



## SOUTHWICK REGIONAL SCHOOL

SOUTHWICK-TOLLAND-GRANVILLE

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SRS School Community,

We hope our 2020-2021 Welcome Back document find you and your family in good health.

The table of contents below will assist you in navigating the breadth of information being communicated (if you click on the tables **heading** it will direct you to the respective content).

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## **Introduction**

### **COVID-19 Acknowledgement**

Southwick Regional School return to school planning has been extensive in an effort to mitigate the risk for all students and staff members during the COVID-19 pandemic. The district administration is in continuous communication with local and state wide health officials among other invested entities to ensure that the practices and procedures of our plan reflect the changing guidance. It is expected that protocols, practices, and procedures will be adjusted as additional information is presented to alleviate the spread of COVID-19 virus throughout the school year.

The cleaning of the facilities, social distancing guidelines, practices involving wearing face masks, transportation services protocols, food service practices, and hand washing have all been addressed in this document. It is the expectation that all students, staff and parents adhere to the policies, guidelines and practices that have been developed.

SRS is committed to providing a rigorous and high-quality educational experience this school year. Teachers and staff are participating in professional development to enhance student engagement beyond the classroom given that the remote experience will be a part of our learning model this school year. Though your education will not be the same, we do not believe it will be diminished. You will embark on an experience that will equip you with a new set of skills, knowledge and strategies. This shift in teaching and learning will take a commitment by parents, students and families alike, but I am confident we are up to the challenge.

### **Hybrid and Remote Learning Plan Overview**

#### Cohort Breakdown

Instructional Schedule – The following will provide a brief overview of the hybrid model at SRS where some students are in school and some are participating in remote learning on a rotating basis. Students in grades 7-12 will be divided into three cohorts depending on town of residence and last name.

- Cohort A: Students residing in Tolland and Granville, and any students with the last names beginning with A-J, will attend in-person learning on Monday and Tuesday. Wednesday, Thursday and Friday will be remote learning days for these students.
- Cohort B: Students with last names beginning with K-Z, and students who participate in our METCO program, will attend in-person learning on Thursday and Friday. Monday, Tuesday and Wednesday will be remote learning days for these students.
- Cohort C: Students in prioritized programming (such as English Language Learners, students with special needs) may attend in-person Monday through Friday, with Wednesday being half days. Parents will be notified if their child qualifies.

On Wednesdays, all students will have remote learning from 7:30 am – 11 am. SRS staff will utilize the afternoon for collaboration, meetings, planning, or Professional Development. This also provides an opportunity for cleaning of classrooms and common spaces.

Remote Learning Schedule – All students participating in remote learning will follow the same schedule as students that are learning in-person. See schedule below for reference.

<b>Monday/Tuesday</b>	<b>Wednesday – Half Day</b>	<b>Thursday/Friday</b>
<p style="text-align: center;"><b>In-Person</b> <i>Cohort A, Cohort C</i></p> <p style="text-align: center;"><b>Remote Learning</b> <i>Cohort B</i></p>	<p style="text-align: center;">7:30 am – 11 am</p> <p style="text-align: center;"><b>In-Person</b> Cohort C</p> <p style="text-align: center;"><b>Remote Learning – Half Day</b> Cohort A, Cohort B</p>	<p style="text-align: center;"><b>In-Person</b> <i>Cohort B, Cohort C</i></p> <p style="text-align: center;"><b>Remote Learning</b> <i>Cohort A</i></p>

To summarize:

- **Cohort A (A-J)** will attend in-person instruction on Monday and Tuesday and will be remote on Wednesday, Thursday, and Friday.
- **Cohort B (K-Z)** will attend in-person instruction on Thursday and Friday and will be remote on Monday, Tuesday, and Wednesday.
- **Cohort C** will attend all five days.

### The Schedule

High School (9-12)	Period	Time
7:30 - 9:06	A	7:30 - 7:35 Arrival – student will report to first period class 7:35- 7:40 Attendance/ Announce 7:40-9:06 Instruction (79 min) Mask Break (7 min)
9:06 - 9:10	Passing	
9:10 - 10:36	B	Mask Break (7 min) Instruction (79 min)
10:36 - 10:40	Passing	
10:40 - 12:36	C	Instruction (10:40 - 12:06) Lunch/Mask Break(12:06 - 12:36)
12:36 - 12:40	Passing	
12:40 - 2:06	D	Mask Break (7 min) Instruction (79 min)
2:06 - 2:15/ 2:20	Dismissal	

