

Hamden Public Schools

Distance Learning Staff Guide



In this addendum to the Teaching and Learning Guide handbook, you will find the expectations of teachers when Hamden Public Schools is full-time Distance Learning (DL) in accordance with Teacher's COVID-19 MOA or Superintendent-authorized Remote Learning Days (RLD).

The guidelines below will apply when:

- A school day is a Superintendent-authorized Remote Learning Day (RLD) due to inclement weather
- A school/classroom or cohort is quarantined due to COVID-19
- All school buildings are closed for any period of time due to COVID-19

As a reminder, teachers should take home their laptop each day. Teachers must also have access to two weeks of teaching materials in the event of an unexpected school closure.

Teacher Absence

Teachers who are absent must:

- Report their own absences as they normally would.
- Post work for short-term absences.
- Post a morning message that there will be no live instruction for content areas that day.
- Maintain sub plans in the sub folder in Google Classroom as noted in the Teaching and Learning Handbook.

Student Attendance

Parents/Guardians should continue to report all absences to school clerks via email or by calling the school.

Communication

All teachers will continue to use the Powerschool log entries to track parent and student communication. Teachers need to communicate with parents regularly via email and phone calls.

Parents/Guardians will continue to email teachers directly at their hamden.org email.

Students should use "private comments" in the teacher's Google Classroom to communicate with the teacher and to schedule meetings with teachers during Asynchronous Learning times.

English Learner Specialists will continue to use the app [Talking Points](#) to communicate regularly with parents and families.

Meetings

All presently established collaboration and Thursday after-school meetings will continue to be conducted via Zoom.

Technology Issues (Laptop/Chromebook)

If a student is having problems with technology, please send the parents/guardians the link below and they will have to fill out the student help desk form.

- Elementary: Please direct parent to contact Library Media Specialist by email
 - Bear Path: Mrs. Nabors mnabors@hamden.org
 - Church Street: Ms. Kraemer kkraemer@hamden.org
 - Dunbar Hill: Mrs. Church jchurch@hamden.org
 - Helen Street: Mr. Patrick dpatrick@hamden.org
 - Ridge Hill: Mrs. Church jchurch@hamden.org
 - Shepherd Glen: Mrs. Helenski dhelenski@hamden.org
 - Spring Glen: Mrs. Redmond lesredmond@hamden.org
 - West Woods: Ms. Martinez Sendroff ssendroff@hamden.org
 - Alice Peck, HCLC, Wintergreen: Mr. Gargiulo fgargiulo@hamden.org
- HMS: www.hamden.org/hms-google-chromebook-help-request-form
- HHS: www.hamden.org/hhs/studenthelpdesk

Elementary Schools

	Monday	Tuesday	Wednesday	Thursday	Friday
Synchronous Learning*	Grades 1 - 6	Grades K, IIC & 3 - 6	Grades K - 2, IIC & 5 - 6	Grades K - 4, IIC & 6	Grades K - 5, IIC
Asynchronous Learning Only.	Kindergarten and IIC Classes	Grades 1 & 2	Grades 3 & 4	Grade 5	Grade 6

* Synchronous learning days may be a combination of both synchronous and asynchronous instruction

School Hours/Attendance

According to CSDE, students must be “present” for at least half of a school day to be considered in attendance for that school day. Present is defined as participation in synchronous and asynchronous learning activities. Virtual classes and virtual meetings are synchronous. Time on digital programs (Lexia, Dreambox, IXL, etc.) and completion/submission of assignments are asynchronous.

- Teachers will continue to post a “week at a glance” with a schedule of subjects, times for live lessons on zoom and expected assignments.
- Teachers will communicate the schedule along with any additional small group zoom sessions with students and parents, if necessary.
- Instead of mask breaks, teachers will use that time to allow kids to get up, move around, get a drink or use the bathroom.
- Students will also attend 30 minutes of specials 4 days per week according to the scheduled class time. Cohorted groups will attend with their designated homeroom class.
- Teachers will have the option of using their classrooms if the building is open for staff during a shutdown. Virtual backgrounds may be used when home.

