

South Windsor Public Schools
2020-2021
School Reopening Plan



DRAFT

7/24/2020



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ABOUT THIS DOCUMENT

This document is being submitted in **DRAFT** form to the State Department of Education on the prescribed due date of July 24, 2020. It is important for students, parents and staff to know that information and guidance changes daily, and as such, this document should be viewed as a draft and will be subject to change. The purpose of this document is to share our current thinking so that families can plan to the extent possible during this unprecedented time.

Upon reading this document, we hope one of the key take-aways for families is that the safety of our students and staff is and will continue to be our highest priority. In any typical school year, we understand the enormous responsibility that comes with families entrusting us with the safety and well-being of their children. That responsibility is even greater within the context of the current challenges we face.

In addition to state guidance, many teachers, administrators, and support staff contributed to this document. It has also been reviewed by our local health department and district medical advisor. The three steering committees that guided the work in creating this document are listed on page 4. We also thank our parents for responding to the parent survey that informed our thinking.

A Message to Families

The uncertainty that confronts all of us is stressful for students, parents, teachers, staff and administration. I want to recognize our families for your patience and flexibility. Because we are receiving new, and at times conflicting, information daily, we must respond accordingly to the fluidity of our situation.

I must also recognize the kind words so many families have shared regarding their appreciation of school staff and all that the district is doing to support students and families. Your kindness and compassion fuels and inspires us to do everything in our power for the children and families of South Windsor Schools. I am heartened by the fact that I cannot think of a more supportive community with whom to go through this challenging time.

Kate Carter, Ed.D.
Superintendent of Schools

A Note of Appreciation

The current health crisis and its unprecedented impact on schools has amplified the need for educators from across the state to promote collegiality and to strengthen our commitment to work together. All Connecticut students and families benefit when educational leaders collaborate with colleagues in other school districts.

South Windsor Public Schools wants to thank the many school districts who were willing to share ideas and information in furtherance of our common goal to ensure that the safety of our students and staff remains our highest priority as we navigate the complexity of reopening our schools.

South Windsor Public Schools Reopening Committees

Operations and Logistics

Sara Chamberlain, Central Office	Eve Hurley, Special Education Supervisor
Chris Chemerka, Director of Finance & Operations	Scott Matchett, Technical Operations & Services
Jarrid Clifton, TEMS Associate Principal *	Marlene Pouliot, Transportation Coordinator
Darrell Crowley, Director of Facilities & Operations	Frank Rizzuto, SWHS Principal
Doug Couture, Director of Technology	Lindsay Sloan, Business Office
Liz Devaney, SWHS Associate Principal *	Bob Smith, Head Custodian
Michelle Dixon, PRS Principal	Nickie Stevenson, Asst. Director, Finance & Operations
Ed Duclos, Technology Content Coach	Mike Tortora, OH Principal *
Matt Eppler, SWEA/SWHS Teacher	

Health and Safety

Tom Dillon, Director of Safety & Security	Leah Moskowitz, Effective School Solutions
Alicia Farris, PV Associate Principal	Monica Muello, OH Teacher
Vinnie Federici, ET Principal	Heather Oatis, SW Health Department
Glenn Flanders, SWEA/SWHS Teacher	Kim Sokale, Special Education Supervisor *
Colleen Heneghan, PRS Nurse	Dave Sytulek, Director of Athletics and Health
Kyrsten Humphreys, K-12 Nurse Supervisor	Ann Walsh, Central Office
Bonnie Jones, Psychologist	Dr. Anne-Katrin Weischedel, Medical Advisor
Mike Kenyon, OH Associate Principal *	Tim Zeuschner, SWHS Associate Principal *
Colin McNamara, Assistant Superintendent	

Teaching and Learning

Steve Albrecht, Curriculum Specialist (CTE)	Jamie Langevin, Central Office
Christal Banville, PRS Teacher	Tracy Lopez, Music Coordinator
Janet Belval, SWHS Teacher	Melissa Morgan-Hostetler, TEMS Principal
Nick Canova, Visual Arts Coordinator	Dianne Nelson, Teacher of Hearing Impaired
Tiffany Caouette, PV Principal *	Robyn Ongley, Curriculum Specialist (Math)
Doug Couture, Director of Technology	Tracie Peterson, Assistant Superintendent
Amy Graney, SWEA/OH Teacher	David St. Jean, TEMS Associate Principal *
Tera Harlow, SWHS Associate Principal *	Karen Stoj, Curriculum Specialist (WL/EL)
Candice Irwin, Curriculum Specialist (Literacy)	Arnica Sullivan, Curriculum Specialist (Science)
Donna Kremidas, Student Information Specialist	Mike Webb, SWHS Teacher
Jessica Kuckel, Director of Special Services *	Ben Wry, School Counseling Coordinator

** Committee co-chairs*

Back to School: Calendar and Opening Details

Our original “first day of school” was scheduled for Wednesday, September 2, 2020. However, with the State Department of Education’s announcement that the 180-student-day requirement has been lowered to 177 student days, the first day of school will now be Tuesday, September 8, 2020. Teachers and staff will report on Monday, August 31, and have five (5) days of dedicated training associated with health and safety measures as well as professional development related to distance learning. These three extra days are important given the magnitude of changes and information that must be synthesized for the well-being of our entire school community.