Middle School

Middle School (7-8)	Period	Time
7:30 - 8:38	A	7:30 - 7:35 Arrival – students will report to first period class 7:35 - 7:40 Attendance/ Announce 7:40 - 8:38 Instruction (51 min) Mask Break (7 min)
8:38 - 8:41	Passing	
8:41 - 9:39	B	Instruction (51 min) Mask Break (7 min)
9:39 - 9:41	Passing	
9:41 - 10:39	C	Instruction (51 min) Mask Break (7 min)
10:39 - 10:42	Passing	
10:42 - 11:40	D	Instruction (51 min) Mask Break (7 min)
11:40 - 11:43	Passing	
11:43 - 1:04	E	Lunch/ Mask Break (11:43 - 12:13) Instruction (12:13 - 1:04)
1:04 - 1:07	Passing	
1:07 - 2:05	F	Instruction (51 min) Mask Break (7 min)
2:05 - 2:15/ 2:20	Dismissal	

Half Day Schedule

9-12

7:35 – 8:24	A Period
8:27 – 9:16	B Period
9:19 – 10:08	C Period
10:11 – 11:00	D Period

7-8 (classes will meet on alternating Wednesdays)

7:35 – 8:40	A/D Period
8:45 – 9:45	B/E Period
9:50 – 10:50	C/F Period
10:50 – 11:00	Dismissal

High School will follow the traditional half day schedule. Middle School will meet with three of the six classes on Wednesday and meet with the other three classes the following Wednesday.

Mask Breaks: Mask Break Schedules will be distributed and shared with students on the first day of in-person learning.

## Health and Safety Requirements/Protocols

### Masks and Face Coverings ([See policy File No.: EBCFA](#))

In accordance with the STGRSD Face Covering Policy, the Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE) and the Massachusetts Department of Public Health (DPH), the following requirements are in place until further notice.

We require all students and staff to wear a face covering/mask. A face covering that covers the nose and mouth must be worn by all individuals in school buildings, on school grounds and on school transportation, even when social distancing is observed. In the event students need a new mask during school hours, each classroom will maintain supply of masks in classrooms to reduce the need for students to travel to the nurse for a replacement mask. In addition, SRS will have a supply in the main office in the event a student arrives without a mask. Students will wash or sanitize their hands before applying a mask and prior to removing a mask to eliminate contamination to the mask and/or the student's face.

Exceptions to mask/face covering requirements will be made for those for whom it is not possible due to medical conditions, disability impact, or other health or safety factors. Staff seeking an exception should reach out to Anne Larkham, Human Resources Manager. Parents seeking an exception should reach out to the school nurse. School Nurses in conjunction with the Southwick DPH will determine accommodations for individual students based on the students' needs and in conjunction with health providers.

Following the [STGRSD Face Covering Policy](#) and the CDC guidelines:

The types of masks that will be permitted include: disposable surgical masks and washable cloth masks (2 layers are most effective). Masks should not be modified to have straw holes or a valve.

Masks that will not be permitted include: bandanas and gator style masks.

All masks and face coverings worn by students must be school appropriate and will adhere to the STGRSD policy, Code of Dress and Grooming.

### Physical Distancing

Physical Distancing is an important practice that helps mitigate transmission of the virus. In order to preserve the health of our faculty/staff and students, please adhere to the following:

Students will not be permitted to congregate/gather in groups during the school day.

Students will keep a socially-distanced presence when speaking to other teachers/students/staff throughout the school day as much as physically possible.

Classroom and facility configuration: To the extent possible, desks will be spaced six feet apart and facing the same direction. Students will have an assigned seat and desk.

Alternative spaces in the school (e.g., library, gym, and larger rooms) may be repurposed to increase the amount of available space to accommodate the maximum distance possible.

Students will not be permitted to enter the school building until 7:30 a.m. and must exit the building at the end of the day at 2:10 p.m and on half days 11 a.m.

## Hygiene/Handwashing

Students and staff are required to exercise hand hygiene (handwashing or sanitizing) upon entering the school, before and after eating, before putting on and taking off masks, when using the bathroom, after coughing or sneezing, using an electronic device or other shared equipment, after discarding a soiled mask and prior to putting a new one on, and before dismissal.

Handwashing: When handwashing, individuals should use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly, and dry with an individual disposable towel.

Hand sanitizing: If handwashing is not feasible, hand sanitizer with at least 60 percent ethanol or at least 70 percent isopropanol content will be used. Hand sanitizer should be applied to all surfaces of the hands and in sufficient quantity that it takes 20 seconds of rubbing hands together for the sanitizer to dry.

Hand sanitizer will be placed at locations that do not have access to sinks.

The District is committed to having an adequate supply of hand sanitizer for the coming year. A pump sanitizer bottle has been ordered for every classroom in addition to over 500 gallons of sanitizer refill just for the first 12 weeks of school alone. Hallway/entry wall units were refilled this summer. We are in the process of acquiring additional wall units although it will be a challenge as we are competing with every other business and other public-school districts in Massachusetts.