Schedule

Elementary schools will adopt a schedule that eliminates cohorted groups. Each grade level will include blocks of time for ELA, math, science, social studies, health, SRBI, and specials following the previously adopted rotation schedule. This schedule will be shared with students and parents.

- At the elementary level, synchronous and asynchronous lessons will be used to deliver content and specials’ instruction.
- Teachers may use breakout rooms in order to meet with students individually or in small groups.
- Teachers may use a virtual background from their homes.

The school day for elementary students is 5 hours which includes a 30 minute break for lunch. Synchronous learning activities should be provided in grade-level appropriate spans.	
Early schools	8:30-1:30
Late schools	9:00-2:00

Instructional Minutes

SEL Check In	15 minutes per day
Reading	60 minutes per day
Writing	30 minutes five times per week (+ 10 minutes)
Math	50 minutes per day
Science	80 minutes per week
Social Studies	80 minutes per week
SRBI/EL	30 minutes per day
Health	30 minutes per week
Media, Physical Education, Music, Art	30 minutes per class based on a rotating schedule
Additional Student Support	185 minutes per week (Lexia, and/or Dreambox based on needs)

Sample Distance Learning Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-9:15	Zoom Morning Greeting	Full A-Synchronous Learning Day No Whole Class Synchronous Learning via Zoom	Zoom Morning Meeting	Zoom Morning Meeting	Zoom Morning Meeting
9:15- 10:05	Math Zoom - 9:15-9:30 (mini-lesson) Learning Activity 9:30-10:05 (Should support mini-lesson) Whole-group, small-group, or independent work on math assignments	Math No Zoom Today Learning Activity 9:15-10:05 DreamBox (required) Review Activities (optional)	Math Zoom - 9:15-9:30 (mini-lesson) Learning Activity 9:30-10:05 (Should support mini-lesson) Whole-group, small-group, or independent work on math assignments	Math Zoom - 9:15-9:30 (mini-lesson) Learning Activity 9:30-10:05 (Should support mini-lesson) Whole-group, small-group, or independent work on math assignments	Math Zoom - 9:15-9:30 (mini-lesson) Learning Activity 9:30-10:05 (Should support mini-lesson) Whole-group, small-group, or independent work on math assignments
10:05-10:15	Break	Break	Break	Break	Break
10:15-10:45	Specials Zoom Log into your Specials Teachers Google Classroom - Art, Music, PE or Library/Media	Specials Log into your Specials Teachers Google Classroom - Art, Music, PE or Library/Media	Specials Zoom Log into your Specials Teachers Google Classroom - Art, Music, PE or Library/Media	Specials Zoom Log into your Specials Teachers Google Classroom - Art, Music, PE or Library/Media	Specials Zoom Log into your Specials Teachers Google Classroom - Art, Music, PE or Library/Media
10:45-11:45	Language Arts Zoom - 10:45-11:00 Independent Work 11:00-11:45 Lexia (20-25 minutes), Reading, Other Assignments and Small Group Instruction with Teacher as scheduled.	Language Arts No Zoom Today Complete Independently: Lexia (20-25 minutes) Reading (20-25 minutes) Other Assignments (10-15 Minutes)	Language Arts Zoom - 10:45-11:00 Independent Work 11:00-11:45 Lexia (20-25 minutes), Reading, Other Assignments and Small Group Instruction with Teacher as scheduled.	Language Arts Zoom 10:45-11:00 Independent Work 11:00-11:45 Lexia (20-25 minutes), Reading, Other Assignments and Small Group Instruction with Teacher as scheduled.	Language Arts Zoom 10:45-11:00 Independent Work 11:00-11:45 Lexia (20-25 minutes), Reading, Other Assignments and Small Group Instruction with Teacher as scheduled.
11:45-12:15	Writing	Writing	Writing	Health	Writing
12:15-12:35	Lunch	Lunch	Lunch	Lunch	Lunch
12:35-1:05	SRBI Block/ EL Block Students continue Lexia/Dreambox/Imagine Learning independently	SRBI Block/ EL Block Students continue Lexia/Dreambox/Imagine Learning independently	SRBI Block/ EL Block Students continue Lexia/Dreambox/Imagine Learning independently	SRBI Block/ EL Block Students continue Lexia/Dreambox/Imagine Learning independently	SRBI Block/ EL Block Students continue Lexia/Dreambox/Imagine Learning independently
1:05-1:45	Science Zoom 1:05-1:15 Independent Work 1:15-1:45 Follow up assignments	Social Studies Independent Work 12:55-1:45 Follow up assignments	Science Zoom 1:05-1:15 Independent Work 1:15-1:45 Follow up assignments	Independent Writing/Reading & Student Conferencing	Social Studies Zoom 1:05-1:15 Independent Work 1:15-1:45 Follow up assignments
1:45-2:00	Lexia/Dreambox w/teacher support	Lexia/Dreambox w/ teacher support	Lexia/Dreambox w/ teacher support	Lexia/Dreambox w/ teacher support	Lexia/Dreambox w/ teacher support

