



# SUFFIELD PUBLIC SCHOOLS

## *Office of the Assistant Superintendent*

*Michelle Zawawi*  
*Assistant Superintendent*

*Melissa Bielonko*  
*Administrative Assistant*

November 6, 2020

Dear Parents and Guardians:

I am writing to you today to share some information regarding student engagement, and to ask for your help to discuss these protocols with your child.

We recognize that learning from home, balancing the hybrid schedule and supporting your child during Covid-19 is challenging and we appreciate your continued efforts while we are in our hybrid and distance learning models.

Our highest priority as a school district is student success and learning. While teachers continually work on honing their skills to create thoughtful lessons, student responsibility is paramount for success.

Starting on Monday, November 9th, the following expectations are in place to ensure student engagement and active learning:

- **Attendance/Cameras must stay on:** Your child must keep their Chromebook camera on for the duration of the class in order to be considered in attendance. Teachers cannot determine the level of engagement when icons only are shown. Therefore, students whose cameras are off during the lesson will be marked absent. If you or your child are experiencing any Chromebook issues contact the technology department. ([Tech Support for Student Chromebooks](#))
- **Assignments:** Students are expected to turn in their assignments on time to receive credit or feedback. We are noticing that many students are turning in late assignments which is having a negative impact on their overall performance as teachers are not able to provide feedback in a timely manner.
- **Cohorts A/B:** Students who are in either Cohort A/B are expected to attend school regularly according to their scheduled hybrid day. In the last month we have noticed inconsistencies with in-person school attendance. This is having a negative impact on the teachers' ability to effectively plan lessons. If you choose to keep your child home for the day, please notify the office before the school day starts.
- **Full Time Distance Learning Status:** If you choose to keep your child home for an extended period of time, please notify the school and maintain the temporary full distance learning option for the remainder of the marking period.

If you have any questions or concerns with the expectations, please contact your building principal.

Thank you for your cooperation and partnership.

Sincerely,

A handwritten signature in black ink, appearing to read "Michelle Zawawi", with a stylized flourish at the end.

Michelle Zawawi  
Assistant Superintendent  
Curriculum and Instruction