

Dear Parent/ Guardian,

This letter from our Director of Curriculum and Instruction, Michelle Dean, outlines our current guidelines and expectations as we transition to distance learning. Please know that the Lyme-Old Lyme Schools have been working hard to ensure that we have a plan that does not disrupt the continuity and high quality education you expect, and the children of this community deserve. This document provides information about said plan, but please remember, we are managing in an ever-changing landscape. We ask for your patience as we transition into this new territory and evolve with this process. Teachers are expected to pace work appropriately as we all adjust to distance learning. We appreciate your efforts to support your students and our teachers.

**Technology:**

As of Friday, March 20, 2020, all students will have access to a school-issued device (K-1: iPad; 2-8: Chromebooks; High School students already have 1:1 devices). K-5 parents will receive student login information with devices. If you or your student need assistance, our technology team is here to help! Please use this link for questions/support: <https://www.region18.org/staff/it-help-desk>. They are prepared to offer prompt assistance or connect you to whomever can best answer your questions.

**Hardcopies of Assignments:**

Many of our PreK-5 teachers will provide hard copies/packets of work for pick up when devices are handed out to families. However, we cannot guarantee that we can continue to provide packets if schools are closed to all staff. We have partnered with LYSB on a grant that would help families with ink cartridges for home printers. Please contact LYSB at: [LYSB@LYSB.org](mailto:LYSB@LYSB.org) or use this link: <https://forms.gle/na5uL28g1Vuv8o9b7> if you need assistance. If you do not have a printer at home and cannot afford to purchase one, please contact Michelle Dean at: [deanm@region18.org](mailto:deanm@region18.org).

**Student Role in Distance Learning:** Students are expected to participate in distance learning as distance learning days are counted as school days. Students will have access to teachers during office hours as noted below.

**Parent Role in Distance Learning:** Depending on the age of your child and their level of independence, parent roles will vary. We do not intend for parents to become 'the teacher', but we know that many parents will be assisting, supervising and helping. Please contact your child teacher(s) with questions if necessary.

**Assessments/Grading:**

All work that is assigned will be assessed and graded in a manner consistent with the district, school, and/or department practices.

Our distance learning plans are designed to:

- Keep students engaged in academic work while fostering 21st Century Skills
- Reinforce concepts, content and grade level standards
- Introduce new learning and work towards mastery

### **Distance Learning Plans by School**

**NOTE: *Our youngest students are working towards independence. We recognize parents will be supporting activities sent home. To help students feel confident and to minimize frustration, our goal is to provide activities that are aligned with familiar routines and practices in your child's classroom.***

<b>Pre-K</b>	<ul style="list-style-type: none"><li>-Learning Packets will be provided with age appropriate multi-modal activities</li><li>- Video based lessons and/or virtual instruction with approved instructional tools will be provided as appropriate</li><li>-Communication with parents to support continued practice with specific skills will be provided weekly</li><li>-Teachers will be available from 8:50 a.m. – 11:20 a.m. for office hours.</li></ul>
<b>Elementary</b>	<ul style="list-style-type: none"><li>-Grade level teams will provide weekly communication to parents via School Messenger (email) with grade level work. Some work will be choice-based, some will be teacher-directed through a common template that includes Art, Music, Wellness, and Spanish.</li><li>-The Library Media Specialist will have weekly library lessons that will be communicated to parents.</li><li>-Teacher-directed work should be completed and turned in (if applicable) on the due date. This will apply mostly to upper elementary school students.</li><li>-Student-choice work should be completed within the week it is assigned and checked off on the template.</li><li>-Work that cannot be submitted online should be sent to teachers via email (if possible) or held by parent/student until further notice.</li><li>-Teachers will be available from 8:45 a.m. – 12:15 p.m. for office hours.</li></ul>
<b>Middle School</b>	<ul style="list-style-type: none"><li>-Grade level teams will communicate assignments in Google Classroom or Canvas depending on the grade level. Parents will receive communications through School Messenger (email).</li><li>-Unified Arts teachers will communicate with parents and students</li></ul>