Schools will reopen for students on Tuesday, September 8 (the day after Labor Day). In light of the very complex logistics of reopening schools safely while meeting all of the state requirements, we will open our schools utilizing a **staggered approach**, as outlined below. This staggered opening will reduce the ratio of adults to students during the first two days of school to support the required health and safety training for students, as well as to meet the social and emotional needs of students as we navigate school under very different circumstances.

Monday, August 31 Staff PD	Tuesday, September 1 Staff PD	Wednesday, September 2 Staff PD	Thursday, September 3 Staff PD	Friday, September 4 Staff PD
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First Week of School for Students

Monday, September 7 District Closed	Tuesday, September 8 ↓	Wednesday, September 9 ↓	Thursday, September 10 ↓	Friday, September 11 ↓
Pre-K (POP/IPOP)	AM session only	PM session only	Typical schedule	Typical schedule
K-5 Elementary	K-5 students with last names A – K	K-5 students with last names L – Z	All K-5 students	All K-5 students
6-8 Middle School	6 th grade students only	6 th and 7 th grade students only	All 6-8 students	All 6-8 students
9-12 High School	9 th grade students only	9 th and 10 th grade students only	All 9-12 students	All 9-12 students

Masks and Face Coverings



The State of Connecticut currently mandates that schools require all students to wear a mask while riding the school bus, when entering school, and throughout the day. All adults in the building will also be required to wear a mask that completely covers the nose and mouth. Teachers will be allowed to remove masks during direct instruction provided they comply with prescribed social distancing protocols. Very limited exceptions will apply when an underlying health condition precludes a student from wearing a mask. We will keep families apprised if the state makes any changes to this requirement.

When Must Masks Be Worn?

Masks Required	Masks Required with Mask Breaks	Masks Not Required with Social Distancing
Bus Hallways/Common Areas Bathroom Small Group Learning	Classroom	Lunch Outdoor Instruction Physical Education Athletics

The district will provide a school spirit-themed cloth mask on the first day of school. We will also have a supply of backup disposable masks available to replace lost or dirty masks. The district hopes to supplement the district supply of masks with personal masks that families would provide. (This will help defray costs and allow us to direct resources elsewhere.) Some students may prefer to use their personal mask; however, students who are not able to provide their own mask will be provided with a mask at school. Parents will be responsible for ensuring that their child/ren come to school prepared with a mask. Parents are encouraged to review and practice mask wearing with their child at home before school starts.

Types of Face Coverings

There are many different types of face coverings and other personal protective equipment (PPE). The chart below illustrates the differences between various types of PPE.

	Cloth, Paper or Disposable Masks	May or may not be medical grade Fluid resistant and provides the wearer protection against large droplets, splashes or sprays of bodily or other hazardous fluids
	N95 or KN95 Respirator	Tight fitting, requires the seal to be checked each time mask is applied or adjusted Reduces wearer’s exposure to particles, including small particle aerosols and large droplets
	Face Shield	Clear plastic shield that covers the forehead and extends below the chin Face shields do not replace masks, but may be worn in combination with a mask for additional protection

Source: [Centers for Disease Control and Prevention/NIOSH](https://www.cdc.gov/niosh)

Masks and Face Coverings (continued)

Mask Breaks

There will be natural mask breaks that occur throughout the day (i.e., while eating or drinking). There will also be intentional mask breaks such as during recess or when proper social distancing of at least 6 feet can be provided.

Staff PPE

Personal Protective Equipment (PPE) will be distributed to district staff in accordance with the person's role. For example, a speech and language teacher will be issued a clear mask, a clear shield and a clear barrier that will sit on the table between the teacher and the student. Parents and students can also expect to see clear barriers in common spaces such as the main office, library/media center and cafeteria. Teacher desks will be outfitted with clear physical barriers as appropriate.

Student PPE

In addition to a supply of back-up masks, students will also receive foldable clear barriers for use on desks. The barriers do not replace the need for a mask, but can provide additional protection.

Proper Technique for Wearing and Caring for a Mask

Wearing a mask is important, but it must be worn properly in order to have any practical impact. Masks should also be cleaned regularly or discarded if soiled.



Wash your hands before and after touching the mask



Touch only the bands or ties when putting on and taking off your mask



Make sure the mask fits to cover your nose, mouth and chin. Try to fit it snugly against the sides of your face.



