



THOMASTON CENTER SCHOOL

REOPENING OUR SCHOOL: COVID-19 GUIDELINES

FALL 2021

APPENDIX FOR STUDENT-PARENT HANDBOOK

BASED ON THE GUIDELINES FROM:
THE CONNECTICUT STATE DEPARTMENT OF EDUCATION;
THOMASTON PUBLIC SCHOOLS 2021-22 SCHOOL DISTRICT REOPENING PLAN

A Message from the Principal

I hope this message finds you all happy, healthy, and prepared to commence the 2021-2022 academic year. Our focus at Thomaston Center School is to provide the very best educational opportunities possible. This is always true; however, in the age of COVID-19, it has become even more challenging to achieve this goal while maintaining a safe environment. We are living in unprecedented times, and for many of us it is really scary. I want to assure you that we have planned the reopening of our school with a full appreciation of the fear and anxiety that many of us are feeling.

This handbook is intended to provide our school community with rules, regulations, and policies that are designed using, and a direct result of, our district reopening plan. It is important for all stakeholders to acknowledge and understand that all COVID-19 related decisions were made based on local, state, and federal guidelines. It is even more important to acknowledge and recognize that political beliefs played no role in decision making and will play no role in how we enforce the rules, regulations, and policies found within this handbook. Lastly, this handbook pertains to COVID-19 related issues, it is not intended to replace our full Parent and Student Handbook.

I have had the pleasure of working at Thomaston Center School for several years. When difficult situations arise, our community has always risen to meet those challenges by working together. I expect no less in how we meet the challenges caused by the COVID-19 pandemic. We will not let it derail our work to provide students with an outstanding educational experience.

I look forward to working with all the stakeholders in our community to provide an outstanding education for our children. Thank you for your continued commitment, flexibility, understanding, and support in your child's education.

Sincerely,

Kristin Bernier

Principal

Thomaston Center School



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Reopening Our School

The Thomaston Public Schools Safe Return to In-Person Instruction and Continuity of Services Plan 2021-2022 School Year identifies the critical “requirements” needed to submit a reopening plan in accordance with the Connecticut School Reopening Plan, Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together – Fall 2021.

Links below:

[Connecticut School Reopening Plan, Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together](#)

[Connecticut School Reopening Plan, Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together – Fall 2021](#)

[Thomaston Public Schools Safe Return to In-Person Instruction and Continuity of Services Plan 2021-2022 School Year](#)

Any shift to a hybrid or full remote learning model will depend on specific circumstances regarding virus transmission. Such a shift could come from a statewide emergency order, or, if an outbreak is geographically concentrated, could be made by the district, town, or region in consultation with DPH, CSDE, and local Health Departments (Torrington Area Health District).

TCS School Liaison

A School Nurse shall serve as the COVID-19 Health and Safety Compliance Liaison. This Liaison is responsible for engaging with students, parents, faculty, staff, and administrators to answer questions or concerns about health and safety requirements regarding COVID-19 concerns.

The Liaison will provide ongoing two-way communication with the school community (staff, families, and students) about any new policies and/or protocols at the following times: school days from 8:00 am until 3:00 pm. She will also provide written communication and procedure changes via school messenger.

TCS School Liaison Information:

Diane Aniki, TCS School Nurse, 860-283-3036 Ext. 12303, daniki@thomastonschools.org



Communications Plans

Following past practice, the District and School Administrators and certified staff will continue to notify community officials about changed policies, the need to cancel classes, or other changes or restrictions as warranted, through a variety of methods such as:

Following past practice, the District and School Administrators and certified staff will continue to notify community officials about changed policies, the need to cancel classes, or other changes or restrictions as warranted, through a variety of methods such as:

- ParentSquare messenger
- emails
- newsletters
- [school website](#)
- phone calls

Reopening Policy and Procedures

Use of Facilities – Training

The identified training needs of staff related to health and safety protocols shall be addressed prior to the first day of classes. As with all other training and professional development in the district, the Director of Curriculum, Instruction and Assessment shall coordinate and, at times, facilitate training.