	<p>activities/lessons via School Messenger (email) and Google Classroom.</p> <ul style="list-style-type: none"> <li>-Work will be turned in via Google Classroom, email, or Canvas.</li> <li>-Teachers will be available from 7:40 a.m. – 11:10 a.m. for office hours.</li> </ul>
<b>High School</b>	<ul style="list-style-type: none"> <li>-Classroom teachers will communicate assignments through Canvas and will communicate work to parents via School Messenger (email)..</li> <li>-When possible, teachers will use screen recorders to provide video-based lessons and/or hold virtual conferences with approved conferencing tools.</li> <li>-Work should be turned in based on due dates via Canvas.</li> <li>-Teachers will be available from 7:40 a.m. – 11:10 a.m. for Office Hours.</li> </ul>

**School Counselors**

<b>Middle School/ High School</b>	<ul style="list-style-type: none"> <li>-School counselors will be available during office hours or by appointment.</li> <li>-School Counselors will communicate via email to both parents and students.</li> <li>-School counselors will continue to work on course advisement, selection and registration via PowerSchool/ phone conferences.</li> <li>-High School counselors will continue to work with students exploring post-secondary school options.</li> </ul>
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**GAT/E**

<b>Elementary/ Middle School</b>	<ul style="list-style-type: none"> <li>-GAT/E teachers will assist classroom teachers in lesson planning when appropriate.</li> <li>-GAT/E teachers will provide parents and students with enrichment lessons/lesson extensions.</li> <li>-GAT/E teachers will be available during office hours or by appointment.</li> </ul>
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<p><b>Special Education</b></p>	<ul style="list-style-type: none"> <li>-Teachers will provide a variety of activities using different modes of instruction and support as appropriate for grade level assignments.</li> <li>-When appropriate, teachers will use screen recorders to provide video-based lessons and/or hold virtual instruction with approved instructional tools.</li> <li>-Weekly communication with parents will be provided via Google tools or email to support student learning</li> <li>-Work that cannot be submitted online should be sent to teachers via email (if possible) or held by parent/student until further notice.</li> <li>-Teachers will be available during office hours or by appointment.</li> </ul>
<p><b>Speech and Language Pathologists</b></p>	<ul style="list-style-type: none"> <li>-SLPs will provide a variety of activities using different modes of instruction and support as appropriate to student needs.</li> <li>-Communication with parents via email or phone to support continued practice with specific skills will be provided weekly.</li> <li>-Online activities through district approved websites will be assigned to students.</li> <li>-When appropriate, video lessons and/or virtual instruction with approved instructional tools will be provided.</li> <li>-SLPs will be available during office hours or by appointment.</li> </ul>
<p><b>OT/PT</b></p>	<ul style="list-style-type: none"> <li>-OT/PT will provide a variety of activities appropriate to student needs.</li> <li>- Communication with parents via email or phone to support continued practice with specific skills will be provided weekly.</li> <li>- Video lessons and/or virtual instruction with approved instructional tools will be provided as appropriate.</li> <li>- OT/PT will be available during office hours or by appointment.</li> </ul>
<p><b>BCBA</b></p>	<ul style="list-style-type: none"> <li>-BCBA will provide tools for home implementation.</li> <li>- Communication with parents via phone or email to support continued practice with specific skills will be provided weekly.</li> <li>- Video lessons and/or virtual instruction with approved instructional tools will be provided as appropriate.</li> <li>- BCBA will be available during office hours or by appointment.</li> </ul>
<p><b>School Psychologists</b></p>	<ul style="list-style-type: none"> <li>-Communication with parents to support continued practice with specific skills will be provided on a regular basis and at least weekly via phone or email.</li> <li>-Articles and activities aligned to each student's needs will be provided on a regular basis.</li> <li>- Video lessons and/or virtual instruction with approved instructional tools will be provided for students as appropriate.</li> <li>-School Psychologists will be available during office hours or by appointment.</li> </ul>

Please contact your child's teacher or school principal with any questions regarding this plan.

Sincerely,

Mr. Ian Neviaser

Superintendent of Schools

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