



Weston Public Schools Campus to Cloud

Distance Learning Handbook

In Response to District Closure Due to COVID-19

March 20, 2020



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Introduction

It is very exciting to announce that Weston Public Schools will enter Phase Two of its distance learning initiative on Monday, March 23, 2020, thus fully making the transition from ‘Campus to Cloud.’ We would like you and your child to think of Monday as the first day of school.

Students and teachers will need time to get acclimated to their daily routines in a digital environment, but we are confident that, with your partnership, this will be a successful transition. As we begin this journey together, the district recognizes that this is uncharted territory, and we will need to be patient with each other. Please be assured that teachers will be flexible and understanding with their students.

We recognize the importance of continuing the education of all our students, and very importantly, want to encourage all our students and families to be safe and healthy at this time. Our community, like so many across the nation and the world, must continue to work together in all ways to promote our health and wellness.

To quote BOE Chair Tony Pesco, who wrote to WPS families and staff on March 18, on behalf of the full Board, *“In my 27 years living in this town, Weston has always been an example of how a community adapts and comes together in times of need. While the uncertainty will continue for some time, there is one thing I am certain about, Weston will emerge from this crisis and continue to prosper. Soon we will all be back to our busy lives; cherish this time with your family and be safe!”*

Phase I - Short-term plan for up to the first 14 days of district closure

On Monday, March 16, the district immediately moved into a short-term plan to provide students with extended learning activities to reinforce and enrich their learning while school was not in session. Extended learning activities were designed for students to continue to practice and reinforce the skills they developed to this point in the school year. For example, all students were asked to continue to read on a regular basis and practice their math skills. Teachers guided students with the selection of independent reading books in anticipation of the district closure. Families were provided with instructions for how students could continue to practice their math skills through online practice. In addition, our district’s compendium of extended learning activities included engaging tasks that made use of online resources such as video, podcasts, and high-interest websites. Extended learning activities were not required activities. The tasks were not designed to be collected, graded or influence a child’s overall grade.

To Access Extended Learning Opportunities please select one of the links below.

- Hurlbutt Elementary School - [Click Here to access Google Classroom](#) and then follow personalized instructions sent via email.
- Intermediate School - [Click Here for Instructions](#)
- Middle School - [Click Here for the Extended Learning website](#)
- High School - [Click Here for Instructions](#)

Phase II - Long-term plan for district closure

Weston School Leaders have been engaged in ongoing planning for an extended district closure due to COVID-19 and communicating frequent updates to families and staff. Building upon the extended learning opportunities, Weston's educators will transition to a comprehensive distance learning model with teachers providing daily instruction and support for students.

Moving from 'Campus to Cloud' is a momentous change for students, staff and families. As a learning community, we will need to approach this shift with great sensitivity, flexibility and adaptability. By working collaboratively, we fully anticipate that we will be successful in maintaining the continuity of learning through a distance learning approach.

K-8 Instruction

By the beginning of each day, teachers will post their instruction and assignments on their electronic platform. Teachers will be available during the workday to respond to emails and provide support. For example, a classroom teacher may post a brief video with direct instruction on a new concept along with learning activities the student will need to complete. We are referring to this as asynchronous instruction because the teacher is not teaching the class live. As our teachers and students become more accustomed to digital learning, there may be opportunities for K-8 teachers to build upon this framework.

9-12 Instruction

We recognize the specialized nature of high school courses. In addition, high school students are more familiar with working in a digital environment. Therefore, the instructional approach will include what was described above in the K-8 section, as well as teachers and students being present in real time for each scheduled class period. This will afford them the opportunity to communicate with each other regarding daily assignments.

Weston High School will hold a special digital learning orientation for students on Friday, March 20 in order to prepare for Monday's rollout. Students will log-in to their classes and be greeted by their teachers to test out the system. This will enable us to identify any challenges and ensure a smooth transition for high school students.

Curriculum

Our curriculum leaders are working closely to determine how best to implement the curriculum in a digital environment. They are focusing on teaching the most essential content and standards; therefore, there will be significant modifications to the curriculum. We also recognize that it may take more time for students to master curricular objectives, which will have implications for the following school year. Teachers are taking this into consideration as they design learning activities.