All staff and students shall complete training in health and safety protocols. The COVID-19 Health and Safety Compliance Liaison shall address such training in collaboration with the Director of Curriculum, Instruction and Assessment. The initial health and safety protocol training for staff will be provided prior to the first day of school. Students shall receive training in health and safety protocols on the first day of school, regardless of their instruction status, i.e., in-person or online.

Health and safety protocols mandatory training for employees, substitutes, students, and staff shall include:

- Social distancing
- Cleaning protocols
- Hygiene practices.

Use of Facilities – During Regular School Hours

Visitors and 504, IEP, Parent/Guardian Meetings

Staff, students, and contractors shall be permitted in school buildings only after participating in Health and Safety Protocol training. Emergency responders shall be permitted in school buildings with no Health and Safety Protocol training. No visitors shall be permitted in the school buildings without an appointment.

All meetings that are typically held in –person and include outside visitors such as 504, IEP, and all other parent/guardian meetings shall be held virtually. We highly recommend parents/guardians set up a google Gmail account or Zoom account for virtual meetings, we can accommodate either. **When TCS schedules meetings with parents/guardians, the meeting will default to a Google meet unless the use of Zoom is requested.** Parents/guardians who cannot set up either Google meet or Zoom will be limited to conference calling for participation in meetings.

Student Movement in the Building

Social distancing strategies implemented at TCS to strategically limit movement throughout the school day include the following:

- Stairwells designated for one grade level use only
- Opening select bathrooms on each level of the building
- Organized entry, dismissal, breakfast, and lunch procedures; details provided in this handbook.



- Staggering lunch waves to minimize congestion outside the cafeteria
- Increasing staff presence during entry and dismissal times to minimize large congregating groups of students

Hallway Lockers

All school lockers shall be locked and use of school lockers shall be prohibited.

Classroom, Gymnasium and Cafeteria Layout

- ⇒ Social distancing between student work areas will be maximized, providing 3-6 feet of distance when practicable.
- ⇒ All student desks shall face the same direction.
- ⇒ The space between the teacher and students will be maximized when practicable in order to minimize the exchange of droplets during instruction.
- ⇒ All staff and students shall wear cloth face coverings when in the building

Our main goal is the health and wellbeing of our students and staff. In order to achieve this goal, we have committed to reducing contact between students and staff and the success of this relies on student and staff cooperation. We ask that all students commit to achieving this goal. Students that intentionally and repeatedly violate our goal will be subject to the disciplinary process.

Use of Facilities – Outside of Regular School Hours

If a school building is to be used outside of regular school hours, that use shall follow the same rules of use as practiced during the regular school day.

No-Touch Usage

Wherever possible, the installation and usage of no-touch items such as doors, trashcans, and bathroom fixtures shall occur. Remove lids from lidded trash cans.

Technology

Devices will be collected and redistributed for maintenance on a regular basis. Students should bring home their chrome books from school every evening and charge them for the next day's lessons.

Field Trips

Approved field trips will be allowed during the duration of the pandemic.

Safety Drills and Procedures

Safety drills and procedures such as Fire Drills will follow regular procedures.

All participants must wear a mask as social distancing cannot be maintained during safety drills. Classrooms and spaces with direct access to the outside of the building should be used for evacuation. These exits will need to be maintained for the entire school year.

Drinking and Water Fountains

Drinking water from the water fountain will be prohibited. Select bottle filler fountains will remain open to fill bottles and will be cleaned and sanitized once daily at the end of the school day. Students are urged to drink plenty of water before school, during lunch, and after school.