Make sure you can breathe and talk comfortably through your mask.



Wash reusable masks after each use. If the mask is disposable, discard it when visibly soiled or damaged.

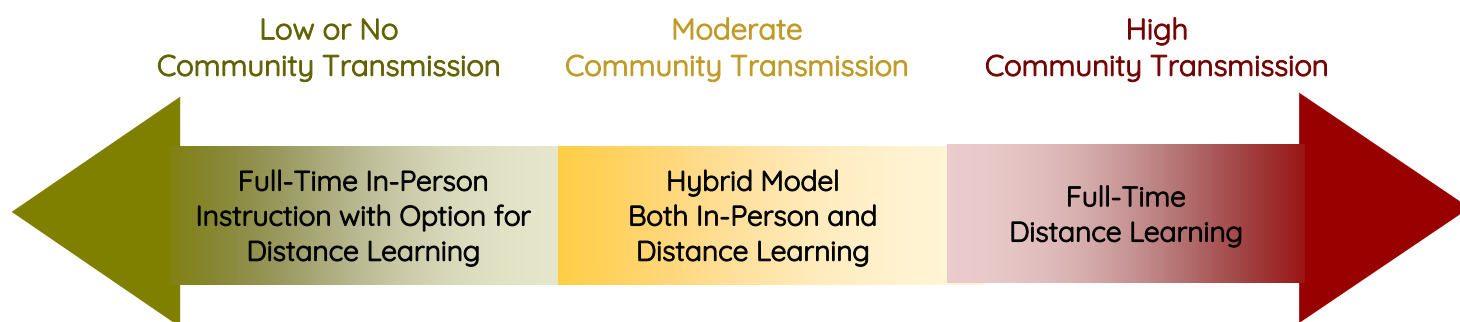
Source: [Johns Hopkins Medicine Infographic](#)

Social Distancing

Social distancing is well recognized as a strategy for mitigating the spread of COVID-19. As room size and attendance will vary across the district, we will maximize distancing and spread out the number of students in each classroom to the greatest extent possible. Additional spaces throughout the school building (e.g., cafeterias, libraries, gymnasiums, etc.) will be arranged to promote social distancing. Clear directional signage will also be displayed in all hallways, stairwells and common areas.



Three Instructional Scenarios



At this time, all Connecticut schools have been directed to return to school full-time, five days a week. This is subject to change based on the trajectory of COVID-19 cases in Connecticut. Therefore, districts have been asked to plan for the following three scenarios:

1. **Full-Time In-Person Instruction:** schools are open five days a week for all students, and Distance Learning is offered as an option.
2. **Hybrid Model:** combines both in-person and distance learning; only a percentage of students attend in-person classes at a time on a limited number of days per week; instruction is supplemented with distance learning.
3. **Full-Time Distance Learning:** schools are closed; all students learn from home; blend of synchronous and asynchronous learning.

Public health data that is needed to make proper decisions regarding opening and closing schools remains highly fluid. In the event of a school closure, South Windsor Public Schools will provide as much advance notice to families as possible. However, in the interest of public health, school closure decisions may need to be made with little notice. Depending on the situation, the Superintendent may close the whole district or individual schools, as advised by the state or local health department.

Families will be notified of school closures or the transition to a new model of instruction by the Superintendent of Schools through SchoolMessenger. Closings will also be posted on all district websites, as well as local television and radio outlets.

Social/Emotional Well-Being of Students

At the start of the school year, teachers will prioritize community building and reacclimating students to the schedule and routine of in-person learning. Additionally, some students may have experienced family issues, health emergencies and/or trauma due to the pandemic. Therefore, it will be especially important to take time at the start of the school year to build community and establish norms in the new class through fun and engaging activities. This will prepare students mentally to engage with new learning and assessments.

Part of building community will also include robust communication and engagement with families as learning partners, and these relationships should continue to be nurtured so if distance learning resumes, relationships between teachers and families will be strong.

Professional development for teachers and staff will focus on creating safe, supportive, and equitable learning environments. Trauma informed practices, mindfulness, and the importance of building relationships in which students are intrinsically motivated (both academically and socially) will be the focus of this professional development. In addition, our building principals will work closely with our counselors, school psychologists and social workers to ensure strategies are in place to support all students. We also recognize the importance of supporting staff as we transition back to school. Professional development will be provided on wellness, mindfulness, and other strategies related to promoting positive mental health.



Mental Health Resources

[United Way of Connecticut 211](#)

[South Windsor Youth and Family Services](#)

[CDC - Stress and Coping](#)

[CASEL COVID Resources](#)

[How to Talk to Your Kids About Coronavirus](#)

[Teaching Tolerance - Speaking Up Against Racism About the New Coronavirus](#)

[Helping Children Cope with Changes Resulting from COVID-19](#)

[Talking to Kids About Coronavirus](#)

Special Education

During last year's COVID-19 school closures, our teachers and staff worked hard to overcome obstacles associated with Distance Learning and we are grateful for their innovation and perseverance. In addition, our experiences during last year's school closure have informed our thinking and allowed improvements to be made in the delivery of special services when a student is learning from home.

