



# Administrative Offices

Dr. Kristen E. Stringfellow, Ed.D. Superintendent of Schools

Tamara Gloster Assistant Superintendent of Schools

90 Town Street, Norwich, Connecticut 06360-2324

Telephone 860-823-6284 Fax 860-823-1880

Jamie H. Bender Director of Student Services & Special Education

Athena L. Nagel Business Administrator

August 20, 2020

Dear Parents and Guardians,

During the school closure period, the Norwich Public Schools will implement your child's education program and, when applicable, special education and/or related services through group video conferencing using a variety of platforms.

These services are provided in a group setting with multiple students participating in the video conference. Student names and video images will be visible to the teacher and other participating students. Parents are encouraged to have their students participate via a location that is quiet and free of distraction, to the extent possible. Other individuals in the home are not permitted to participate in or be visible on the video conference or otherwise observe the lesson, other than the student's reasonable adult supervision. Recording video conferencing sessions by parents and students is prohibited. All individuals shall comply with the relevant Board of Education policies, including but not limited to those concerning the confidentiality of student records and acceptable use of district computer systems. These policies are accessible at [www.norwichpublicschools.org/policies](http://www.norwichpublicschools.org/policies).

Student privacy and the confidentiality of student information is of utmost importance. However, as a reminder, the District is not in direct control of participating students' homes or physical locations. If you do not wish for your child to participate, please email your child's principal to let them know.

Please note that these education programs and when applicable special education and/or related services will only be delivered in this manner during the period of school closure.

Sincerely,

Kristen E. Stringfellow, Ed.D.  
Superintendent

Contact Translations Services at 860.823.4205 x2595 or [ts@norwichpublicschools.org](mailto:ts@norwichpublicschools.org) for translations in Spanish, Haitian Creole or Chinese. Para servicios de traducción contáctenos al 860.823.4205 x2595 o al correo [ts@norwichpublicschools.org](mailto:ts@norwichpublicschools.org) para traducciones en Español, Criollo Haitiano o Chino. 如果您需要翻译服务, 请拨打 860.823.4205 x2595 或者 [ts@norwichpublicschools.org](mailto:ts@norwichpublicschools.org) 可翻译的语言有 西班牙语, 海地/海地克里奥尔语, 和中文。 Pou ayisyen ki pale kreol selman, si ou gen on dokiman ou bezwen tradwi, kontakte nou nan nimer sa 860.823.4205 x2595 ou byen sou enterenet nan [ts@norwichpublicschools.org](mailto:ts@norwichpublicschools.org) Nou tradwi tou an panyol ak chinwa.