



S u p e r i n t e n d e n t M e m o r a n d u m

To: Members of the Fairfield Public Schools Community
From: Michael Cummings
Date: March 13, 2020
Re: Distance Learning – First Day Instructions

I hope this message finds you and your families well. I am going to provide a lot of information in this communication; your and your family's health takes precedence over any of it.

Distance Learning – First Day Information

We will begin distance-learning instruction on Tuesday, March 17, 2020. We expect to have our waiver approved by the state by that date.

The day will begin with a staff meeting followed by online instruction. Online instruction will begin at the following times on Tuesday:

- High School 9:00 am
- Middle School 10:00 am
- Elementary and ECC 11:00 am

We are approaching this day as if it is the first day of school. On the first day of school, you get your books and materials, find your seat, navigate the halls, and figure out how to open your locker. We now have to do all of that virtually. On the first day of school, teachers draw upon years of experience. We are now learning all of this together. We are going to learn together how to best communicate, how to pace lessons, how to assess student learning needs, and how to support the social and emotional needs of our community in the unknown of the coming weeks. Most importantly, we need to trust that staff are doing their best and that the mistakes that happen come from the best intentions.

Principals will be contacting you Monday, March 16, with specific details of the first day. Those details will include when teachers will be in contact with you and how to communicate during this distance-learning period. If concerns arise during this period, the standard chain of command approach continues. Please first raise concerns with the teacher, then the principal, and then central office.

If students still need to access materials, all schools will be open from 12:00 pm - 3:00 pm on Monday, March 16.

On our website, <https://www.fairfieldschools.org/covid-19-information-and-resources>, we have posted the learning plans for each level. These plans detail the schedule, student, teacher, and parent responsibilities.

The special education learning plan is also posted at this web page. A separate letter will be sent to parents of special education children that explains how services will be delivered.

Attendance will be taken daily. If students are absent, please follow the level guidance posted in the flexible learning plans on the website. Absent students are not expected to do work while they are ill and should contact their teachers when they are ready to resume school to see what should be made up.

If teachers are absent you will be notified. If teachers are absent we will ask their peers to help support instruction in order to maintain continuity.

Food Services Information

Beginning this Monday, March 16, we will keep two schools open, McKinley Elementary and Roger Ludlowe Middle School. The schools will be open so that we can provide meals for Fairfield Public School students. We will offer breakfast and lunch at no charge to all household members, aged 18 and younger, as long as one child in the household is enrolled in any Fairfield Public School. The meals will be available, Monday through Friday, in the cafeterias of Roger Ludlowe Middle School and McKinley Elementary School. Breakfast will be served 8:00-9:00am and lunch will be served 11:30-1:00pm at the two schools. Please follow the red signs posted at both sites, which will direct you to the meal service area.

The menus for breakfast and lunch are being developed and will be available next week on the FPS website. Starting next week, please visit the Food Services webpage and select the FD MealPlanner and choose either Roger Ludlowe MS or McKinley ES to view the menus. Allergy information for food products will be available on the FD MealPlanner website and will also be available on-site.

Additionally, nurses from the town of Fairfield Health Department will be available to assist if students are ill.

Technical Assistance

If students are having technical issues with their district supplied devices the first step is to email reghelp@fairfieldschools.org. If the issue cannot be addressed remotely, the same two schools (RLMS and McKinley) will serve as tech centers for students. If students are having technical issues with their district issued devices they can be brought in for service at those locations. In addition if students are having any difficulty logging on to Wi-Fi, the computer labs at those schools will be open to support them. A green sign will indicate that entrance.

Because of their use, McKinley and Roger Ludlowe Middle School will have additional maintenance staff in order to assist with cleaning throughout the school day.

Elementary progress reports will be sent on Wednesday, March 25, 2020.

We moved to distance-learning to reduce student to student and teacher to student contact. While it will be difficult during this period, students must continue to minimize contact with each other at all times. The classroom should not be replaced by the coffee shop.

Central Office Operations

These changes also affect our Central Office operations. Central Office will be closed to the public and staff will be working remotely. General questions can be left on voicemail at 203-255-8277 or emailed to reghelp@fairfieldschools.org.

My next update will be on Monday, March 16.

Until then, take care of yourselves and each other.



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