In developing reopening plans, consideration must be given to students who qualify for services under IDEA and Section 504 of the Rehabilitation Act. Federal disability laws allow for flexibility in determining how to meet the individualized needs of students requiring special education services. For families who opt for distance learning at home, we will continue to provide special education services to students to the greatest extent feasible. The district will continue to ensure that special services are addressed based on individual student needs. Protocols will consider the student's developmental level and skills when making individual program decisions. For students who are participating in In-Person Instruction, student support services are expected to occur in designated spaces which will be sanitized between sessions. Special education services may also be provided in the child's classroom (rather than relocating to a separate space) in order to keep cohorts together and limit hallway traffic.

Planning and Placement Team (PPT) and 504 meetings will continue in a virtual format whenever possible. Special education case managers and school teams will work in partnership with parents and guardians. More specific information regarding Special Education will be sent to parents from case managers and building administration.

Transportation



Safe Status

Bus transportation can operate with no restrictions



Low Status

Bus transportation can operate up to full status with mask requirements and loading and unloading restrictions



Moderate Status

Bus transportation can operate with seating and spacing restrictions

The Department of Public Health (DPH) has identified a tiered system (illustrated above) to assist school leaders in their decision making regarding transportation. At the present time, we are awaiting guidance from the state regarding changes in bus capacity and protocols in the event that it is determined there is a moderate or high transmission risk. With the current COVID-19 conditions in our state, we are currently planning for a return to school based on the “**Low Status**” guidelines provided by the DPH: “bus transportation can operate up to full status with mask requirements and loading and unloading restrictions.”

Under our current conditions, we are not required to limit the number of students on the bus or vans as long as face coverings are worn by the driver and passengers. As a result, all students must wear a mask when boarding and riding on the bus. The district is currently researching the practicality of securing bus monitors.

While school districts are required to provide transportation for all students, we are encouraging families to transport their child if possible. This will assist us in maximizing social distancing. Parents will be asked to indicate their transportation choice in the **SWPS School Reopening Registration Form** in PowerSchool. Only those students who are registered for bus transportation will be scheduled on a bus.

Additional guidance regarding bus protocols and special transportation requests or changes will be provided prior to the start of school. The following are a few important points worth noting for families:

- At pick-up, students will board the bus and proceed to the first available seat in the rear of the bus. This may be different than what students are used to, and parents are asked to remind children of the importance of following bus driver instructions which have been created for the safety of everyone.
- Parents should expect changes in traffic patterns resulting in potential delays during parent drop offs and pick ups at each school. Any changes or specific instructions will be conveyed to families by principals.
- Parents may choose to have their child rejoin the school bus later in the year; however, the district requires at least five (5) days notice to plan for this change. As always, no bus changes or special transportation requests can be processed the week before and the week after school begins (no changes between August 31–September 15).



Food Services—Breakfast and Lunch Options



Breakfast and lunch meals will be available for purchase by all students who are participating in In-Person Instruction at school. The selection of items may vary, and students may expect fewer options than typical, including limited pre-packaged items and limited a la carte meal options. All meals will comply with the U.S. Department of Agriculture’s (USDA) regulations and policies for school meals and milk. Families are encouraged to ensure their child(ren)’s meal accounts are funded to enable them to use their student ID/pin number to purchase meal(s) with a contactless transaction.

For students who are participating in optional Distance Learning at home, there will also be “grab and go” meals available for pick up from a central designated location. These grab and go meals are available for purchase. Payment for “grab and go” meals will be made in the same way as if school were in session. Families utilizing grab and go services should make sure they have their child’s PIN to access the payment system.

In order to promote social distancing, K-5 students will have opportunities to eat breakfast and lunch in either the cafeteria, gymnasium or classrooms based on their school and school schedule. At the middle and high schools, students will have opportunities to eat breakfast and lunch in either the cafeteria or in classrooms, based on their school’s schedules. Meals will be available for purchase either from the cafeteria or satellite meal serving stations located in the middle and high schools. (The satellite stations will offer meals for purchase by students who are eating in classrooms.) The number of students congregating to purchase meals from the satellite areas will be controlled by staff. Throughout the year, students will rotate either eating in the cafeteria or in their classrooms based on school schedules.

Facilities—Cleaning, Sanitization and Ventilation

Each school building is working with our Facilities Department to maximize social distancing in classrooms and to set up classrooms that provide optimized instructional space for teachers and students. Directional signage will be installed in multiple locations throughout all buildings. Signs and messaging related to stopping the spread of the virus will be accessible for students with disabilities and in languages appropriate for the school population.