Drinking Water in the Classroom

Drinking in the classroom should be done following these steps:

- All students should be seated and facing forward in the classroom.
- The lower portion of the face mask should be lifted from the bottom, exposing the chin and mouth briefly, to allow one to drink from their water bottle.
- Once a drink is taken, the face mask should be returned to its correct position, to cover the mouth and chin.
- Water bottles should be refilled at the bottle filling station during passing times. Students should not leave the classroom during class time to refill their water bottle.
- There should be no drinking directly from the water fountain.
- Students should be encouraged to wash their hands frequently, or use hand sanitizer if soap and water are not available.

Isolation Room

In the event that the school nurse identifies in an individual with symptoms that are consistent with Covid-19, that individual will be directed to the nurse's office ("isolation room") while the family is contacted to arrange pick-up. The nurse's office will be closed to other students until cleaned and sanitized. If another student needs medical attention outside of COVID-19 symptoms that student will be directed to another location for care.

Signs and Messages

As required by the CSDE Plan, the school will post signs and messages related to stopping the spread of COVID-19 in all school facilities. These signs and messages shall be accessible for students with disabilities and in languages appropriate for the school population. Announcements will also be posted to district and school webpages and online communications will be distributed to staff, students, and families via email and social media.

Bus Transportation

All students are to ride their assigned bus to and from school. **Please note, the main office staff will not accept notes for change of bus assignments because the district's plan does not allow for traveling home on a different bus.** Should your child require a permanent bus change, please contact the main office to obtain a request form.

Cleaning Products

Staff and students do not need to bring in their own cleaning products (for desks, etc.). Personal hand-sanitizer use is permitted.



Daily Operations

Length of School Year

Please check the district's website for the 2021-22 district calendar.

For your child's daily schedule, please check with your child's homeroom teacher.

Arrival and Dismissal Procedures

Arrival Procedures

When students arrive at Thomaston Center School by car or as a walker, they should not arrive before 8:00 am as there will not be adult supervision prior to that time. Students should enter through the front auditorium entrance at 8:00 am. and proceed directly to their homeroom using their designated stairwell unless they are purchasing breakfast whereby they proceed to the cafeteria. For the safety and security of all students, we remind parents that doors will remain locked until 8:00 A.M. when staff is present to supervise students.

All buses will arrive in the morning in the back of the building. Fourth and sixth graders will enter through the back entrance; fifth graders will arrive through the gymnasium doors. Students will proceed up their designated stairs to their classrooms unless they are having breakfast; students having breakfast will head straight to the cafeteria.

Students who are tardy and arrive after 8:05 am must ring the bell at the main entrance in the front of the school and wait to be allowed in. Only students will be allowed into the building.

Dismissal Procedures

Students who are being picked up will be called to the auditorium and sit in a designated space in the auditorium until staff calls for them to proceed out of the auditorium doors. Students who have permission to walk home will dismiss from the front doors of the main entrance.

Students riding the bus will be escorted to their bus by a staff member. Grade 5 students will exit from the gymnasium doors while grade 4 and grade 6 students will exit from the back entrance. Students will walk between the two sets of bus lines to proceed to the bus.

Bathroom Protocols

Bathroom usage will comply with DPH guidance for cleaning and disinfecting of schools during COVID-19. Disposable towels will be used in lieu of air blowing hand dryers whenever possible and hand dryers will be turned off to avoid use.

Multi-stall bathrooms will be utilized to maximize social distancing. A bathroom on every floor will be available for student use. Designated staff bathrooms will also be used.

The trashcan and paper towel roll shall be placed by the bathroom door, whenever possible, to prevent students and staff from touching the bathroom door handle with their hands (use paper towel to grab handle and throw away paper towel while door is ajar). Whenever possible, the district will install touch-free single-use paper towel dispensers, garbage bins, faucets, urinals, and toilets. Storage of any personal items within the bathroom (including staff bathrooms) shall be prohibited.



