose areas, gyms, stages, and libraries will be used as needed. Weather permitting, schools with outside seating capability may be able to move some tables outside to improve social distancing and reduce the number of students in the cafeteria.
- Under special circumstances, a classroom delivery model will be used. Meals will be pre-plated/wrapped, placed on carts, and distributed to students who will remain in classrooms.

- Pick-up meal service (for students participating in remote learning or during hybrid learning and full-scale school closure situations).
- Financial Considerations: Food, supplies, and labor associated costs will be closely monitored, and strong meal accountability procedures will be put in place to maximize state and federal meal program reimbursements and funding.
- Cleaning and Sanitation: Updated local health department regulations and safety protocols, including standard operating procedures for sanitation, will be implemented for all kitchens, cafeterias, and alternative meal distribution locations.
- Communications with Families: Rocky Hill's School Messenger alert system will be used to communicate any necessary information or changes in meal program information as needed.
- PPE: Masks, gloves, and face shields will be used when required by food service staff. Physical barriers will be used as needed in serving areas.

## Transportation

### **Transportation Requirements/Preparation**

- The school district is responsible for providing transportation for students to and from school. Given the unique nature of the Coronavirus and its impact upon public health, the school district is encouraging parents and guardians to consider driving their children to and from school. The district anticipates a one-week waiting period for a bus assignment for parents who initially agree to transport their own children and then subsequently request school district transportation.
- Results of a survey sent to families will be used to properly plan for determining the number of students expected to attend school in the fall and whether or not they intend on transporting their children to and from school. This will help in safely planning for expected traffic patterns at each school, parent pick-up and drop off protocols, and arrival /departure procedures. The Board of Education reserves the right to adjust school starting times and/or create a staggered parent drop-off schedule (separate from the busing schedule) in order to alleviate traffic congestion in school parking lots.
- In accordance with SDE guidance and recommendations, our transportation plan will be modified in the event that Coronavirus transmission rates increase.

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### Low Transmission Risk



- Buses will be scheduled to operate at near capacity when needed while maximizing health and safety protocols. Students and bus drivers will be required to wear masks or a cloth face covering. The masks must cover the nose and mouth during transit. The masks must be in place prior to boarding the bus, and remain in place during transit.
- Passengers will be loaded into the bus from the back row to the front (the first passengers onto the bus will sit in the back row). Upon arrival at school, passengers will unload from front to back by seat.

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### Moderate Transmission Risk



- Buses will operate at a reduced capacity while maximizing health and safety protocols. Students and drivers will be required to wear masks or a cloth face covering. The masks must be in place prior to boarding the bus, and remain in place during transit.
- Bus passengers will be spaced with family members sitting together and non-family members being spaced six feet apart utilizing alternating diagonal spacing.
- Passengers will be loaded into the bus from the back row to the front (the first passengers onto the bus will sit in the back row). Upon arrival at school, passengers will unload from front to back by seat.

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### Other Protocols

- Buses will be cleaned and disinfected between morning and afternoon runs as well as after the final run of the day. Buses used for student activities or athletic programs (if permitted) will be cleaned and disinfected prior to the activity and after the completion of the activity.
- Spare facemasks will be supplied on each bus in the event a student forgets his or her mask on a particular day.
- Students who are unaccompanied at the bus stop should not be left alone. If a student refuses to wear a mask, the driver should remind the student, and if the student refuses to comply, the bus driver should continue the route. After arriving safely at the final destination, the driver should follow the reporting procedure to explain the incident to the principal so that the administration may follow-up and remind families that lack of compliance is a disciplinary issue in order to maintain health and safety. Bus access may be temporarily discontinued for the student if the principal deems it necessary.
- If a child becomes ill while riding the bus, the driver will notify the bus dispatcher to call the school so that the nurse meets the bus upon arrival. The child will be temporarily sequestered and assessed by the nurse and the sick child may be taken to the designated isolation room based upon the nurse's assessment of the symptoms. Children placed in the isolation room will be picked up by the parent or guardian.

## Health Practices and Protocols

### Standard Health Practices and Adequate Supplies

- All families, students, and staff will be educated and informed about the new expectations regarding policies and safety protocols which promote public health.
- OSHA approved instructional/informational videos based on CDC and OSHA guidelines will be used with different age-groups of students and with each employee group (the employee videos vary depending upon job responsibilities). A family informational video will be posted on the district's website.
- Staff will continually reinforce with students the importance of following standard public health practices including the following:
  - Social distancing
  - Frequent handwashing and the use of hand sanitizer
  - Use of masks/face coverings which completely cover the mouth and nose
  - Respiratory and cough etiquette
  - Enhanced cleaning and disinfection of high touch surfaces
- Adequate quantities of supplies will be available at all schools. Such supplies include soap, hand sanitizer, no touch paper towel dispensers, tissues, disinfectant wipes, disposable face masks/cloth face coverings, gloves, face shields, surgical gowns, and no touch trash receptacles.