Hand sanitizing stations will be installed throughout the buildings. Additional PPE equipment such as masks (disposable, cloth and clear), face shields, gloves and other necessary items will be available to all staff as appropriate. Each classroom will be provided with a disinfectant product for use by staff in addition to custodial cleaning. Staff will receive training in proper cleaning techniques and protocols to fight the spread of Coronavirus.

There will be enhanced cleaning and disinfecting of common high touch surfaces throughout all school buildings and district offices. There will be additional cleaning and sanitizing in restrooms and classrooms periodically throughout the day. All cleaning and sanitizing products will meet Green Cleaning state standards. During non-occupied times, electrostatic sprayers will be used to disinfect more surfaces throughout all school buildings and district offices.

Students and adults are being advised not to use drinking fountains. As a result, we are in the process of converting the majority of our hallway drinking fountains to bottle refilling stations, and will continue to put these units in place. Students are encouraged to bring personal refillable water bottles from home.

Hand dryers in bathrooms have been disconnected and “no touch” paper towel dispensers have been added. Trash receptacles will also be “no touch,” and at least one “no touch” faucet has been installed in each bathroom.

HVAC systems throughout the district will be maintained as required by the State of Connecticut.

Community Use of Buildings

All school buildings will be unavailable for community use for after-school or evening events until further notice. The exception to this practice is the Parks and Recreation Department's before and after school program, 4th R. Details about the operations of the 4th R program will come directly from the Parks and Recreation Department.

Visitors and Volunteers

The administration and staff of South Windsor Public Schools appreciate the contributions that volunteers make in our schools. We also recognize the desire of parents to visit classrooms or speak with school staff from time to time. However, in our ongoing efforts to maintain a safe and secure learning environment, no visitors or volunteers will be permitted into classrooms, cafeterias or office spaces until further notice. Parents will need to schedule an appointment if they need to meet with school staff.

Student Drop-Off and Pick-Up. Details regarding student drop-off, after-school pick-up and mid-day appointments or pick-ups will be provided by building principals.

Outdoor Activities and Recess



The district is looking to increase the opportunity for outdoor activities during the school day. For example, for the months of September and October, K-5 grades will move from one to two recess periods.

In addition, the district is actively researching the possible use of tents to provide shaded areas as options for instruction, outdoor dining, etc.

Athletics, Extracurricular Activities and Field Trips

The district is awaiting further guidance from the CIAC regarding the participation of students in fall sports teams and activities. The district is still assessing how it will handle extracurricular activities. No field trips will be permitted until further notice. Student assemblies, special performances and celebrations of school spirit will also be limited to virtual activities.

Out of State Travel

The State of Connecticut has issued travel advisories for anyone entering Connecticut from a list of states considered “hot spots” for the Coronavirus. All staff and students are requested to notify the building principal if they have travelled to a state identified by the Connecticut Governor as a “hot spot” within **14 days** prior to the first day of school attendance, as well as any time thereafter. (See latest [CT.GOV travel advisory here.](#))



Staffing

Because the district anticipates a higher than typical absence rate for teachers, we are in the process of securing “building substitutes” who will report every day to support teaching and meet instructional needs with greater consistency. This is in addition to our typical use of “daily substitutes” that are secured in response to unanticipated absences. All substitute teachers will receive COVID-19 training as part of the on-boarding process.

Health and Safety—COVID Health Awareness

The health and safety of our students, staff and community are our highest priority as we plan for the reopening of school. It is absolutely critical that students and staff who show any signs of illness stay home and not report to school.

The State Department of Education has advised districts not to conduct temperature checks for the purpose of student admittance to school. However, the district urges parents to monitor their child daily for symptoms, including regular temperature checks, prior to coming to school. In addition, the state Department of Education is requiring districts to identify locations in each of its school buildings for isolation rooms. More guidance regarding isolation rooms will come from the state.

In addition to the review of this plan, the district will continue to work closely with the local health department and district medical advisor to follow all state and CDC guidelines for school closures and return to school protocols for sick students and staff. Students and staff will be required to stay home for 14 days and monitored for symptoms if they have been in contact with someone who has tested positive for COVID-19.

As the guidance to schools continues to evolve, we will inform parents of the protocols they can expect when a student or staff member tests positive for COVID-19 in a future communication. While the district is not responsible for contact tracing, we will work with health officials and will have a plan in place for notifying staff and families, as determined by state and local health department guidance. We will communicate these details as soon as they are available.