Hurlbutt Elementary School

Student/Parent Expectations:

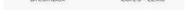
- Choose a learning area in your home where you can do your work.
- Login and participate in activities and assignments daily.
- Take ownership of your own learning; ask for help from your teacher or other adult.
- Commit to the time allotted and do the activities for each subject area each day.
- Each day complete your daily learning log and submit to your teacher.
- If you are sick or absent please call the attendance line and report your absence.
- Do your best to work and enjoy your Google classroom.
- Always remember, be safe, kind and responsible!!!

Teacher Expectations:

- Teacher day - 8:15 a.m. to 3:35 p.m.
- Create your own Google classroom.
- Post daily assignments by 8:00 a.m.
- Check how many students submit their daily learning log.
- Be available to respond to students questions and parents/staff email throughout the virtual school day (8:15 a.m. - 3:35 p.m.) in a timely fashion.
- Collaborate with grade level teams, special education and support staff, special area teachers, CILs and administrators to design instruction based on the curriculum for each
- Do your best to enjoy distance learning.
- Share your Google classroom with your CILs and administrators.

The table below is an example of how your daily student schedule might look. Time periods could start earlier or later than what is provided. Teachers will be phasing content areas in stages so students/families are not overwhelmed with too much information at once.

**Hurlbutt Elementary
Distance Learning Schedule**

	Set up for learning space & prepare for the school day	8:00 - 8:30 a.m.
	Physical Activity	8:30 - 9:00 a.m. Or 30 minutes of your day
	Reading	9:00 - 9:30 a.m. Or 30 minutes of your day
	Writing	9:30 - 10:00 a.m. Or 30 minutes of your day
	Break	10:00 - 10:15 a.m.
	Math	10:15 - 10:45 a.m. Or 30 minutes of your day
	Science/Social Studies	10:45 - 11:15 a.m. Or 30 minutes of your day
	Lunch/Break	11:15 - 11:45 a.m.
	Special Area- Art, Computer, Health, Music, Physical Education	11:45 - 12:15 p.m. Or 30 minutes of your day
	Foundations/Word Work	12:15 - 12:45 p.m. Or 30 minutes of your day
	Lexia, DreamBox or Spanish and other activities from Google Classroom	Additional afternoon learning activities and plenty of playtime indoors or outside

Weston Intermediate School

Student Expectations

- Login daily to Google Classroom to participate and complete activities and assignments.
- Taking ownership of your own learning; ask for help from your teacher or other adult.
- Be thoughtful and kind with all of your interactions on the Google Classrooms.
- No video chats with other students or teachers.
- Commit to the time allotted for each subject area each day.
- Complete assignments by the due date given by your teacher.
- Do your best and enjoy distance learning!

Teacher Expectations

- Teacher day - 8:15 a.m. to 3:35 p.m.
- Post daily assignments by 8:00 a.m.
- Take attendance of students 8:15 a.m. - 9:00 a.m. daily by posting an activity or question each day.
- Be available to respond to student questions and parents/staff email throughout the virtual school day (8:15 a.m. - 3:35 p.m.) in a timely fashion.
- Collaborate with grade level teams, special education and support staff, special area teachers, CILs and administrators to design instruction based on the curriculum for each content area.
- Monitor student progress; provide feedback and appropriate grading to students on assignments in a timely manner.
- Do your best and enjoy distance learning!
- Share your Google classroom with your CILs and administrators.

Student Schedule

- This is an example of how your daily schedule might look. Time periods could start earlier or later than what is provided, but all students should check in between 8:00 - 9:00 a.m. for attendance purposes.

Weston Intermediate School Distance Learning Schedule	
Between 8:00 - 9:00 a.m. Or 10 minutes of your day	Morning Meeting/Attendance
9:00 - 9:45 a.m. Or 45 minutes of your day	Reading
9:45 - 10:30 a.m. Or 45 minutes of your day	Writing

10:30 - 10:45 a.m.	Break
10:45 - 11:30 a.m. Or 45 minutes of your day	Math
11:30 - 12:00	Lunch Break
12:00 - 12:45 Or 45 minutes of your day	Science/Social Studies
12:45 - 1:15 Or 30 minutes of your day	Specials Activities
1:15-1:45 (if you have 2 specials on one day) Or 30 minutes of your day	Specials Activities
1:45 onward	Read For Pleasure, Practice Your Instrument, Go Outside, Get Some Exercise, Chat with Friends, Family time, etc.