Containment Plan

If a staff member, student or contractor has signs or symptoms of COVID-19, and/or there is a known exposure, and/or a member of the school community has a confirmed diagnosis of COVID-19, Thomaston Public Schools shall immediately:

If the staff member, student or contractor is in a school building when this information is received:

- The staff member, student or contractor shall be placed in the dismissed immediately or placed in the school's isolation room until dismissal can be arranged;
- The School Nurse shall immediately contact the COVID-19 Health and Safety Compliance Liaison;
- The COVID-19 Health and Safety Compliance Liaison shall immediately contact the Torrington Area Health District (TAHD);
- The COVID-19 Health and Safety Compliance Liaison shall contact the Superintendent of Schools;
- The Superintendent of Schools shall cancel school for a duration recommended by the TAHD; and
- The Superintendent of Schools shall communicate conditions and school cancellation duration to staff, students, parents and community officials.

If the staff member, student or contractor is not in a school building when this information is received:

- The staff member, student or contractor will be directed to not come to the school;
- The School Nurse shall immediately contact the COVID-19 Health and Safety Compliance Liaison
- The COVID-19 Health and Safety Compliance Liaison shall immediately contact the TAHD;
- The COVID-19 Health and Safety Compliance Liaison shall contact the Superintendent of Schools;
- The Superintendent of Schools shall cancel school for a duration recommended by the TAHD; and
- The Superintendent of Schools shall communicate conditions and school cancellation duration to staff, students, parents and community officials.

A consistent policy for dismissal of students or staff who exhibit symptoms of COVID-19 and must be dismissed from school will be implemented.

TCS Cafeteria Procedures

We remain committed to providing Thomaston's children with healthy and nutritious meals during the COVID-19 Pandemic. There are several strict guidelines on food service at this time and Thomaston Center School will need to adapt our menus and school meal protocols.

- Students will be seated at desks all facing one direction. The desks are not allowed to be moved.
- When buying food, a pin pad will no longer be available. Students will give the cafeteria staff his/her name and their account will be looked up. Once the identification badges are available, students may use the ID badge for lunch purchases.
- Student's mask can only be removed while eating; once the student is done eating they must put their facemask back on.
- The handling of cash is will be limited. To put money on account please use a check or deposit money online through E-Funds for Schools. The handling of cash is trying to be eliminated. To put money on account please use a check or deposit money online through E-Funds for Schools at the following link: <https://www.thomastonschools.org/OnlinePayments>. Should a parent choose to send in cash/checks, money will be collected in the student's homeroom and brought to the cafeteria. **Please put money in an envelope labeled with the child's full name to ensure money does not get lost.**

Breakfast:



- The students who are purchasing or eating breakfast will report to the cafeteria immediately after arriving at the school.
- The student will walk into the servery to purchase breakfast; maintaining social distance and following floor markings.
- After purchasing breakfast, they will sit at a desk, eat, and then head to their designated room assignment.
- If a student is not purchasing or eating breakfast in the cafeteria they will be asked to leave the cafeteria and return to the designated room assignment.

Lunch:

- Students will enter the cafeteria and sit at a desk. One student per desk. Rows of students will be called up by a staff member to the servery to receive their lunch and then return to their desk.
- Students are expected to maintain social distancing and follow floor markings.
- Once seated after purchasing food, students will not be allowed to return to the serving area.
- Condiments will now be served from the servery.
- A la Carte items may not be available immediately. Snack items will be introduced once a routine is established. The price of snacks will now come off a child's account. Cash will not be accepted. Please monitor your child's account closely to ensure they are buying items that are allowed.

If a child forgets his/her lunch, students may not call home to bring a lunch. Rather, a child will be offered a lunch from school. A parent will be notified that the child has forgotten their lunch.

There will be no changes in the pricing of school meals. If households need assistance with meal payments, the 2020-2021 free and reduced application is available at thomastonschools.org. The application can be submitted by email or USPS at any point during the school year.