It is vital that we work together to keep our schools a safe place for everyone. With this in mind, we ask families to monitor the health of all family members, including COVID-19 related symptoms, and comply with guidelines set forth by the state. A detailed self-checklist, as well as additional guidance from our school nurses, will be sent home to all students and staff. (The self-checklist can also be viewed in **Appendix A**.) In preparation for the return to school, families can help keep our schools a safe place by:

- Talking about the importance of wearing a mask, and avoiding face touching
- Practicing mask wearing over the summer to get used to how it feels, and answering any questions
- Talking about the important role handwashing plays in keeping us healthy, and demonstrating the proper way to wash your hands and for the proper amount of time

COVID-19 SYMPTOMS

Cough	Shortness of breath	Sore throat
Fever (100.0 or greater)	New loss of taste or smell	Congestion or runny nose
Chills	Fatigue	Nausea or vomiting
Muscle pain	Headache	Diarrhea

Family Engagement and Communications

We understand that it is challenging for parents to digest a 20-page document. We will share the entire draft plan with all families to ensure that everyone has access to our full working draft. We will also assure families that principals will be following up regularly with school-specific communications that will be easier for parents to digest. The communication will be timely and targeted with the goal of being clear and succinct to assist parents in accessing the information they need to know.

In preparation for the reopening of South Windsor Public Schools, opportunities for family input have been and will continue to be provided. We received a total of 3,357 individual responses to the Reopening Survey that went out to families in early July, representing approximately 75% of our student population. The survey centered on three themes: attendance, transportation and masks. Below is a summary of responses by percentages at each school level. (Responses represent the percentage of respondents; not all respondents answered all questions.)

	Elementary	Middle	High School	Total
# of Responses	1,471	942	944	3,357
ATTENDANCE				<i>Average:</i>
% planning to attend in-person	78.2%	78.6%	80.7%	79.2%
% planning to engage in distance learning	21.8%	21.4%	19.3%	20.8%
TRANSPORTATION				<i>Average:</i>
% planning to take the bus	40.6%	48.8%	39.4%	42.9%
% planning to drive their child to school	34.1%	33.5%	46.0%	37.9%
MASK WEARING				<i>Average:</i>
% indicate relative comfort with mask wearing	69.1%	80.5%	81.8%	77.1%
% indicate struggle/inability to wear mask	28.4%	17.4%	16.6%	20.8%

While the initial anonymous parent survey provided us with overall trend data to shape our thinking, we need to hear from parents about their current intentions regarding each of their children so we can further hone our plans related to classroom set up, school schedules, and staffing decisions related to in-person and distance learning. In order to assist with our ongoing planning and continue to provide accurate information to families, on Monday, July 27, all families will receive instructions on how to submit their intentions regarding their child's return to school through the **SWPS School Reopening Registration Form** available in PowerSchool. Communications will be sent by principals, and the information will be collected through our PowerSchool system. Responses will be due by Friday, August 7.

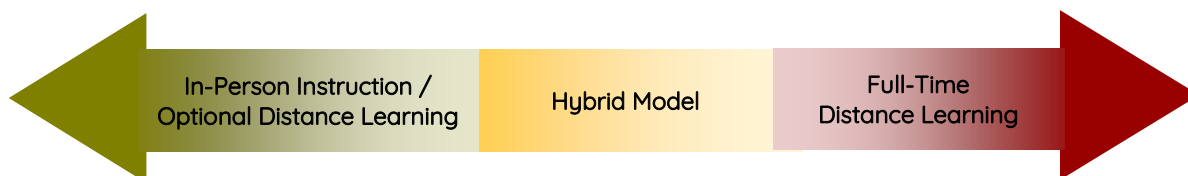
For safety and planning purposes, we are relying on the information provided to us by families through the Reopening Registration Form due on August 7 to be as accurate as possible. However, if a family requests a change to the mode of instruction selected in the Reopening Registration Form (i.e., due to a family's health situation or a change in the trajectory of COVID-19 cases in Connecticut), such request will be accommodated. The change in status must be communicated in writing to the school no later than August 27. Additional instructions regarding this process will be communicated by building principals.

After school has started, families will be strongly urged not to make a change in instructional model until at least the end of the first marking period. Building administrators will be coordinating class sections based on the responses to the Reopening Registration Form, and fluctuating enrollment/attendance practices would undermine efforts to maximize social distancing as well as decisions previously made related to staffing. In order for the district to plan thoughtfully and ensure the safety of both staff and students, we require that any family who elects to change their preferred mode of instruction complete and submit a Re-Entry Form to the school's main office, and allow five (5) business days to plan for the transition of the student to a different instructional model.

Overview of Modes of Instruction

The Connecticut State Department of Education has emphasized the importance of the following design principles for the 2020-2021 school year:

- Upholding high-quality service standards grounded in the principles of student-centeredness and equity;
- Developing plans that allow for a continuity of high quality education if and when schooling must transition to hybrid or remote learning; and
- Providing adequate support and professional development to teachers to ensure a high probability of success.