### Immunizations and Health Assessments

- In accordance with Connecticut state law (C.G.S. Section 10-206), students enrolling in BB, kindergarten, new students to Rocky Hill as well as those entering either grade seven or eleven, must have evidence of an annual health assessment (routine physical on State of Connecticut Early Childhood or Blue Health Assessment Record) on file with the nurse.
- All students must have all required immunizations on file with the school nurse before enrolling in school.

### Reporting Illnesses and Addressing Vulnerable Populations

- Parents/guardians are requested to check children each morning for common symptoms related to Coronavirus infection and must keep children at home if they are exhibiting any symptoms as below:
  - Temperature of 100.4
  - Uncontrolled new cough
  - Shortness of breath
  - Difficulty breathing
  - Loss of taste or smell

Our regular required reasons to keep your child at home as mentioned below are still applicable:



- Any undiagnosed rash (MD approval for re admission to school or resolution of rash)
- Any untreated eye infections
- Diarrhea (defined as 3 or more loose stools per day)
- Temperature of 100.4 degrees
- Suspected communicable diseases, e.g., chicken pox, strep throat, vomiting, etc.
- Chills is a sign of fever or impending fever and your child should be kept home

In addition, parents/guardians must keep a child at home if the child has been exposed to someone diagnosed with COVID-19. In all such cases (either the child is exhibiting symptoms or has been exposed to someone else with COVID-19) the parent/guardian must contact the school and inform the school nurse. Information regarding a child's illness will be maintained as a confidential medical record in accordance with FERPA.

- Employees exhibiting any symptoms related to COVID-19 are required to remain at home. Employees should report suspected illness to the school nurse or if one is not in the building to the school principal. Such information will be maintained as a confidential medical record.
- With respect to safely returning to school, individual situations related to the presentation of COVID-19 like symptoms, a confirmed diagnosis of COVID-19, or exposure to a person diagnosed with COVID-19 will be addressed in accordance with the guidance provided by the Connecticut Department of Public Health on August 6, 2020. Please see the [link](#) to the *Interim Guidance for Responding to COVID-19 Scenarios in Connecticut School Districts*. This document can also be found on State of Connecticut's website: COVID-19 Resources for Families and Educators, Addendum 5: <https://portal.ct.gov/SDE/COVID19/COVID-19-Resources-for-Families-and-Educators>.
- In accordance with applicable laws and school policies, staff with documented, qualifying special health care needs will be offered various options (e.g., ADA accommodations, leave from work under EFMLEA) on a case-by-case basis.
- Students with special health care needs will be provided with the opportunity to participate in remote learning if they are unable to attend school for in-person classes.

### **Social Distancing**

- Staff will consistently enforce social distancing protocol to maximum extent possible. Maintaining appropriate distance from others at all times while in school will assist in reducing transmission of the Coronavirus.
- The Rocky Hill Public Schools will be prepared to adjust the approach to social distancing should guidance from the CDC or the Connecticut State Department of Public Health change due to new public health data, including evolving understandings of the Coronavirus and its transmission.

### **Use of Face Coverings, Masks, and Face Shields**

- All students and staff will be required to wear protective face coverings (or masks) which completely cover the nose and mouth when inside the school building. Masks should conform to CDC guidelines. Please see the [link: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html)

Exemptions to this rule will be permitted only for individuals with a note from their physician documenting the medical condition which prevents them from wearing a mask.

- Masks should not have ventilation valves or vents.
- Gaiters, bandanas, and face shields do not conform with CDC guidelines.
- The same rule regarding the wearing of masks will be enforced on school buses.
- Masks will be provided to individuals who arrive at school without a mask.
- Staff working with students who cannot wear a mask for medical reasons will ensure that those students always remain at least six feet away from other students. In addition, staff working in close proximity to those students who cannot wear a mask for medical reasons will use additional personal protective equipment (PPE) such as face shields, gowns, and gloves.
- In cases where individuals cannot wear a mask due to a medical reason, additional mitigation strategies (e.g., three-sided panels placed on desks, face shields) will be considered on a case-by-case basis.

