



## Tom Reed-Swale, Principal Bethany Community School

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October 30, 2020

BCS Families,

We continue to be proud of our entire school community and the efforts that everyone has taken in order to keep BCS open for in-person learning to this point. While we will always do whatever we can to keep students safe and offer in-person learning, recent increases in infection rates across the country and within Connecticut raise the possibility of our school needing to move to our Hybrid or Full Remote Models at some point in the future.

The following information is a compilation of many different notices and updates that were shared previously. Our hope is that by including these all in one place, we can be prepared for any scenario that our school may face. While we will always do our best to hold ourselves accountable to the following expectations, a combination of factors beyond our control may cause us to modify different procedures. Everything that is shared below is done so with the understanding that this is our plan at this time.

As we prepare here at school, we also ask that families do their best to plan and secure resources to support the potential move to a Hybrid or Full Remote Model. This may look like securing or planning for childcare situations, discussing work schedules, and arranging the physical spaces in homes to accommodate for learning away from BCS.

If you have any questions or concerns, please feel free to email [treed-swale@bethany-ed.org](mailto:treed-swale@bethany-ed.org) or call me 860-933-2381 at any time.

All the best,

Tom Reed-Swale



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# What is our plan if BCS needs to go to our Hybrid Model or Full Remote Model?

## Weekly Hybrid Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Student Group A</b> <u>In-Person Learning</u> Students with last names beginning with A-K.	<b>Student Group B</b> <u>In-Person Learning</u> Students with last names beginning with L-Z.	<b>All Students</b>  Remote Learning Early Dismissal	<b>Student Group A</b> <u>In-Person Learning</u> Students with last names beginning with A-K.	<b>Student Group B</b> <u>In-Person Learning</u> Students with last names beginning with L-Z.
<b>Student Group B</b> <u>Home Learning</u> Students with last names beginning with L-Z.	<b>Student Group A</b> <u>Home Learning</u> Students with last names beginning with A-K.	Teacher preparation and virtual meetings in the afternoon.	<b>Student Group B</b> <u>Home Learning</u> Students with last names beginning with L-Z.	<b>Student Group A</b> <u>Home Learning</u> Students with last names beginning with A-K.

Based on this schedule, students who are “In-Person” will attend a full day of school at BCS. Students who are listed as “Home Learning” will attend a full day of school remotely. The schedule will follow our typical daily schedule and will be the same for both remote and in-person students. **Note that this hybrid swap will take place on Monday, Tuesday, Thursday, and Friday.** Wednesday’s schedule will be different.

For our Hybrid Model, to accommodate meetings that require teachers to be present, **Wednesday will be both a fully remote day for all students and an early dismissal day.** This means that we will follow the same early dismissal schedule as we do when school is fully in-person. Lessons will be presented live through GoGuardian utilizing presentation mode and there will be work for students to complete and hand in on Google Classroom.

Should we need to go to Full Remote while in a Hybrid Model, we would send student Go Bags home with the students who were attending in-person. Those students who are remote during Hybrid if we go to Full Remote will have an opportunity to pick up their Go Bags at a scheduled time soon after that decision.



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### Weekly Remote Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
<b>All Students</b> Remote Learning	<b>All Students</b> Remote Learning	<b>All Students</b> Remote Learning Early Dismissal  Teacher preparation and virtual meetings in the afternoon.	<b>All Students</b> Remote Learning	<b>All Students</b> Remote Learning

In a Full Remote scenario, all students will have their Chromebooks and Go Bags sent home with them. They will then follow the schedule above.

Please note: **there could be a time when an entire class would have to go out on Remote Learning** based on orders to quarantine by our local health department and health officials. If an entire class needs to be remote, they will use the Remote Model schedule. If it is only some students, those students will be contacted directly by administration, and arrangements will be made for them to attend remotely while their class attends in-person.

As with our Hybrid Model, when we are in Full Remote, to accommodate for meetings that require teachers to be present, **Wednesday will be both a fully remote day for all students and an early dismissal day.** This means that we will follow the same early dismissal schedule as we do when school is fully in-person. Lessons will be presented live through GoGuardian and will be a mix of presentation as well as shared student screens based on the lesson. There will be work for students to complete and hand in on Google Classroom.