IN-PERSON INSTRUCTION

- Classroom learning and instructional activities will be conducted using traditional methods, adjusted as needed for optimum health and safety of students and teachers/staff.
- Teachers will use existing units of instruction, and prioritize learning targets that will allow for high engagement and likelihood of success. Learning targets for students will be clearly communicated to parents so they know what their child will be expected to know, do and understand. Tiered instruction will continue to support the diverse needs of learners.
- Teachers will use pre-assessments to help identify needs of the class, as well as frequent formative assessments to determine the ongoing needs of instruction.
- Students will have access to materials and resources necessary for instruction. While we will limit the use of shared materials as much as possible, shared materials will be sanitized frequently to reduce the spread of germs. Families will be provided with a list of recommended school supplies and materials, and students will be encouraged to bring and use their individual materials as much as possible.

Additional information regarding daily class schedules for In-Person Instruction is provided on pages 17-18.

OPTIONAL DISTANCE LEARNING

- During optional distance learning, students will have opportunities to engage in synchronous and asynchronous learning. Schedules will be shared that clearly define the expectations for each.
- Student attendance will be taken daily (K-5) and for individual classes (6-12) through student participation and/or assignment/work submission.
- Live class participation will be made available for some classes through virtual live streaming.
- Teachers will use consistent, prescribed platforms to deliver online instruction.
- Students will be expected to attend all synchronous learning opportunities.
- To the extent practical, pacing for distance learning will match that of curriculum delivered in school buildings, and grading practices for distance learning will match in-person instruction.
- Teachers will use pre-assessments to help identify needs of the class, as well as frequent formative assessments to determine the ongoing needs of instruction. Students will be expected to participate in all assessments if they are in a distance learning model.
- Additional specific guidance will be provided to all families who opt for distance learning.

Overview of Modes of Instruction (continued)

HYBRID MODEL

A Hybrid model combines both in-person and distance learning, where only a percentage of students attend in-person classes at a time on a limited number of days per week, and instruction is supplemented with distance learning. South Windsor Public Schools has not yet finalized a hybrid model of instruction; however, the following **examples** illustrate what possible hybrid models could look like:

Hybrid Scenario #1: Two-Day In-Person Rotation (Every Week)

Monday	Tuesday	Wednesday	Thursday	Friday
A-K Cohort (In Person)	A-K Cohort (In Person)	All students and staff on Distance Learning; deep cleaning of buildings between cohorts	L-Z Cohort (In-Person)	L-Z Cohort (In-Person)
L-Z Cohort (Distance)	L-Z Cohort (Distance)		A-K Cohort (Distance)	A-K Cohort (Distance)

Hybrid Scenario #2: Four-Day In-Person Rotation (Every Other Week)

Monday	Tuesday	Wednesday	Thursday	Friday
A-K Cohort (In Person)	A-K Cohort (In Person)	A-K Cohort (In Person)	A-K Cohort (In Person)	All students and staff on Distance Learning; deep cleaning of buildings
L-Z Cohort (Distance)	L-Z Cohort (Distance)	L-Z Cohort (Distance)	L-Z Cohort (Distance)	

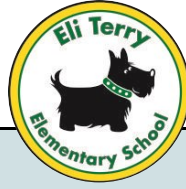
- Cohorts are grouped based on students' last names for the letters indicated.
- The district is also considering a shortened school day within the hybrid model.
- Pre-school hybrid models will be communicated by the pre-school staff.

FULL DISTANCE LEARNING

If the state of Connecticut or local health department direct South Windsor Public Schools to close, the district will be prepared to move to a Full Distance Learning model of instruction. Under this scenario, **all students will learn from home**. Schedules would be developed and provided to students and families, outlining clear guidelines and expectations for participation, grading and assignments. During full distance learning, students will participate in a combination of synchronous and asynchronous learning.

- **Asynchronous** learning lets students complete their assigned work on their own time. Students are given a time frame (usually a one-week window) during which they need to connect to their class daily or as determined by the teacher. Asynchronous learning may include, but not be limited to, pre-recorded lessons, PowerPoints, or other independent assignments. Students can access asynchronous assignments and content at any time of the day (or night).
- **Synchronous** learning is when classes occur on set schedules and time frames. Students and instructors are online at the same time in synchronous classes since lectures, discussions, and presentations take place at specific hours. During hybrid or distance learning, all students must be online at the same time in order to participate in the class. Synchronous learning may include watching a lesson via live stream or participating in a Google Meet.