## Health Monitoring Plan

### Planning and Distribution of Information

- All families, students, and staff members will be provided with detailed information regarding symptoms aligned with addendum 5 as noted above and other criteria for keeping children home that are in policy noted above. Students who experience symptoms at school will be escorted to the nurse's office immediately for an assessment.

## Containment Plan

- If any student or employee has a confirmed case of COVID-19, the building principal and school nurse shall contact the superintendent of schools. The superintendent of schools will notify the Central Connecticut Health District immediately and follow the recommended or required course of action in accordance with public health protocol. The Central Connecticut Health District, in collaboration with the school district, will make determinations regarding the following:
  - Contact tracing
  - Quarantine or isolation of specific individuals
  - School or district closures
  - Reopening of schools following a positive, case-related closure
- An isolation room (separate from the health office) will be identified at each school. This room will be used to accommodate students who exhibit symptoms consistent with COVID-19 infection until a parent or guardian arrives. A student waiting in an isolation room will always remain supervised. The individual supervising the room shall be equipped with proper PPE. In accordance with recommended contact tracing protocol, a written log will be maintained of all persons who enter the isolation room.
- The CDC recommended cleaning and disinfection protocol will be initiated following a confirmed case of COVID-19 in a school building.
- The school nurse shall keep a record of all individuals (students and staff) dismissed from school after exhibiting symptoms consistent with COVID-19.
- With respect to safely returning to school, individual situations related to the presentation of COVID-19 like symptoms, a confirmed diagnosis of COVID-19, or exposure to a person diagnosed with COVID-19 will be addressed in accordance with the guidance provided by the Connecticut Department of Public Health on August 6, 2020. Please see the [link](#) to the *Interim Guidance for Responding to COVID-19 Scenarios in Connecticut School Districts*. This document can also be found on State of Connecticut's website: COVID-19 Resources for Families and Educators, Addendum 5:  
<https://portal.ct.gov/SDE/COVID19/COVID-19-Resources-for-Families-and-Educators>.

## Cancellation of Classes, Remote Learning, and Reopening Plans

- The Rocky Hill Public Schools will follow all directives from the Governor's office, the State Department of Education, and the Connecticut Department of Public Health regarding school closures due to COVID-19.
- The superintendent of schools will consult with the Central Connecticut Health District and the district's medical director in the event that a local outbreak of COVID-19 might warrant school closures that are not triggered by action from state-level officials or agencies.
- If a decision to close the Rocky Hill Public Schools (or an individual school building) due to COVID-19 is made at the local level, the State Department of Education will be notified immediately.
- In the event of a school closure, families, staff, and students will be notified via the district's School Messenger system.
- In the event of a school closure, all students will be transitioned to the remote learning plan.

- In order to facilitate a smooth transition to a full school closure/remote learning plan, all Rocky Hill Public Schools students have been provided with a 1-to-1 technology device (e.g., Chromebook, iPad).

## Future Planning for Remote Blended Learning

### Learning Management System

- Students in grades 2-12 will use Google Classroom as the primary learning management system. All schools will use consistent Google Classroom layouts across grades, with some variation between elementary and secondary.
- Students in grades pre-K – 1 will use See Saw as the primary learning management system.
- All students will have access to a 1-to-1 technology device (e.g., Chromebook, iPad).

### Academic Support Strategies

- Flex Time and Intervention Time will be established to meet individual student needs.
- In a hybrid model, academic teachers will use this time to meet with students working remotely from home, while students in class are working independently and completing activities.
- During a period of full-scale, remote learning for all students (cancellation of all in-person classes), the teacher and/or related services personnel will meet with students to re-teach and/or review new material as needed. For example, students eligible for reading or mathematics support will still receive that support through a virtual platform. Likewise, students receiving special education and related services will still receive these services through the virtual platform.

### Measuring Learning

- In most cases, academic teachers will be administering assessments in the beginning of the school year to determine students' strengths and weaknesses in English Language Arts and Mathematics. These assessments are designed to be delivered within any learning mode (in-person, hybrid, remote) and will be scheduled over numerous assessment intervals during the first few days of school so as not to overwhelm students.
- Student progress will be monitored throughout the year.
- Grading of assignments will continue.

### Food Services

- In the event of a district-wide school closure, meals will be provided on a "Grab-n-Go" basis at Rocky Hill High School. All students will be eligible to participate in this program.