Weston Middle School

Student Expectations

- Create a dedicated space for completing school work that is free from distractions.
- Have a planner or note pad available to help you make your plan for the day.
- Log-in to your school Google account to access all digital platforms.
- Check your email for messages or notifications from your teachers. Record each assignment for every class that you have each day (A-Day or B-Day).
- Make a plan for how you will complete your school work (i.e., in period by period order, challenging assignments first, least challenging assignments first, or any other approach that works for you).
- Complete assignments by deadlines announced by your teachers.
- Email teachers when you have questions or contact teachers during their extra help time.

Teacher Expectations

- Teacher day - 7:30 a.m. to 2:50 p.m.
- Plan, prepare and post instruction and tasks daily for classes that meet that day (by 8:00 a.m.)
- Post office hours. Be available for 60 minutes during each school day for live video/text chat with students.
- Check and respond to email periodically throughout the day.

- Provide students with quality feedback on work that is in progress as well as work that is turned in.
- Record student work in PowerSchool.
- Collaborate with curriculum partners and CIL.
- Collaborate with Team Leaders and colleagues on your team.
- Reach out to parents of students who are not engaging in distance learning. If a student continues to not engage, please notify your administrator.
- Participate in other professional responsibilities.
- Share your Google classroom with your CIL and administrators.

Sample Daily Schedule For Middle School Students:

Weston Middle School Distance Learning Schedule	
8:00 - 8:30 a.m.	Prepare and plan your day. (Set up work space, log-in to Google Classroom, check email, record assignments, plan your approach to completing assignments.)
8:30 - 10:30 a.m.	Begin work on assignments in the order of your choosing. If you have a question or are stuck, check your teacher's instructions for getting clarification or assistance (this could include a resources page, helpful links, tutorial videos, or sending your teacher an email). During this time you should complete three classes worth of work.
10:30 - 11:00 a.m.	Take a break for movement and snack. If possible get some fresh air, or do something fun or relaxing.
11:00 - 12:30 p.m.	Continue working on assignments in order of your choosing. If you have questions, follow the same process as outlined above. During this time you should complete 2-3 classes worth of work.
12:30 - 1:00 p.m.	Lunch and movement break. If possible get some fresh air, or do something fun or relaxing.
1:00 - 2:30 p.m.	Finish working on assignments in order of your choosing. If you have questions with these tasks, follow the same procedures as outlined above. During this time you should complete 2-3 classes of work.
2:30 - 2:45 p.m.	Go back to your daily planning document that you created at the beginning of the day. Check off all assignments that you completed. If you need to comment on a classmate's work or post a comment on a class discussion as part of your daily assignment, be sure to do so

	by 2:45 p.m. Check to make sure that all assignments are “submitted” in the format that your teacher requires. Pack up your materials and clean up your workspace. Plug-in/charge your Chromebook.
2:45 p.m. onward	Teacher-Assigned Tasks, Read For Pleasure, Practice Your Instrument, Go Outside, Get Some Exercise, Chat with Friends, etc.

Weston High School

Student Expectations

- You are expected to log on for the live meeting for each of your scheduled classes every day. Attendance will be taken.
- You may choose to participate with your camera turned off, but your audio must be enabled.
- Be prepared with a notebook, pen/pencil, planner and other resources as specified by your teacher.
- During the meetings, participate and give your best effort. Ask questions. Follow teachers' directions.
- After the morning meetings, organize your materials and design a work plan.
- Work through your assignments, keeping track of questions that arise.
- When completing an assessment, honor our commitment to academic honesty.
- Submit assigned tasks on time via the platform identified by your teacher.
- Regularly check your school email.
- Reach out to your teachers when you need help.

Teacher Expectations

- Teacher day - 7:30 a.m. to 2:50 p.m.
- Teachers must be available live via the prescribed platform for the duration of the scheduled class meetings (up to four sessions per day).
- Teachers must take daily period attendance.
- Instruction must be provided in association with every scheduled class meeting
 - This may be synchronous (through the scheduled live time) or asynchronous (through posted resources).
- Students must have at least one required task for every class meeting.
- Student tasks must be regularly posted in PowerSchool gradebook.
- Teachers must use the remaining hours of the contractual work day to fulfill professional responsibilities.
- Teachers must “meet” at least once/week with their curricular partners.
- Teachers must share their classroom pages with their CIL and administrator.

