

March 3, 2021
Subject: New Learning Models



Dear Falcon Families,

We have finally arrived to the day to welcome back our full student body back to in-person instruction. Due to the reduction in positivity rates, current mitigation strategies, and the guidance of the Fairfield Health Department, the Fairfield Public Schools has decided to fully **reopen to all high school learners on Tuesday, March 9**. Monday, March 8 will be a full remote day to allow our staff to put the final planning pieces in place and make furniture adjustments. Please see the detailed plans starting on page 2 of this document.

Students who are currently in Cohort A, Cohort B, or “always in” status will by default be moved to full in-person learning status. Students who are currently in “always remote” will by default stay in “always remote” status. If you are *not* requesting a change from these default moves, then you do not need to do anything but plan to attend on March 9th.

If you would either like to request to return to school from always remote status OR move into always remote status, please do so by filling out [this Google Form: Change of Status for March 9 \(click here\)](#) **Please indicate any of these changes by Friday, March 5**. If you decide to make a change later in the school year, please see the directions below.

We know that this change brings many emotions - for students, parents, and staff. Through my conversations with members of all these groups, I know there are equal amounts of excitement and apprehension. We will be continuing all of the mitigation strategies we have used to remain open for the vast majority of this school year. We need each and every member of the Fairfield Ludlowe community to continue to commit to safe practices in order to stay open with the increased number of students.

We look forward to seeing Fairfield Ludlowe thriving once again with more students in place. We will continue to monitor and support the social emotional health of our students, but we hope that by being reunited with their friends from the other cohort, we will see a lot of happy faces. If for some reason your child struggles with this change, please reach out to the school counselor or other member of the house team.

Thank you, and we look forward to seeing everyone next week.

A handwritten signature in black ink, appearing to read 'Greg C. Hatzis', written in a cursive style.

Greg C. Hatzis, Head Principal

High School Transition to Full In-Person Learning Plan
[FPS Reopening Presentation](#)

Welcome Back Schedule - Monday March 8 - Friday March 12

- Monday March 8:
 - Remote learning day for all students ([click link for schedule](#))
 - Staff will report to the building to conduct their classes remotely and view their classrooms
- Tuesday March 9:
 - Day 2 Schedule
 - **All Cohorts report** (except always remote and authorized remote)
- Wednesday March 10:
 - Day 3 Schedule
 - Full day of school - Compensating for remote day on Monday
- Thursday March 11
 - Day 4 Schedule, full day
- Friday, March 12
 - Day 1, full day
 - Ludlowe Spirit Day. Wear Ludlowe gear or blue and white

Rotation Calendar and Daily Schedule

- [The previously published rotation calendar without cohorts will be used](#)
- [The regular high school bell schedule will be utilized](#)

Student Classification/Status in the Different Learning Models

- We will no longer be using the hybrid model.
- All students currently in the hybrid learning model (Cohort A or B) or currently attending 5 days will by default move to full in-person instruction (5 days/week). All students who are currently “always remote” will by default stay “always remote.”
- Should you like to change your child’s status from the default before March 9, then [please indicate so through this Google Form by Friday, March 5.](#)
There are only two scenarios:
 - e.g. You are always remote and want to return to in-person school (5 days)
 - e.g. You are currently in person but want to go to always remote
- Students who are classified as full in-person learners and are directed to quarantine or isolate by the Fairfield Health Department or the school nurses will be classified as “**Authorized Remote**” until the return to school date that is designated by the nurses.

Transportation

With the changes taking place, you may now have the need for bus transportation. First, check your child's Infinite Campus portal to see if there has been a bus designated (which would only be the case if you previously had transportation). If so, your child may report to the listed stop at the designated time.

If you *now* require bus transportation or if there is an issue, you must email busservice@fairfieldschools.org to make a request.

Requests will be handled on a first come, first served basis, so it may take a few days to process any changes. You will know the status has been changed when the bus stop and time is indicated under "Transportation" in the Infinite Campus portal.

Future requests for changes:

If after March 9, your child has a change of heart about the learning model (they want to go to always remote from in-person learning OR they want to *return to school* from always remote) then you should email the dean of your child's house. These change requests may take 2-3 school days to process in the system.

Dean's emails:

Warner House: Luigi Volpe: lvolpe@fairfieldshools.org

Webster House: Matt McCloskey mmcloskey@fairfieldschools.org

Wright House: Dave Craven dcraven@fairfieldschools.org

Attendance

Note: This is the proposed wording being presented to the Board of Education for consideration at their March 9 meeting. If changes occur, we will send a separate communication with details.