### Remote Learning Daily Schedules

- Wednesdays are designated as "no new work days". Teachers will be accessible remotely to support students on an as-needed basis.
- Rocky Hill High School will implement a rotating, two-day schedule. Mondays and Thursdays will be designated as "A" days. Tuesdays and Fridays will be designated as

“B” days. “A” day will be periods 1-5. “B” day will be periods 6-9. Each session will be one-hour long. Students will be expected to log into each scheduled class for live interaction with the teacher.

- Griswold Middle School will continue to follow the four-period, every other day (A/B) block schedule. Students will be expected to log into each scheduled class four times per day for live interaction with the teacher. Mondays and Thursdays will be designated as “A” days while Tuesdays and Fridays will be “B” days.
- Moser School, West Hill School, and Stevens School will implement a new schedule prioritizing mathematics and literacy in the morning, with specials, science, and social studies occurring in the afternoon. Live teacher-student interactions will occur during the morning block each day of the week with the exception of Wednesdays.

## Academics

### Special Education

- All students with special needs are entitled to a free and appropriate education (FAPE) under the federal Individuals with Disabilities Education Act (IDEA). In addition, each child is entitled to receive his or her education in the least restrictive environment (LRE) as determined by the planning and placement team (PPT). The school district will continue to provide all identified students with special education needs an appropriate instructional program, including the provision of related services, in accordance with each child’s individualized education plan (IEP), regardless of whether the school district is operating with an in-person, hybrid, or exclusively remote model. If a change in the public health situation requires either a hybrid or exclusively remote model, the school district may not be able to provide all services in the manner in which they are typically provided. Federal law allows for flexibility in determining how to best meet the needs of each individual student under such circumstances.
- Students with special needs who are unable to attend school on an in-person basis will continue to receive their instructional program (and any related services) through remote learning opportunities to the greatest extent possible. Blended learning approaches (a mix of in-person and remote learning) will be considered, as appropriate. Such decisions regarding the delivery of programming will be made on a case-by-case basis.
- Certain adjustments to a student’s IEP might be made in accordance with health and safety protocols and new school scheduling structures. For example, some services might be provided in the general classroom (as opposed to a separate space) in order to maintain cohorts and limit traffic in school corridors. Such decisions will be made through the PPT process and noted in the child’s IEP.
- All PPT and Section 504 meetings will be held in a virtual format whenever feasible.
- Staff will use social distancing strategies, protective barriers, and additional personal protective equipment (e.g., face shields and surgical gowns) to work with students who have a documented medical condition which prohibits them from wearing a mask. Similar practices will be used for staff working with students who require the close physical proximity of an adult at all times.
- In the event of a transition to the Cohort 1/Cohort 2 hybrid model (each cohort rotates in and out of school every two weeks), students receiving special education services in self-contained programs will continue to report to school each day. Students enrolled in regular education classes as part of their instructional program will be assigned to a cohort.

- Pathways/Transitional Program students will continue to report to school each day even if the district transitions to the hybrid model.
- Pathways/Transitional Program students will receive their education services remotely if the district transitions to a full-scale, remote model (full district closure of in-person learning).

### **English Learners (ELs)**

Like all other students, English Learners (ELs) are entitled to FAPE. The Civil Rights Act of 1964, the Equal Educational Opportunities Act (1974) and the Elementary and Secondary Act (1965) provide guidance on the services to which ELs are entitled. ELs must have access to the general education curriculum as well as to a supplemental language instruction education program. The school district will continue to provide all EL students with an appropriate instructional program, regardless of whether the school district is operating with an in-person, hybrid, or exclusively remote model.

#### *Accessibility*

- Communication to families will be made using the School Messenger system. The EL staff will follow-up with families to ensure messages were received, answer questions, connect parents/students with resources, etc.
- The primary method of communication will be through email, as many families use the Google Translate feature.
- Personal phone calls will be made when families do not respond to emails.
- Communication logs will be maintained, and administrators will be notified of families in need of further support.

#### *Learning Support and Practice*

- An additional TESOL teacher has been hired in the district to oversee the programming and support of ELs in grades K-5
- School schedules ensure time during the day for the EL staff to provide small group instruction to ELs during all three possible learning situations (in-person, hybrid model, remote learning).
- EL learners will continue to engage in live speaking and listening practice and form relationships with peers
- EL learners will continue to practice written and spoken skills using content-specific activities
- EL staff are included as co-teachers in the academic Google Classrooms. EL staff provide support to students with completing schoolwork.

#### *Acceleration and Enrichment*

- *Rosetta Stone* has been purchased for use with all ELs in the district to support students with learning English.