Health Practices and Protocols

Use of Face Coverings, Masks, Face Shields

[Thomaston Board of Education changed Policy 5132 - Students - Dress and Grooming](#) requires the use of cloth face coverings by all students. An emergency supply of cloth face coverings will be provided for staff and students who soil, wet or damage their personal cloth face coverings. **A new mask can be requested from the school nurse.** Other protections like a face shield or clear plastic barrier still require the user to wear a cloth face covering that completely covers the nose and mouth; these other protectors are optional and will not be provided by the District.





Face Covering

A cloth, paper, or disposable face covering that covers the nose and mouth; may or may not be medical grade



Face Shield

A clear plastic shield that covers the forehead, extends below the chin, and wraps around the sides of the face



Clear Plastic Barrier

A clear plastic or solid surface that can be cleaned and sanitized often

Teachers who provide instruction to English-language learners or students with hearing impairments will wear a clear face covering.

How to Wear a Cloth Face Covering Correctly

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Fit it snugly against the sides of your face
- Make sure you can breathe easily
- Don't put the face covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, wash your hands or use hand sanitizer to disinfect



Choosing to not properly wear a mask will be considered a violation of the Thomaston Public School's dress code policy and disciplinary actions may include using one or more discipline management techniques, such as verbal/written warnings for first time offenses but may require revoking privileges, detention, and removal from class, and or remote learning only option for multiple offenses.

The final decision whether the student has violated the dress code rests with the discretion of the administrators.

*We do not plan on, or intend to, debate the politics of face coverings. Student who refuse to properly wear face coverings will be assigned to remote/distance learning.

How to Take Off Your Cloth Face Covering Carefully, When You're Home



Untie the strings behind your head or stretch the ear loops

Handle only by the ear loops or ties

- Fold outside corners together
- Place covering in the washing machine
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing



How to Clean a Cloth Face Covering (not for one-time use/disposable masks)



Washing Machine

- You can include your face covering with your regular laundry.
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the face covering.



Washing by Hand

- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3 cup) household bleach per gallon of room temperature water or
 - 4 teaspoons household bleach per quart of room temperature water
- Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection. Ensure the bleach product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
- Soak the face covering in the bleach solution for 5 minutes.
- Rinse thoroughly with cool or room temperature water.
- Make sure to completely dry the cloth face covering after washing.

How to Dry a Cloth Face Covering (not for one-time use/disposable masks)



Dryer

- Use the highest heat setting and leave in the dryer until completely dry.



Air dry

- Lay flat and allow to completely dry. If possible, place the cloth face covering in direct sunlight.



State Mandated Assessments

The administration of all state mandated assessments will occur as planned. Information regarding these assessments will be communicated to parents/guardians and students as we approach the date of the assessment.

2021-22 State Summative Assessment Calendar			
Content Area(s)	Assessment	Grade(s)	Testing Window
English Language Proficiency: <i>Speaking, Listening, Reading, and Writing</i>	LAS Links	K–12	January 3–March 4, 2022
English Language Arts (ELA) & Mathematics	Connecticut Smarter Balanced	3–8	March 28–June 3, 2022
	Connecticut SAT School Day (Note: The 2022 administration will be digital.)	11	Primary Test Dates: March 23–25 and 29–30, 2022 Makeup Dates: April 26–28, 2022
	CTAA	3–8 and 11	March 28–June 3, 2022
Science	NGSS Assessment	5, 8, and 11	February 7–June 3, 2022 (Grade 11) March 28–June 3, 2022 (Grades 5 and 8)
			CTAS (Can be administered all year.)
Physical Fitness	Connecticut Physical Fitness Assessment	4, 6, 8, and High School	Anytime during the school year
Language, Literacy, Numeracy, Physical/Motor, Creative/Aesthetic, and Personal/Social	Kindergarten Entrance Inventory	Kindergarten	Snapshot Date: October 18, 2021 Submission Due Date: December 9, 2021

COVID-19 Resources for Parents, Guardians and Students

The following links can provide parents, guardians, and students with resources for Covid-19 related questions.