## Nurse Facilities and Medical Waiting Room

All students, faculty and staff should remain home if at any time they are exhibiting COVID-19 symptoms.

Staff Protocol for Sending Students to the Nurse: When a student requests to visit the Nurse's Office, the staff member should call the nurse and provide the reason for the nurse.

The nurse will pick up the student exhibiting possible symptoms, conduct an initial assessment, and determine whether the student goes directly to the Medical Waiting Room, or to the Nurse's Office for further assessment.

If the student is exhibiting non Covid symptoms (ie. headache, sprained ankle, allergies, etc) the nurse may opt to have the student move to the nurse's office on their own, or with an escort.

If the student is demonstrating symptoms of Covid-19 the nurse, or a designee, will come to the classroom to retrieve the student and follow the Covid-19 protocols.

There will be no visits to the nurse for "rest breaks" or because the student reports fatigue (without other symptoms).

A medical waiting room has been designated at SRS. This room is located within close proximity to the nurse's office, a suitable restroom, and a building exit. Medical waiting rooms will be set up so that all students inside can be physically distanced at least 6 feet apart and observed from outside the room itself. If there are any questions or concerns please contact the Nurse's Office 413-569-6171 ( Press 4).

## Health and Safety/Cleaning

The District has already ordered most of the required safety supplies for the initial 12 weeks of school. The following supplies have been ordered with anticipated delivery by the middle of August:

- Disposable masks for staff
- Disposable masks for students (at 1 mask per week to supplement masks supplied by parent/guardian)
- Nitrile and vinyl gloves
- N95 masks for health and custodial staff
- Disposable gowns (or substitute), eye protection, and face shields for student programs requiring additional protection
- Hand sanitizer for wall units and classrooms
- Electrostatic disinfection devices
- Disinfection solution and cleaning wipes

The acquisition of Personal Protective Equipment (PPE) and cleaning supplies will continue to be a challenge for the school system as we will compete with other public-school districts in Massachusetts and throughout the world.

STGRSD has also increased its use of microfiber towels for wiping surfaces. Microfiber alone has been shown to remove more than 95% of surface contaminants. When used in conjunction with an EPA registered disinfectant and in accordance with the manufacturers' specifications, microfiber cloths are much more effective.

Approved school cleaning products: Specialized disinfectant solutions require trained staff to be used effectively and safely. The district will supply CDC approved, single use disinfecting wipes to be distributed at the classroom level for student and teacher use where appropriate. Uses include student desks, teacher work-spaces and any shared materials such as computer keyboards or classroom calculators.

Specialized cleaning routines: Each school will have all touchpoints (listed below) disinfected at least once each day in addition to standard daily cleaning. Areas/items identified as high touch will be disinfected 3-4 times per day while the building is occupied. Deep cleaning of classrooms/ restrooms will be scheduled to take advantage of low building occupancy times on a weekly basis.

Touchpoints: door handles and panic bars, light switches, classrooms sinks/faucets, classroom tables and chairs, bottle filling stations, all restrooms surfaces including dispensers, touch screens and copier key pads, staff breakrooms spaces, including appliances, pencil sharpeners

Sharing items: The sharing of items is strongly discouraged. All efforts will be made to provide students with their own materials. In the case of items that need to be used by more than one student the item will be sanitized or wiped down between uses. In the case of items that are for cooperative use, students will wash hands or use hand sanitizer prior to use and upon completion of use. Then the items will be sanitized.

## Parent/Family Roles

The STGRSD will be following the [Protocols for Responding to COVID-19 Scenarios in School, On the Bus, or in Community Settings](#) published by the DESE on July 17, 2020. This section contains a summary of the most salient protocols. Further recommendations may be forthcoming.

Families can help mitigate the transmission of COVID-19 in our school by checking their children daily for any COVID-19 symptoms. Symptoms include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.

Students must be kept home from school if they are sick or have had close contact with a person diagnosed with COVID-19. In each of these scenarios, the family should notify their school nurse that the child will be absent and the reason for the absence. The school nurse will follow-up with the family regarding the child's symptoms. It is important to know that the symptoms of COVID-19 mimic the symptoms of many other illnesses. To protect all students and staff, any symptoms of COVID-19 will be treated as a suspected case until determined otherwise.

Students who have been instructed to self-isolate or quarantine by their doctor or a local public health official should remain at home and notify the school nurse.

The school nurses will be working with the Town of Southwick Board of Health to ensure that isolation and quarantine requirements are being followed. Discussions regarding how best to facilitate the exchange of information while still maintaining health care privacy have already begun, and the STGRSD school nurses will receive further training in August around this topic.