#### *Department Collaboration*

- The EL staff (consisting of teachers and tutors) meet monthly with the assistant superintendent for curriculum and instruction to learn of the latest updates from the state and district, discuss the needs of the English Learners, and share ideas and resources.

- EL staff are included in all training and professional development sessions offered at the beginning of the school year.

## **Family and Student Engagement**

### **Family Support and Communication**

- All families will be provided with regular, ongoing communication regarding this plan and any changes which will impact the opening of school.
- All families will receive information regarding health protocols and safety practices (see **Health Monitoring Plan**, Planning and Distribution of Information).
- This plan and any pertinent, related information will be posted on the district's website and distributed to families via the School Messenger system.

### **Social-Emotional Learning (SEL) and Mental Health**

- At the elementary school level, teachers will use morning meeting time to “check in” with students and assess students' social/emotional wellbeing.
- At the secondary level, teachers will monitor students' social/emotional wellbeing.
- Students who appear to be struggling emotionally, socially, or academically as the result of the pandemic will be referred to a building administrator, social worker, guidance counselor, or school psychologist.
- All students' attendance will be monitored closely. Students who have been absent for three days without communication will be referred to the building administrator who will follow-up with a tracking plan.
- Students requiring mental health services will continue to receive these services regardless of the learning mode (in-person, hybrid, or remote).
- For families who may be most adversely affected by COVID-19, the intervention team at each school may establish counseling support.

### **After-school Programming**

- School-based, before and after-school care will not be offered at the beginning of the 2020-21 school year. If public health data change and it becomes feasible to resume these programs, the Board of Education will revisit this decision.
- After school clubs and activities will not be offered at the beginning of the 2020-21 school year. If public health data change and it becomes feasible to resume these programs, the Board of Education will revisit this decision.
- The Rocky Hill Public Schools will follow the recommendation of the Connecticut Interscholastic Athletic Conference (CIAC) regarding whether to offer interscholastic sports programs. As of July 24, 2020, the CIAC has not determined the status of the 2020 fall sports season.

## Career and Technical Education

- *Family consumer science classes including culinary classes* will move to a teacher demonstration model and will include, if available, virtual simulations. Individual student tools and materials kits will be compiled as appropriate to provide opportunities to practice cooking and baking at home. A webcam will be purchased to assist the teacher with recording demonstration lessons.
- *Business classes* will have the computer workstations removed. Instead, students will use their school assigned Chromebook to access content. Virtual simulation software will be used as much as possible,
- *Engineering and robotics classes* will continue to use classroom desktop computers. Staff will properly clean and disinfect computers, keyboards, and the surrounding workstations in between each class. Curriculum content will be reviewed over the summer to update lessons with online, interactive simulators whenever possible.
- *The fashion design class* will continue to use the sewing machines as there are enough machines for each student (no sharing will take place). Staff will properly clean and disinfect each piece of equipment between classes using school-provided disinfecting cleaner. Individual student material kits will be prepared to ensure materials are not shared.
- *Home and auto classes and materials processing classes* will move to a teacher demonstration model and will include, if available, virtual simulations. Individual student tools and materials kits will be compiled as appropriate to provide hands-on opportunities for practicing the skills and concepts at home. A webcam is being purchased to assist the teacher with recording demonstration lessons.

## Staffing and Personnel

### Certification and Personnel Planning

- The superintendent's office, in coordination with the business office, will manage all legal and regulatory requirements related to personnel, including but not limited to guidance from the Equal Employment Opportunity Commission (EEOC) as it pertains to the provisions of the Americans with Disabilities Act (ADA).
- The superintendent's office, in coordination with the business office, will manage all personnel matters related to the Emergency Paid Sick Leave Act (EPSLA) and the Emergency Family and Medical Leave Expansion Act (EFMLEA). In accordance with federal law, the provisions of both acts are in effect through December 31, 2020.
- The superintendent's office will continue to ensure that all Rocky Hill educators hold valid teaching certificates and are assigned to positions for which they are appropriately qualified.

### Professional Development

- Training on the signs and symptoms of COVID-19, standard public health protocols, recommended hygiene practices, the proper use of PPE, and reporting illnesses are scheduled to take place prior to the start of school with all staff (certified and non-certified).



- Specific training on supporting the social/emotional wellbeing of students during the duration of the COVID-19 situation will be provided to identified staff (e.g., classroom teachers, related services personnel) prior to the opening of school on September 8, 2020.