- [How to make your own cloth face covering video link](#)
- [Thomaston Public Schools Safe Return to In-Person Instruction and Continuity of Services Plan 2021-2022 School Year](#)
- [CDC Back to School Planning: Checklists to Guide Parents, Guardians, and Caregivers](#)
- [Connecticut Department of Public Health](#)
- [Connecticut State Department of Education COVID-19 Resources for Families](#)
- [Torrington Area Health District](#)
- [Town of Thomaston](#)



Thomaston Center School Schedule

2021-2022

Regular Day

Hours 8:05 am- 3:00 pm

<u>Grade Level</u>	<u>Lunch</u>	<u>Recess</u>
4	11:00-11:30	10:30-11:00
5	11:35-12:05	10:30-11:00
6	12:10-12:40	10:30-11:00
<i>Bridges</i>	<i>10:30-11:00- M,W,F</i>	<i>1:30-2:00 M,W,F</i>
<i>Bridges</i>	<i>12:15-12:30 T,TH</i>	<i>10:00-10:30 T, TH</i>

Time	Activity
8:15-9:00	WIN/Academy
12:05-12:55	Grade 5 Specials
1:05-1:55	Grade 4 Specials
2:00-2:50	Grade 6 Specials
9:00-10:00	<i>Bridges M,W,F</i>

Time	Activity
9:00-9:30	Grade 4 Specials T, TH
9:30-10:00	Grade 5 Specials T,TH
10:00-10:30	Grade 6 Specials T,TH
1:00-1:55	<i>Bridges, T, TH</i>

Two Hour Delay School Day

10:05 a.m.-3:00 p.m.

No Recess, No Academy and No WIN

Time	Activity
10:05-10:15	Homeroom
12:00-12:30	Specials Grade 5
1:00-1:30	Specials Grade 4
2:00-2:30	Specials Grade 6
11:00-11:30	<i>Bridges Special</i>
11:05-11:35	Lunch Grade 5
11:40-12:10	Lunch Grade 4 & <i>Bridges Lunch</i>
12:15-12:45	Lunch Grade 6
3:00	Dismissal

Two Hour Early Dismissal~ School Day 8:05-12:30

No Recess/No WIN/No Academy

Time	Activity
8:05-8:15	Homeroom
11:30-12:00	Specials Grade 4
12:00-12:30	Specials Grade 5
11:00-11:30	Specials Grade 6
9:00-9:30	<i>Bridges Special</i>
10:55-11:25	Lunch Grade 4
11:25-11:55	Lunch Grade 5
11:55-12:25	Lunch Grade 6
10:25-10:55	<i>Lunch Bridges</i>
12:30	Dismissal

Three Hour Early Dismissal~ 8:05-12:00

Three Hour Delay~ 11:05-3:00

No WIN/Academy/Recess

No WIN/Academy/Recess



Time	Activity
8:05-8:15	Homeroom
10:20-10:50	Specials Grade 4
10:50-11:20	Specials Grade 5
11:20-11:50	Specials Grade 6
9:00-9:30	<i>Bridges Special</i>
11:20-11:50	Lunch Grade 4 & <i>Bridges Lunch</i>
10:10-10:40	Lunch Grade 5
10:45-11:15	Lunch Grade 6
12:00	Dismissal

Time	Activity
11:05-11:15	Homeroom
11:45-12:15	Lunch Grade 4 & <i>Bridges Lunch</i>
12:20-12:50	Lunch Grade 5
12:55-1:25	Lunch Grade 6
1:15-1:45	Specials Grade 4
1:45-2:15	Specials Grade 5
2:15-2:45	Specials Grade 6
12:45-1:05	<i>Bridges Special</i>
3:00	Dismissal



Appendix B

Attendance for Remote Synchronous Learning for Quarantined Students

Taken from Superintendent Coss's letter to parents regarding attendance flexibilities.