- In-person:
 - Attendance is defined as physical presence in the assigned classroom and should be recorded in Infinite Campus per the protocol
 - If a student is unable to attend class in person for non-COVID-19 related reasons, they are encouraged to participate from home but they will be marked absent from class. The absence will be excused if a parent/guardian notifies the school's absentee line; otherwise, the absence will be unexcused.
 - The absence will be excused if a parent/guardian notifies the house office
 - Otherwise, the absence will be unexcused
- Remote Only:
 - Attendance is defined as logging into the assigned class during its scheduled period for the time required by the teacher and should be recorded in Infinite Campus per the protocol

- Quarantining or isolating:
 - Students who are classified as Full In-person learners and are directed to quarantine or isolate by the Fairfield Health Department or the school nurses will be eligible to participate remotely for attendance credit
 - The student designation in IC will change to “Authorized Remote”
 - For attendance purposes follow the Always Remote Learning protocol

Important notes about attendance:

It is well-documented that student performance is heavily linked to attendance and participation in class. While under the conditions of the pandemic, the attendance offices are aware of the need to be more accommodating regarding illness, medical appointments, college visits, etc. As usual, we ask that families communicate the reasons for their child’s absence to the house office. We are continuing to track excused and unexcused absences for our records in our efforts to monitor student progress and support students and their families.

Physical Classroom Setup

- Desks will be separated as much as possible, with a minimum distance of 3 feet apart
 - This is measured from the middle of one chair to the middle of the next
 - Teachers may use collaborative grouping strategies to utilize this important instructional strategy. This will include mitigation techniques such as maintaining 3 ft. distances, tight wearing masks, use of dividers, hand sanitation, and frequent cleaning of high touch areas.
- Teacher work stations should maintain a 6 foot distance from students.
- Teachers will maintain a seating chart for contact tracing purposes.
- Dividers are available for student use. They may obtain one to carry with them permanently from their house office. They will be required to clean it each night.

Contact Tracing

Even though classrooms and the cafeteria will be spacing students at 3 ft. distances, the quarantining protocol for a positive case remains anyone who has been within 6 ft. for a total of 15 minutes or more in a 24-hour period.

We need student and parent **full cooperation** to provide names of people who meet the quarantining protocol during our contact tracing process. This is the most effective way to keep everyone safe and contain a potential spread of the disease. This will also help us avoid moving to full remote instruction.

It is likely that staff members will be required to quarantine at times. When this is the case, they will teach remotely whenever possible as long as the conditions allow. When this occurs, proctors are placed in the classroom so students can meet in their classes. In a case where a proctor is unavailable, students are directed to a supervised large common area and students are expected to participate remotely.

Lunch, Large Spaces and Learning Commons

- The Fairfield Health Department's recommendation allows for a 3 foot distance between students without masks during lunch
- Student desks that are currently being used in the cafeteria will be returned to the classrooms (to accommodate seating in classrooms while all students return)
- Cafeteria tables will be utilized and seats will be labeled to identify student seating to ensure social distancing.
- We will continue to use multiple locations (cafe, gym, and tents) to spread the tables out
- Table numbers and QR codes will be on each table to track students and with whom they are seated
- Students will be required to scan the QR code each day to indicate where they sit
- Dividers will be available for student use. They will be turned in at the end of the lunch to be cleaned.
- Students who do not have a phone should use their Chromebooks - or have another person at the table enter their name
- All tables in both areas will be disinfected between lunch waves
- Administrators and Deans will be present in the cafeteria and large spaces to assist in supervision

Instruction & Online Expectations

- Staff will continue to use Google Classroom and the entire G-Suite platform as the primary mode of instruction and communication
- Synchronous learning will continue for remote learners.
 - Teachers still have professional discretion about student camera use
- Assessment practices:
 - "Always Remote" students will continue to take remote versions of assessments
 - In-person students will only be allowed to take assessments in the building
 - Make-up assessments must be scheduled with the teacher and take place when the student returns if the absence is excused

Student Parking

We know there were many questions regarding parking, but we needed to wait until all students returned in person in order to ensure fair access for all.

Upon return on March 9, the Deans will be distributing directions to all seniors regarding the application process for a parking sticker. On March 10, students may begin to submit their applications, accompanied by displaying a valid driver's license and student ID. The deans will then assign a parking spot number and distribute a sticker. Stickers will not be required in the lot until Friday, March 12.

The first five days of sticker distribution will be only to seniors. After that, we will open the application process to juniors until we run out. We have 305 spots that will be designated for stickers.

There will be NO CHARGE for parking stickers.

For any student who is unable to obtain a sticker, we set aside spots 260-289 (the back row of the lot facing Sturges) where no sticker is required. These are first come, first served every school day. Once filled, there is no other space on campus for students to park without a sticker (Mill Plain Road near Sturges Park does have some allowed parking for the public).

Meetings

- All parent meetings including 504s, PPTs, parent, and case conferences will continue to be held virtually

Masks

- All students and staff must continue to wear a mask:
 - Student masks must align with the dress code stated in the Student Handbook
- If students refuse to adhere to the mask policy:
 - They will be offered a mask should they not have one
 - If the student still refuses, they will be sent to their dean
 - Student will be sent home should they continue to refuse