### Daily Schedules:

#### Whole-School Schedules

- [Full Day](#)
- [Early Dismissal](#)
- [Delayed Opening](#)

#### Grade-Level Schedules

- PreK – See Weekly Schedules
- [Kindergarten](#)
- [Grade 1](#)
- [Grade 2](#)
- [Grade 3](#)
- [Grade 4](#)
- [Grade 5](#)
- [Grade 6](#)
- [Team Summit All Schedules](#)



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### Teacher Expectations Hybrid and Remote:

#### Lessons:

Teachers will provide live lessons for all academic areas and specials. These lessons will be held synchronously according to our schedules. Teachers will use GoGuardian to call the students in their class. **For the Hybrid model, teachers will continue to utilize the presentation mode** exclusively. This will mean that while teaching, students at home will be able to view the lesson on GoGuardian and the teacher will do their best to check in with at home students regarding any questions they have through GoGuardian chat when the presentation is over.

#### **For the Full Remote Model, teachers will use a combination of presentation and class grid mode.**

This will mean that during a given lesson, teachers may have times when their screen is shared and students will communicate via chat while other times they will hold discussions with shared student videos from all students.

Lessons will not be repeated. For Hybrid, the schedule will continue as a normal week. The lessons will progress at the appropriate pace based on the needs of the class. This means that in a typical five lesson Hybrid cycle, a student with a last name of "Reed-Swale" will receive:

- Lesson 1 Remote on Monday
- Lesson 2 In-Person on Tuesday
- Lesson 3 Remote on Wednesday (Early Dismissal at 1:10)
- Lesson 4 Remote on Thursday
- Lesson 5 In-Person on Friday

Comparatively, a student who has the last name "Byrd" will receive:

- Lesson 1 In-Person on Monday
- Lesson 2 Remote on Tuesday
- Lesson 3 Remote on Wednesday (Early Dismissal at 1:10)
- Lesson 4 In-Person on Thursday
- Lesson 5 Remote on Friday

#### Assignments:

For both Hybrid and Full Remote, teachers will post assignments on Google Classroom. Any resources necessary for a particular lesson will be shared through Google Classroom. Feedback on assignments will be conveyed to students through Google Classroom.

#### Intervention/Special Education/Related Services:

For both Hybrid and Full Remote, any student receiving intervention will have those sessions continue to the best of our ability given the nature of the session, the availability of staff based on the needs of the school, and student confidentiality. Special Education hours and support will continue during Hybrid and Full Remote per students' individual education plans. Teachers and staff who oversee any



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of these sessions will reach out to their individual caseloads and convey the dates and times that they will meet with their students. This could be a combination of small group and individual student sessions based on students' needs and confidentiality. These sessions, if conducted remotely, will utilize either GoGuardian or Google Meet based on student and teacher needs.

### Meetings:

For both Hybrid and Full Remote, to the best of our ability, we will work to schedule meetings like PPTs and 504s on Wednesday afternoons with families so that instruction is not interrupted.

## Student / Family Expectations:

### In-Person Engagement and Attendance:

On days when students are to be in-person, they are expected to attend school at BCS. All work should be completed, and Chromebooks should go back and forth with students each day. Students whose family has chosen to have them participate in full-remote regardless of our learning model, those students will continue to log in remotely per expectations below.

### Remote Engagement:

On days when students are to participate remotely either during a Hybrid model or a Full Remote Model, they are expected to be a full participant in the entire academic day. In order for BCS to fully assess and support students, it is expected that all students will attend all live lesson sessions, be in a common area of their house, and keep their video on. Students are also expected to keep their audio muted unless they are sharing or called upon to share. Additionally, students are expected to complete all assignments and have them handed in by the start of school the next morning. To ensure that we can maintain a steady and consistently paced curriculum, it is essential that students are full participants. **Teachers will not have the ability to catch students up successfully during a Hybrid Model who are not attending lessons on their remote days.**

### Remote Attendance:

While we continue to have high expectations for the student engagement necessary to further meaningful learning, student attendance is measured differently. Based on updated guidance from the Connecticut State Department of Education, to be considered "in attendance" students will need to participate in a combination of live sessions or assignments that accounts for at least half the day's instruction. [This document](#) from the state gives some clarification regarding this expectation. The state also has guidance shared through their [addendums regarding attendance](#) as well.