Ending of Attendance Flexibilities – Change per the Thomaston Board of Education:

Student Attendance – Change per Thomaston Board of Education: The Connecticut State Department of Education (CSDE) attendance rules have not changed since Friday's letter (8/13/2021); however, my review and analysis of Connecticut law, CSDE and Department of Public Health policies/rules revealed a connection between quarantining and homebound instruction (different from homeschooling). Connecticut law requires districts to provide instruction to students who are designated as homebound due to prolonged illness or quarantine. The connection between quarantining, homebound instruction and the legal obligation to provide instruction to homebound students is described in a formal resolution which was presented to and approved by the Thomaston Board of Education last night. This formal resolution allows quarantined students to be marked present each day they appropriately participate in district-provided homebound instruction during their quarantine period; if they do not appropriately participate in district-provided homebound instruction during their quarantine period, they will be marked absent.

Quarantined students are required to log into google meet during the scheduled class time and instruction will be live. Per the Connecticut State Department of Education (CSDE) attendance policy for remote learning:

- Quarantined students who do not log-into class virtually during regularly scheduled class time will be marked absent for that class
- Quarantined students who do not log-into class virtually for at least half of the school day will be marked absent for the whole day

[Superintendent Coss's Letter](#)



Appendix C

TPS Synchronous Learning Code of Conduct



Thomaston Public Schools Synchronous Learning Code of Conduct



As a remote learner at this school, we maintain the same expectations of conduct as we do when you are physically in school. We are committed to active learning and creating a positive learning environment where every student is respected and the opinions of others are valued. All of the student conduct expectations outlined in the student handbooks and Board of Education policies are still fully in effect.

Student Expectations

- Grades PK-3 (with support from parents and/or teachers)
 - Participate in learning activities and complete work within the designated time period
 - Commit to learning duration outlined in the schedule
 - Students and/or parents will communicate with teachers to answer questions
 - Remember to be respectful of classmates and adults at all times.
 - Continue practicing Whole Body Listening, just like when you're in your classroom!
- Grades 4-12
 - Take responsibility for their learning by participating, completing the assigned work, and responding to teacher posts or requests for feedback in a timely manner
 - Commit to learning duration outlined in the schedule
 - Ask your teacher for help if you are confused by a lesson or feel like you are falling behind
 - Being thoughtful and kind in your online communications with your peers and teachers. All online activity should be school appropriate
 - Use Google Chats for instructional purposes only

Please keep reading for our Google Meet expectations.





Thomaston Public Schools **Synchronous Learning Code of Conduct**



Google Meet Expectations

Attendance

- When a student logs in, the student is present. The teacher will decide the time frame student needs to be on the video. Students must be in every class brief and debrief.

What to do when you log in to Google Meet

- When you enter the Google Meet, mute yourself (if you are not already muted).
- Turn your camera on.

How to Participate in the Google Meet

- When you have a question, use the chat feature and wait for your teacher to call on you.
- When you have something to contribute to what is being said, but it is not your turn, use the chat feature in the right-hand corner of your meeting screen.
- Wait for the teacher to call on you to unmute yourself.

How to Be a Good Digital Citizen

- Remember, your computer IS your classroom for now - so ask yourself, would I write/share/say this while in my classroom in person with my teacher and classmates? If the answer is 'no,' most likely it is not appropriate for your online classroom, either.
- What you post online stays online forever, so make sure you're proud of what you share - it will always be there! Once a message is sent to the group, there is no taking it back.
 - **Tip:** Read everything out loud before you send it and remember no one can see your facial expression or hear the tone of your voice.
- Remember to use appropriate language. Excessive use of "chat" or "instant messaging" jargon is not acceptable.

Behavior

- Teachers have discretion to remove you from the Google Meet if your behavior becomes a distraction to the class. If it is egregious, then students will be referred to administration.
- Just as if you were in class, taking video or pictures of any class interactions, classmates, or the teacher is prohibited. Obviously then, the sharing or posting of any such videos or pictures is, too. It may actually be illegal to do so, it is a violation of educational privacy laws.