****Science/ Social Studies note:** Teachers may opt to teach a topic or unit of Social Studies or Science on consecutive days for the entirety of the 160 minutes combined. For example, teach Science for 1-2 weeks, then Social Studies for 1- 2 weeks.

Asynchronous Distance Learning

During at-home distance learning days, students will have assignments in Google Classroom to complete independently. Teachers will use this day to confer with students.

Suggestions for assignments include: Dreambox for 20-30 minutes per day, Lexia (K-3) and/ or Imagine Learning, other Language Arts Assignment (Grades 4-6) and reading for 20-30 minutes.

Teachers may use this day to:

- Meet with grade level teams, departments, or building principals
- Grade level teams will have a standing meeting with Admin to share and discuss grade level needs and issues. This meeting will be about ½ hour each week.
- Communicate with Parents
- Meet with students one-on-one or in small groups
- Plan for upcoming lessons with specialists and team members
- Replenish/Update Substitute Folder
- Participate in PPT and 504 meetings

Students will use this day to:

- Meet with teachers one-on-one or in small groups
- Complete mindfulness activities
- Complete distance learning assignments from each class

All teachers will continue to use the Powerschool log to record parent contact.

Secondary Schools

	Monday	Tuesday	Wednesday	Thursday	Friday
Full-Time Distance Learning	Synchronous* Distance Learning Instruction	Synchronous* Distance Learning Instruction	Asynchronous Distance Learning	Synchronous* Distance Learning Instruction	Synchronous* Distance Learning Instruction
Remote Learning days due to inclement weather, cohort/classroom closures	Synchronous* Distance Learning Instruction	Synchronous* Distance Learning Instruction	Synchronous* Distance Learning Instruction	Synchronous* Distance Learning Instruction	Synchronous* Distance Learning Instruction

* Synchronous learning days may be a combination of both synchronous and asynchronous instruction

Full-Time Distance Learning Schedule

Students in grades 7-12 will receive instruction 5.5 hours per day for four days per week, following their daily schedule in PowerSchool.

<u>HMS</u>		<u>HHS</u>	
Period 1	8:13 a.m. - 8:52 a.m.	Period 1	7:31 a.m. - 8:09 a.m.
Period 2	8:55 a.m. - 9:34 a.m.	Period 2	8:13 a.m. - 8:51 a.m.
Period 3	9:37 a.m. - 10:16 a.m.	Period 3	8:55 a.m. - 9:33 a.m.
Period 4	10:19 a.m. - 10:58 a.m.	Period 4	9:37 a.m. - 10:15 a.m.
Lunch Break	10:58 a.m. - 11:24 a.m.	Period 5	10:19 a.m. - 10:57 a.m.
Period 5	11:27 a.m. - 12:06 p.m.	Period 6	11:01 a.m. - 11:39 a.m.
Period 6	12:09 p.m. - 12:48 p.m.	Period 7	11:43 a.m. - 12:21 p.m.
Period 7	12:51 p.m. - 1:30 p.m.	Period 8	12:25 p.m. - 1:03 p.m.

