

Norwich Regional Adult Education Reopening Plan 2020 Highlights

<p>Norwich Regional Adult Education is providing on site instruction for all Adult Education programs except for specific classes specially designed for remote learning (i.e. citizenship, etc.). Students are being registered in person or remotely as necessary. If schools are closed, we will provide remote instruction for all programs.</p>	
<p>Health and Screening</p>	<p>All classrooms are set up to assure social distancing of 6 feet. We are following district protocol closely. All students and staff are required to wear masks in the building. Signs are in place to help define the flow of traffic as well as to ensure social distancing. These signs are provided in English, Spanish, Haitian Creole, and Chinese. Wipes and hand sanitizers are available in all classrooms and entrance areas to the building. Ventilation is provided with every classroom having air conditioning and windows that open and close. Students and staff are instructed to inform the school if they are sick with COVID-19 related symptoms. Any student or staff member who exhibits symptoms will be sent home immediately. District administration and the local health department will be notified immediately if someone who has been present in the school receives a confirmed diagnosis of COVID-19.</p>
<p>Class Size and Movement</p>	<p>All classrooms at the AEC site are able to manage approximately 12 students using social distancing guidelines. This is also possible at both the East Lyme and Stonington High School sites. If enrollment exceeds the class size, the hybrid model is put into place using the blended learning model of in-class and remote learning.</p> <p>The cohort model is being implemented for our ESL, GED, and ABE programs. For the CDP program, students move from class to class based on their course requirement needs, but the program is contained to one floor in the building.</p>
<p>Chromebooks</p>	<p>Chromebooks are available in all classes and for students who choose to participate remotely and/or if the building is shut down due to Covid. Chromebooks will be distributed to all students requesting one. Students will also be provided with a charger. The registration process provides the opportunity for students to designate their need for a Chromebook for remote learning. Students will need to sign a release form to borrow a Chromebook for remote learning purposes.</p>
<p>School Closings</p>	<p>We follow district protocol regarding class and school closing. If there is evidence of community concern and transmission of the virus, the district will be alerted and Adult Ed will follow actions consistent with the district. If a site we use is closed, we will provide that program remotely. If schools are closed, that will be announced through the media and the district notification system that goes out if Norwich Public Schools are closed. This also includes the closing of onsite Adult Ed programs.</p>
<p>Communication</p>	<p>At registration, each student is required to provide contact information (email, phone, etc.). Teachers also work with students using What's App, Remind, and other applications based on student preference for communication. Our school Facebook page is frequently updated to share information.</p>
<p>Training</p>	<p>All staff receive training in social distancing, cleaning protocols and hygiene practices as part of district provided professional development. The students also</p>

	receive this training as part of their orientation to Adult Ed when their respective program starts.
Registration	Student registration is being provided on site to the maximum extent possible. Remote testing and registration are also available. We are also providing off-site testing in several locations to reach our students throughout our cooperative district.
Remote Learning	In the event that school is closed due to COVID, remote learning will be provided for all programs. Classes will be taught using Zoom or Google Meet for students who are participating remotely. The goal is to provide the instruction in live time as synchronous instructional time. Asynchronous instruction is used for student independent work and for when students are working from home without direct instruction from the teacher, if they were not able to participate during the live session. All teachers are expected to introduce students to these tools at the start of the school year. All programs will be accessible to all students remotely. Performance outcomes will be the same regardless of instruction on-site or on-line. High school students are monitored for required attendance. ABE can be provided on-line or on-site. Pre- and post- testing using CASAS is provided for the ABE, GED and ESL programs.
Opting Out and Accommodations	All students are notified that if they do not wish to participate in video conferencing, they must notify the school in writing. All students are provided with the opportunity to disclose any special needs and necessary accommodations at the time of registration.
Instructional Models	Professional learning for staff has been ongoing and has included use of Google Meet, Zoom, and Google Classroom. We have enhanced our instructional models to include more ready access to online programs that are accessible and relevant to support distance learning. For our ESL program, we continue to use Burlington English for our core curriculum. Aztec Software has been added to our GED program. We continue to provide access to the CTVHS (Connecticut Virtual High School) program.
GED Testing Center	Norwich Adult Education is following all SDE required protocols for the GED test center. GED test proctors are trained on the protocols prior to reopening the GED Test Center. We have made changes in the Test Center site to ensure social distancing guidelines.