- Sample high school student schedule:

Weston High School Distance Learning Schedule		
Time	A Day	B Day
7:45 - 8:00	Prepare for Learning Check Your School Email and Calendar	Prepare for Learning Check Your School Email and Calendar
8:00 - 8:30	Period 3	Period 1
8:45 - 9:15	Period 4	Period 2
9:30 - 10:00	Period 7	Period 5
10:15 - 10:45	Period 8	Period 6
11:00 - 11:45	LUNCH	LUNCH
11:45 - 12:00	Practice Mindfulness	Practice Mindfulness
12:00 - 2:00	Teacher-Assigned Tasks	Teacher-Assigned Tasks
2:00 - 2:30	Physical Activity	Physical Activity
2:30 onward	Teacher-Assigned Tasks, Read For Pleasure, Practice Your Instrument, Go Outside, Get Some Exercise, Chat with Friends, etc.	Teacher-Assigned Tasks, Read For Pleasure, Practice Your Instrument, Go Outside, Get Some Exercise, Chat with Friends, etc.

Special Education

We are committed to making our best efforts to assure that to the greatest extent possible each student receives the support and services within his/her IEP. We have worked extensively over the past several days as special educators and related service providers to design **Distance Learning Plans** for each student. This planning has involved working with our entire special education team and with our general education colleagues. The Distance Learning Plans we have developed for our students will:

- Be individualized to each student based on each student's needs.

- Contain elements of synchronous (“real-time”) support and asynchronous (work done on a student’s own time and schedule).
- Serve as a communication tool to help parents understand the support and services their child is receiving.

Your child’s special education teacher will share these individualized plans with you.

- **Teacher/Related Service Provider [Roles and Expectations](#)**
- **Distance Learning Plan - [Sample](#)**

Technology Support - Work from Home Procedures

Technology Department Help Desk

helpdesk@westonps.org

Parents & Students should email elo-support@westonps.org

Staff members and students working from home should submit MOST tickets via email. Help Desk telephone communications will be difficult during this period.

Our technicians are available to assist parents with Distance Learning and can contact the Weston Public Schools Technology Department Help Desk for assistance with technical questions. We have set up our system to route calls to the appropriate school technician. Please contact the Help Desk by sending an email to elo-support@westonps.org or calling (203) 221-6565 and selecting from one of the following options:

- Hurlbutt Elementary School parents select option 1.
- Weston Intermediate School parents select option 2.
- Weston Middle School parents select option 3.
- Weston High School parents select option 4.

Please understand that we are expecting to receive a large volume of emails and phone calls. It is important that you leave a detailed message, including a callback number. Our goal is that a technician will reach out within two hours.

Questions regarding student data (PowerSchool, etc) should be directed to Joann Tyborowski at joanntyborowski@westonps.org.

Computer Hardware Exchange Depot (Tuesdays and Thursdays from 10:00 AM to 2:00 PM)

If you are having trouble with your district-owned device please contact the helpdesk using the information above. Time will be arranged for you to drop off your device and pick up a different device.

When looking to exchange your device, please consider the following questions before visiting the Computer Hardware Exchange Depot.

- Are you sick or feeling any symptoms?
- Please take your temperature. Do you have a temperature of 100.4 or higher?
- Have you been exposed to someone who was positively diagnosed with COVID19?
- Do you live with someone who has been diagnosed with COVID19?
- Have you been in or do you live with someone who has been in one of the CDC Level 3 countries in the last 14 days?

If you answer yes to any of the above questions please ask someone else to bring in your equipment. You do not need to share your responses to these questions with the help desk technician. Thank you.

Digital Platforms and Student Privacy

Educational opportunities will be provided via email, Google Meet, Zoom, or other digital platforms. In some instances, service providers may choose to use their phone. Staff members choosing to do this can use the [*67 feature](#) when calling.

