



November 10, 2020

Dear Families and Students:

I hope this letter finds you and your family well!

In response to the pandemic, the State Department of Education required Hartford Public School to develop plans for multiple learning models, including in-person, hybrid, and fully remote. A hybrid model has always been part of our plans for reopening schools for in-person learning. At this time, based on Hartford county and city health metrics we plan to shift into the “Orange” status in our [Return-to-Learn Plan](#) on November 16, 2020.

In-person K-9 students will be in the hybrid model. Students will attend school in-person Mondays and Tuesdays 7:30am to 2:40pm. Students will attend remotely on Wednesdays half-day from 7:30am to 11:30am, Thursdays and Fridays from 7:30am to 2:40pm virtually. Students will engage in remote learning where they will participate in both synchronous and asynchronous learning opportunities with live teacher support on Google Classroom/Google Meet. Please see chart below:

Hybrid Learning Model Group C

	Monday	Tuesday	Wednesday	Thursday	Friday
Students	In-person	In-person	HALF DAY Synchronous & Asynchronous learning with access to full teacher support	Synchronous & Asynchronous learning with access to full teacher support	Synchronous & Asynchronous learning with access to full teacher support

Daily Attendance Expectations

Attendance is a top priority. When children miss school, they miss out on the opportunity to learn from their teachers and peers, and they may fall behind.

Attendance will be taken daily for your child on both in-person and remote learning days. On remote learning days, attendance will primarily be taken during live sessions with teachers. Please support your child in following their normal school schedule and logging into live sessions. If a live session is not offered on a particular day or if your child is not able to attend that day’s live session, the teacher will

use other work completed to determine remote attendance. Attendance during remote learning will be resolved the day after each school day to accommodate those children who may need to complete their work outside of school hours.

When your child is ill or if there is an emergency that prevents them from participating in school work that day, please call or email the school at (860) 695-9800, anjali.sabade@hartfordschools.org to report the absence.

Here are a few tips to help support regular attendance:

- Make sure your child keeps a regular bedtime and establish a morning routine.
- On in person days:
 - Ensure your child goes to school every day unless they are truly sick (fever, throwing up, diarrhea) or have symptoms of COVID-19.
 - Talk to your child's teacher or counselor for advice if your child is feeling anxious about going to school.
 - Develop backup plans for getting your child to school if something comes up. Call on a family member, neighbor, or another parent to take your child to school.
- On remote learning days:
 - Help your child participate in remote learning from a quiet location in your home that is free of distraction.
 - Remind your child to charge their laptop so it's ready for learning each day.
 - Ensure your child participates at the assigned scheduled time unless they are truly sick.
- Talk to your child's teacher if you have any concerns about your child's needs.

Access to Technology

To ensure every HPS student has a high-quality learning experience, HPS provides devices to all children who do not have access to a personal device at home. Please complete one of the surveys below:

- My child needs a device: To request a device, go to <http://bit.ly/hpsdevicerequest>
- My child has a device, but needs support fixing it or connecting to learning resources: Go to <http://bit.ly/hpsdevicesupport>

If you need support using the device and connecting to learning, please contact Ms. Blozie at the school as soon as possible at 860-695-9800 or email bloze001@hartfordschools.org.

Our Students Must Continue to Learn

Having your child remain engaged and safe in-person and in remote learning is of utmost importance to your child's success. To facilitate the delivery of instruction through live remote instruction and safeguard student privacy and confidentiality as appropriate and to the extent required by applicable

law, the District requires that students and parents/guardians of students adhere to the following **Rules and Guidelines for Participation in Live Remote Instruction/Google Meets**:

- Parents/guardians and students are **prohibited from audio recording, video recording or photographing video-conferencing sessions** (including participants in such sessions) in any manner, unless otherwise determined by an individual student's Planning and Placement Team or Section 504 Team to provide the student with a free appropriate public education.
- Individuals present in the home other than the student are not permitted to participate in or be visible on the videoconference, or otherwise observe the lesson, other than reasonable adult supervision of the student, and except as otherwise permitted by the Hartford Board of Education's policy and administrative regulations regarding classroom visitation and observation.
- Students participating in videoconferencing from remote locations must join the videoconference on time, dress appropriately, and follow all rules and guidelines established by the teacher.
- All participating individuals must comply with relevant Hartford Board of Education policies and administrative regulations.

Our Superintendent, Dr. Leslie Torres-Rodriguez was committed to starting the school year offering an in-person option for our students and families, based on state guidance and family preferences and needs. As we prepare for the shift to Orange on Monday, November 16, we do so with the continued commitment to in-person learning as the best option for many of our students.

We will continue to monitor the data and work with the Health Department. District administration is currently evaluating the options for maintaining physical distancing in all classrooms for daily in-person learning.

If the data and guidance, along with our ability to maintain physical distancing, indicate that we can return to daily in-person learning for families who choose that option, we will re-evaluate our plans and communicate a decision about our learning models to the community.

Circumstances around the pandemic continue to evolve and change rapidly and future shifts in our learning models may require us to adjust quickly as we move forward. We are grateful for your patience, flexibility, and support.

Please keep in touch with your teachers and with me in the weeks ahead.

Graciously,



Dr. Kitsia H. Ferguson

Principal