



## **2020-2021 Middle School Blended Learning Goals and Expectations**

**Start Date: Monday November 16, 2020**

November 13, 2020

Dear FPS Middle School Parents and Guardians,

Our goal for Blended Learning is to create opportunities for students and teachers to stay connected, while remaining flexible and sensitive to the needs of students, staff and families. This will provide clarification and further define the expectations of the blended learning model. These expectations have been shared with staff and students.

We are making an instructional change at this time to:

- Offer daily opportunities for students for real-time interaction with their teachers and peers.
- Establish a more regular routine for at-home learning days.
- Help continue to support learning during this challenging year.

### **Instructional expectations**

As of Monday 11/16, on at-home learning days, attendance check-ins will happen for every class period, every day (except homeroom). After attendance is taken, class meetings can be used to:

- Teachers will provide an overview of the day's assignment.
- Teachers will determine the best use of the live time for each class period.  
Examples include but are not limited to: check-ins on long term projects, direct instruction, directions for the day's assignment, opportunity for students to ask questions, opportunities for group work, etc.
- Help continue to support learning during this challenging year.

Students may have the opportunity to interact with classmates at home for discussion or group work during the lesson. They may see classmates at home in a class Google Meet or in a Meet projected onto the board. New technology purchased by the district will allow for classmates at home to see/hear students at school and vice versa when this is part of the instructional plan designed by the teacher for the day.

### **Student attendance**

- Log into a Google Meet at the start of each class period, following their daily schedule, Monday through Friday. Logging into the Meet will allow that period's teacher to take attendance for ALL students. No need to check in via IC at home.
- Wednesday, November 18, Wednesday, November 25, and December 23 will still have an altered schedule but the same requirements for logging in.
- A parent/guardian needs to contact the attendance line for any class absence. If a student is not in the Meet, they will be marked absent.

**Students participating from home will...**



- Have cameras on at all times
- Have sound on and mute when requested
- Join the session on time
- Dress appropriately (as if attending school in person in accordance with the Fairfield Board of Education's policy concerning Student Dress)
- Follow all rules and guidelines established by the teacher.
- Follow the directions of each teacher regarding assignments and activities.
- Ask clarifying questions of your teachers and classmates.
- Reach out for additional help if you need it.

**Parents will...**

- Encourage their child to complete assigned work.
- Call the attendance line and report your student's absence for any reason.  
*If your child is absent, but participates in remote learning, they will be marked present.*
- Communicate any concerns to teachers, related service staff, and/or support staff. *Parents are not expected to assume the role of teacher, but should inform teachers/staff so concerns can be addressed.* See attached Who to Contact Guidelines.
- Consider a distraction-free location appropriate for successful remote learning.
- Support your child(ren)'s participation and engagement in remote learning each day.

***Reminder: Recording of any live video instruction is strictly prohibited***

We are counting on the FPS Community to work together, students, teachers, and families to help make these changes successful. Thank you.

Colleen Banick  
Principal  
Fairfield Woods Middle School

Megan Tiley  
Principal  
Roger Ludlowe Middle School

Anthony Formato  
Principal  
Tomlinson Middle School



## Live Video Instruction Expectations

Fairfield Public Schools will create opportunities for students and teachers to stay connected, while remaining flexible and sensitive to the needs, rights, and privacy of students, staff, and families.

### Student Expectations

#### Students will...

- Be required to attend all live events scheduled during their assigned class time, as required by the teacher. *Students must keep their cameras and audio ON throughout the lesson or until the teacher releases the class.*
- Log into Google Classroom daily and be responsible for completing all posted assignments.
- Abide by all Board of Education and school policies.
- Complete any asynchronous instruction (videos, reading, etc.), received outside of assigned class times to engage in on remote or non-class days.
- Communicate with teacher(s) any needs related to engaging in remote learning.

### Parent Expectations

#### Parents will...

- Encourage their child to complete assigned work.
- Call the attendance line and report your student's absence for any reason.
- Communicate any concerns to teachers, related service staff, and/or support staff. *Parents are not expected to assume the role of teacher, but should inform teachers/staff so concerns can be addressed.*
- Consider a distraction-free location appropriate for successful remote learning.
- Support your child(ren)'s participation and engagement in remote learning each day.

***Reminder: Recording of any live video instruction is strictly prohibited***

Further details are in the attached [NOTICE TO PARENTS / GUARDIANS REGARDING RULES AND GUIDELINES FOR PARTICIPATION IN LIVE VIDEO INSTRUCTION](#).

October 2020

## **NOTICE TO PARENTS / GUARDIANS REGARDING RULES AND GUIDELINES FOR PARTICIPATION IN LIVE VIDEO INSTRUCTION**

During the 2020-21 school year, and consistent with the Connecticut State Department of Education's (CSDE) guidance entitled *Advance, Adapt, Achieve: Connecticut's Plan to Learn and Grow Together* (the "Reopening Guidelines"), the Fairfield Public Schools will be using Live Video instruction through livestreaming, live synchronous or blended learning means to provide instruction to students learning remotely when the District is in hybrid or full-remote learning models as circumstances related to the COVID-19 pandemic may warrant or require.