That being said, just as if a student was routinely leaving school after a little over two hours of the day, they may be considered present, but are still missing significant areas of instruction. Should we



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see a pattern of students not attending a full school day, we will work with that individual family to increase engagement so that students are not falling behind academically.

BCS will not be able to accommodate families requesting to shift back and forth to change in-person and remote days during a Hybrid Model. Students are expected to attend their assigned A-K or L-Z in-person or remote days during the Hybrid Model per our schedule unless they have made an arrangement that is previously approved by BCS Administration, have chosen Remote Learning full time, or are required to be on Remote Learning due to illness or quarantine.

Families are expected to support students in this effort to remain engaged and complete their work when they are either remote or in-person.

### Communicating Student Absences:

BCS will continue to record students as present or absent based on either their attendance in-person or based on them meeting the above criteria while remote. This is true for both a Hybrid and Remote scenario.

Should a student be ill or not be able to attend school in-person or remotely, parents should complete the student absence form linked here, and either call or email the BCS Office [office@bethany-ed.org](mailto:office@bethany-ed.org). The office will then log that absence for a student. Should a student not be in attendance remotely for the required amount of time, BCS staff will mark that student's attendance as "Remote Unexcused Absent" or "RUE" until we hear from a family regarding their child. The office and or school nurse will follow up with any student who is not in attendance and for whom we don't have communication from a family member.

### Technology Log In Processes:

#### How does my child log into their Chromebook?

If logging in using the username and password is difficult for our younger students, fear not, we have Classlink QR code cards that will go home with every student. These can be used by clicking "Next" on the initial screen and hold the QR code in front of the webcam of the Chromebook.

To log into the Chromebook, with a username and password manually, the student will click "Sign in with a different account." When they reach the login screen for their device, they will use their device password. This follows a set pattern for all students:

- Username: first name last initial lunch code @bethany-ed.org
- Example: **thomasr1234@bethany-ed.org** (note the "R" is not capitalized)
- Password: first initial last initial (capital) lunch code ##
- Example: **TR1234##** (Note the "T" and "R" are capitalized)



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Once this is entered correctly, students will have access to their Chromebook and automatically be logged into GoGuardian. **If a student does not know their lunch code, that information can be found through the Parent Portal.**

### How does my child log into a lesson call on GoGuardian?

To log into GoGuardian and to receive a call for a lesson, students will log into their Chromebook and then wait for the call at the designated time. The teachers will send the calls and the students will simply accept the call when it comes through.

If a GoGuardian session is going and the chat is activated, there is a speech bubble that students can click on to communicate with teachers via the chat.

### How does my child log into Google Classroom?

To log into Google Classroom, students can Google, "Google Classroom" or they can click on the app in their Classlink Dashboard. They do not need to login again as anything supported by Google is logged in when students log into their Chromebook.

### How does my child log into an application like iReady?

To log into an app like iReady, the student will click on the particular app in their Classlink Dashboard. Not all apps will require students to login again, but if they do need to log into a particular app, they will then use a similar, but slightly different username and password for their login. It will follow the same steps as above for the Chromebook, but will leave off the @bethany-ed.org part for the username. Thus it would look like this:

- Username: **thomasr1234**
- Password: **TR1234##**

### How does my child log into a call on Google Meet?

To join a Google Meet call, the student will first navigate to their Google Classroom using the directions above. Once on their Google Classroom homepage, there will be a link at the top of the page in the classroom banner. Students are to click on that link at the scheduled time and then click on the "Join" button on the next screen. Teachers will help them navigate the call from there.

## Confidentiality:

As with any other time and per our recent Remote Learning Acceptable Use Policy, all participating individuals must comply with relevant Bethany Board of Education policies and administrative regulations, including but not limited to those concerning the Confidentiality and Access to Education Records ([Policy #5125](#) and [Regulation #5125](#)), Acceptable Use of District Electronic Resources ([Policy #6141.3291](#) and [Regulation #6141.3291](#)), and Visitors and Observations ([Policy #1250](#) and [Regulation #1250](#)).