Daily Class Schedules for In-Person Instruction



ELEMENTARY (Grades K-5)	
Classroom	K-5 teachers will work with cohorts of students in their respective classrooms for all core instruction. Class lists will be reviewed and revised as necessary to support the maximization of space in each classroom. Elementary classes will stay together throughout the day.
Specials	Specials teachers (art, music, library, world language and STEM) will provide instruction in homeroom classrooms to keep cohorts together and to minimize transitions. Specials will be reconfigured so that each classroom will meet with one special daily for a period of four weeks before rotating to the next special. This rotation will stay in place should there be a need to move to a hybrid or full distance learning model.
Physical Education (P.E.)	PE classes will be held outside, weather permitting. PE teachers will visit classrooms for modified PE instruction when the weather no longer allows us to be outside.
Instrumental and Choral Instruction	The district is working closely with the local health department to determine the strategies that will be used for instrumental and choral instruction.
Intervention Supports	Intervention and student support will occur in designated spaces. Transition times will be staggered, and instructional spaces will be sanitized between sessions.
Recess	Students will have two recess breaks each day throughout the first two months of school (September and October). Recess will be reevaluated at that time, based on weather and current health conditions.
Lockers	Lockers (as applicable by school) will not be used at the start of school. Students are advised to use backpacks to transport all necessary books, devices and personal materials to school. A determination will be made at a later date whether to resume locker use.

Daily Class Schedules for In-Person Instruction (continued)

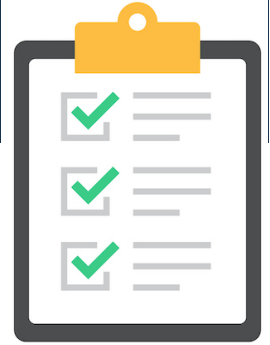


MIDDLE SCHOOL (Grades 6-8)	
Block Schedule	Students will follow a block schedule to reduce the number of transitions during the day. Class periods will be longer, and rotate on a rolling basis. Transition times between classes and teams will be staggered to allow for minimal interactions between cohorts of students.
Teams	Students will be assigned to a grade level team. Students will transition to teachers within their team. Transition times will be staggered to allow for minimal interaction between cohorts.
Encore Classes	Encore teachers (art, music, technology, family/consumer science) will provide instruction via team to keep cohorts together and to minimize transitions.
Physical Education (PE)	PE classes will focus on individual skills, including movement, coordination, strength, balance, flexibility, etc. Students will not change clothes, and classes will be held outside weather permitting. Locker rooms will not be used.
Instrumental and Choral Instruction	The district is working closely with the local health department to determine the strategies that will be used for instrumental and choral instruction.
Intervention Supports	Intervention and student support will occur in designated spaces. Transition times will be staggered, and instructional spaces will be sanitized between sessions.
Lockers	Lockers will not be used at the start of school. Students are advised to use backpacks to transport all necessary books, devices and personal materials to school. A determination will be made at a later date whether to resume locker use.



HIGH SCHOOL (Grades 9-12)	
A/B Block Schedule	Students will follow a block schedule to reduce the number of transitions during the day. Transition times will remain 5 minutes long to allow for constant flow of traffic and to avoid congregating in the hallway.
Physical Education (PE)	PE classes will be held outside, weather permitting. The gymnasium may be used during inclement weather. Students will not change clothes, but will be expected to wear sneakers for class. Locker rooms will not be used.
Instrumental and Choral Instruction	The district is working closely with the local health department to determine the strategies that will be used for instrumental and choral instruction.
Lockers	Lockers will not be used at the start of school. Students are advised to use backpacks to transport all necessary books, devices and personal materials to school. A determination will be made at a later date whether to resume locker use.

APPENDIX A COVID-19 SELF-CHECKLIST



Use this tool to check in with your family members daily. If you, or any members of your family, are experiencing any of the symptoms listed, stay home and check in with your primary care physician.

Do you have:

A temperature greater than 100.0 without taking fever-reducing medications	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New loss of taste or smell	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cough	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Chills	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Headache	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Muscle Aches	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Nausea, vomiting, diarrhea, loss of appetite	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you tested positive for COVID-19 or been in close contact with any individuals who have tested positive for COVID-19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you been asked to self-isolate or quarantine by your doctor or local public health officials?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Additional Resources

State of CT Department of Education and Department of Health

[Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together](#)

[State of CT - Department of Public Health: COVID-19 Response](#)

[State of CT: Can I Travel In or Out of CT?](#)

[CT Learning Hub! Resources for CT Families, Students and Educators to Support Online/Offline Learning](#)

Centers for Disease Control

[CDC: Symptoms of Coronavirus](#)

[CDC: Get the Facts about Coronavirus](#) (How to Protect Yourself; What to Do if You're Sick)

[CDC: Young Adult Toolkit](#)

[CDC: Use of Face Coverings to Help Slow the Spread of COVID-19](#)

[CDC: When and How to Wash Your Hands](#)

Town of South Windsor

[Town of South Windsor COVID-19 Resource Hub](#)



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Orchard Hill Elementary
Philip R. Smith Elementary
Pleasant Valley Elementary
Timothy Edwards Middle School
South Windsor High School

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