To implement live video instruction, teachers will be delivering live video instruction to students individually, in small groups or to high school students learning in the classroom at a designated time. Students participating in livestreaming of classes remotely will be able to view and/or participate in these lessons simultaneously through group live video instruction using *the Google Meet platform*. This instruction will be provided in a larger group setting with multiple students participating simultaneously in the classroom and remotely. Student names and images will be visible to the teacher and other participants and observers at these times.

### **Rules and Guidelines for Participation in Live Video Instruction**

To facilitate the delivery of live video instruction and safeguard student privacy and confidentiality as appropriate and to the extent required by applicable law, the Fairfield Public Schools requires that students and parents/guardians of students adhere to the following:

- Parents/guardians and students are **prohibited from audio recording, video recording or photographing live video instructional 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 live video session, or otherwise observe the lesson, other than reasonable adult supervision of the student, and except as otherwise permitted by the Fairfield Board of Education's policy and administrative regulations regarding classroom visitation and observation.
- Students participating in live video sessions from remote locations must join the session on time, dress appropriately (as if attending school in person in accordance with the Fairfield Board of Education's policy concerning Student Dress), and follow all rules and guidelines established by the teacher.
- All participating individuals must comply with relevant Fairfield Board of Education policies and administrative regulations, including but not limited to those concerning the confidentiality of student

records ([Policy 5125](#), Education Records: Confidentiality, and Regulation [5125AR](#)), acceptable use of district computer systems (Policy [6141.321](#), Student Internet Use, and Regulation [6141.321AR](#)), and visitation and observations ([Policy C19.6 1250](#), Visits to the Schools and Regulation [C19.6 1250AR](#)). Policies and Regulations can be accessed on the [FPS Website](#).

- Any violations of **the Rules and Guidelines for Participation in Live Video Instruction** may result in the suspension of participation in further live video sessions and potential assignment of alternative asynchronous educational opportunities.

*While student privacy and the confidentiality of student information is of utmost importance, parents/guardians are reminded that the District is not in direct control of individual homes or the physical locations of students participating in live video instruction remotely.*

In addition, please note the following suggestions regarding remote participation in live video instruction:

- Parents/guardians are encouraged to have their students participate via a location that is quiet and free of distraction, to the extent possible.
- Consider adjusting the lighting on the student's face for better visibility.
- Please be mindful of what is in view on the camera behind the participant and be mindful to choose a location with an appropriate background.
- Students are encouraged to use a headset or headphones while participating in live video instruction, especially if they are in a room with other individuals.

### **District Recordings of Live Lessons**

The Fairfield Public Schools may record live lessons and make those recordings available to students following the lesson through *the Google Classroom platform*. **Parents/guardians and students are strictly prohibited from reproducing and/or sharing these recordings with others in any manner.**

Please address any specific questions about the District's reopening plan with your school principal. We look forward to seeing students either in-person or remotely throughout the 2020-21 school year.



## Who to Contact Guidelines

You can find teacher email addresses on your school webpage. Please note all school emails are: First Initial, Last Name@fairfieldschools.org. For example, [jdoe@fairfieldschools.org](mailto:jdoe@fairfieldschools.org)

Contact	Elementary	Middle	High
	For questions about...		
Classroom Teacher	<ul style="list-style-type: none"><li>What is happening in the classroom.</li><li>Homework, student progress, specific grading questions. Much of this is available on Infinite Campus.</li><li>Any concern that a parent has regarding an aspect of the students’ classroom experiences should always be directed <b>first</b> to the classroom teacher.</li></ul>		
Teacher Liaison		<ul style="list-style-type: none"><li>Crew policies; scheduling crew conferences; interdisciplinary activities</li><li>Field Trips</li></ul>	
School Counselor	<ul style="list-style-type: none"><li>Adjustment problems</li><li>Peer relationships</li></ul>	<ul style="list-style-type: none"><li>Scheduling</li><li>Academic placement</li><li>Adjustment problems</li><li>Peer relationships</li><li>Overall academic performance</li></ul>	
Dean		<ul style="list-style-type: none"><li>Student discipline</li><li>Bus issues</li><li>General school safety concerns</li></ul>	
Principal or Assistant Principal; Headmaster or Housemaster	If your question or concern was not resolved by your initial contact		
	<ul style="list-style-type: none"><li>Student discipline</li><li>Bus issues</li><li>General school safety concerns</li></ul> AND all topics listed to the right	<ul style="list-style-type: none"><li>Special Education testing, placement and instruction</li><li>School activities</li><li>Overall curriculum</li><li>Facilities</li><li>School-wide communications</li><li>Any items not listed elsewhere</li></ul>	

If you need support with a technology device, send an email to [reghelp@fairfieldschools.org](mailto:reghelp@fairfieldschools.org). Technology questions about an assignment, activity or instruction should be directed to the Classroom Teacher.