We take the privacy of all our students very seriously. At this time, when working with students in a small group via Google Meet or similar platform, teachers and service providers:

- Should Instruct students to turn off their cameras to assure greater privacy in small groups.
- May keep the camera on so that students can see the instructor.
- May keep audio features on for all users in group and individual settings.
- May use cameras within 1:1 sessions.

At this time, when working with students in large groups (whole class) via Google Meet or similar platform, teachers:

- May keep the camera on so that students can see the instructor.
- May keep audio features on for all users in the class.
- May enable recording during their live presentations (direct instruction) to the class and post in either Google Classroom or Canvas Classroom only. This will allow students who miss the lesson to access the teacher's instruction afterwards.
- Should not record whole class discussions to keep recordings as minimal as possible for easier viewing at a later time.

The use of digital platforms with distance learning is an evolving area for Weston. The district continues to address questions regarding privacy and will keep staff and families updated.

Suggested strategies for families in maintaining privacy:

- Ask students to use headphones if possible. Most laptops including our Chromebooks allow for both wired and wireless headphones.
- Ask students to sit in lower traffic areas of their home. For example, sit at a table with a wall or window behind them rather in a higher traffic area such as a kitchen.
- It is a good practice for everyone to mute their microphones to limit any background noise that may exist.
- Students can be asked to turn off their video separately from their microphone. This could also include turning it on only when they are speaking or need to share something.

Student Attendance

Daily attendance will continue to be recorded in PowerSchool for all of our schools. If your child is unable to attend class, please follow the established attendance procedures for your school that have been in effect throughout the school year.

Staff Attendance

If a staff member is out sick, he/she will make sure to post his/her absence in the district's attendance management system - Aesop. In addition, teachers will post a note on their Google Classroom site or Canvas to notify students and parents that they will not be available for email communication or live support. They will post their substitute plans on their website as is the normal practice. Please note that the district will not be assigning substitute teachers to classes/courses for short-term absences.

Assessment, Grades and PowerSchool

Students will continue to be assessed on their learning and receive grades. Grades will be recorded in PowerSchool for WMS and WHS. Teachers will require assignments to be submitted for completion and/or a grade. In addition, they will provide students with feedback on their work in accordance with established district, school, and departmental expectations.

For the first week of distance learning, March 23 to 27, there will be no major assessments as we make this transition. This moratorium is in effect to allow students and teachers to get acclimated to distance learning.

At the K-8 level, grade reporting for the second semester has been delayed due to the district closure. Final grades/progress reports for the second semester will be posted on PowerSchool on Friday, April 3. All teachers must submit their second trimester grades by Thursday, April 2.

For the Weston High School, the third quarter marking period will be extended to April 1.

Parent/Guardian Support

- Explain to your child that distance learning days are required school days.
- Identify a space in your home with your child that will be dedicated to each day's learning activities (preferably one that has limited distractions).
- Remind students that they must complete their daily assignments.
- Elicit your child's input in developing a daily routine to increase student ownership that will lead to greater success.
- Support students in following a daily schedule to establish routines.
- Encourage students to engage in other activities throughout the day that do not require screen time: playing outside, reading a book, helping with chores around the house, etc.
- Remind students to adhere to the acceptable use policy for online activity, practicing good digital citizenship and internet safety.
- Encourage social interaction when possible. With social distancing and online learning, students may begin to feel isolated. Family game nights and family meals are more important now than ever.

Parent/Guardian Communication

The district continues to encourage a strong school/family partnership with two-way communication. If you need to communicate with a staff member about a concern, please use the same protocols as you always have. Most concerns can be addressed directly to the classroom teacher first, and then to counselor, CIL, or administrator as appropriate.

The primary mode of communication to reach a staff member is via their school email. In instances when phone conferences are warranted, teachers may use the *67 no caller id feature from their phones to contact parents. Staff members should not provide their phone numbers to their students. We are committed to responding to parent inquiries in a timely fashion during the regular teacher work day.

K-5 Conferences

The K-5 parent conferences will not be rescheduled. We are focusing on getting teachers and students back into a regular routine, rather than taking more time out of teaching and learning to make them up. That said, we understand that parents may have important questions regarding their child's progress that would have been addressed in the conferences. If you need to communicate with a teacher regarding your child's progress, please follow the procedures outlined in the parent communication section above.