Synchronous Instruction

During synchronous instruction school days, students will follow their daily class schedules according to the bell schedule above.

All teachers will plan and deliver daily lessons that include a variety of instructional models in all content areas. Lessons will include some aspects of live instruction. Instruction and learning activities may include watching a prerecorded mini-lesson, participating in a Zoom meeting, joining a small group session, completing learning activities in Google Classroom, and more. **All teachers are required to provide synchronous instruction for at least 50% of each class and/or instructional block and remain available for students throughout the entire instructional period.**

When teachers are not engaged in synchronous instruction with the whole group, they may invite students to small-group instruction, confer with students individually, listen in on small-group discussions, assess students individually or in small groups, respond to student questions, model assignment expectations, and implement a variety of other instructional designs. Teachers are encouraged to utilize class time to meet the needs of their students.

Below is an example of a schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
19 minutes Zoom instruction Remainder of class period for breakout Groups and/or Individualized conferring	19 minutes Zoom instruction Remainder of class period for breakout Groups and/or Individualized conferring	Self- Directed Work	19 minutes Zoom instruction Remainder of class period for breakout Groups and/or Individualized conferring	19 minutes Zoom instruction Remainder of class period for breakout Groups and/or Individualized conferring

Asynchronous Distance Learning (Wednesday)

On Wednesdays, students will log into each of their Google Classrooms to complete an asynchronous distance learning assignment. Assignments will be posted in Google Classrooms 15 minutes before the start of the student day.

Teachers will use this day to:

- Communicate with parents
- Meet with students one-on-one or in small groups
- Plan for upcoming lessons
- Replenish/Update Substitute Folder
- Participate in PPT and 504 meetings

School Counselor/PPS Staff will use this day to:

- Meet with students during study halls and lunches
- Conduct PPT and 504 meetings
- Communicate with Parents

Students will use this day to:

- Meet with teachers one-on-one or in small groups
- Complete mindfulness activities
- Complete distance learning assignments from each class

Attendance

Teachers will take daily attendance every period in PowerSchool. The table below outlines how student attendance/chronic absenteeism will be addressed:

Tier 1 Attendance concerns	<ul style="list-style-type: none">• Students who are absent from distance learning who have not been previous attendance concerns and are not now.• Teachers will contact parents/guardians to gather more information about absences and offer appropriate support.
Tier 2 Attendance concerns	<ul style="list-style-type: none">• Students who are absent from distance learning who had prior attendance concerns OR students who have become attendance concerns during the pandemic.• Student Referral to the HHS House Team Meetings.• Collaboration team meetings held weekly by grade level-teams at HMS and by House teams at HHS will discuss any rising attendance concerns.• Social workers, psychologists and/or school counselors will follow up on these students.
Tier 3 Attendance concerns	<ul style="list-style-type: none">• Students who are absent from distance learning who had prior attendance concerns OR students who have become attendance concerns during the pandemic AND repeated attempts to reach family and remediate have been unsuccessful.• Social worker/ Guidance counselor and building administrator will collaborate to follow up on these students which might include a safety check• Discussion of these students in weekly PPS collaboration meetings.• Referrals to DCF and/or community resources such as JRB, Big Brother/Big Sister, Youth Continuum, etc.

Grading

Grading policy will remain in effect.

***Alice Peck, Wintergreen and HCLC** Schedules will be communicated by administration and should mirror current instructional models to the extent possible.