School staff will not screen students when they arrive at school for COVID-19 symptoms, but will monitor their health throughout the day.

If a student displays COVID-19 symptoms during the school day, they will be moved to a medical waiting room until they can be picked up by a family member.

The State of Massachusetts has a rigorous contact tracing system in place. The COVID-19 Community Tracing Collaborative (CTC) program helps support boards of health from every community in their contact tracing work. The program focuses on reaching out to people who have tested positive for COVID-19 and the contacts they have been close to, making sure they have the support they need to isolate or quarantine. In addition to the local board of health, the school nurses will also be assisting in the process. If there is a situation that requires you or your child to be tested or to isolate, you can expect contact by any of these professional groups.

## **Classroom Programming and Movement Within the Building**

### Transitions - Hallway Directions/Traffic Flow

Path of travel plan: Students will remain in the classroom until a designated time for transitions such as leaving classroom, and dismissal. They will leave the classroom in single file order and remain on the right side of the hallway, following the guiding arrows and floor decals that represent appropriate distancing.



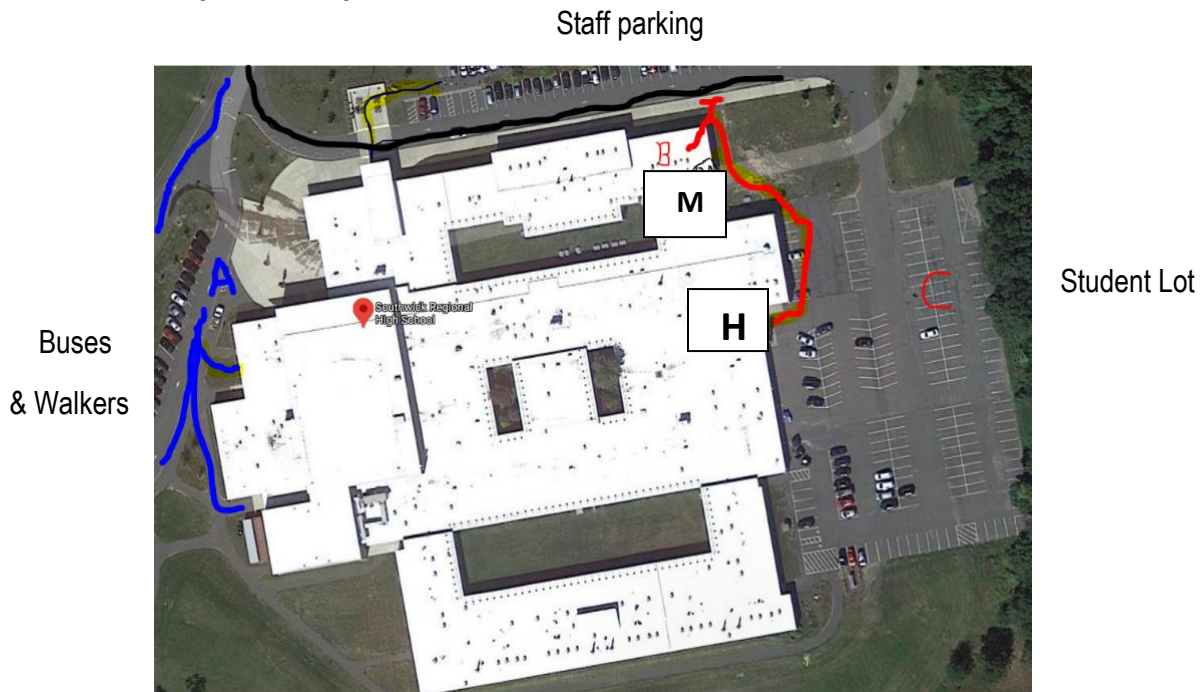
## Arrival/dismissal

The procedure for student arrival and dismissal at school (parent/family vehicle, school bus and specialized transportation) is subject to change, however, at this time our plan for arrival and dismissal is below.

### Student Arrival:

- a. All busing students will be dropped off in the normal bus loop and follow our normal traffic pattern. Bus students and walkers will enter school through the Gym Entrance – closest to the bus loop. (Highlighted in blue –**labeled A**)  
Student drop-off for busing students will commence at 7:30 a.m. Students will report to their first period class for morning routines.
- b. All students being dropped off by a parent/guardian will be dropped off at the end of the main entry driveway. Middle School students will enter the Middle School entrance (near room 115-**labeled M**). High School students being dropped off will enter the building through the Student Parking Lot Entrance (near the Cafeteria-**labeled H**) Parents should plan on dropping off students at 7:30 a.m. (Drop-off traffic pattern in black).
- c. Student drivers will park in the area back parking lot (labeled C). Please note there will be no charge for parking this year.
- d. All Staff will park in front of the building (**labeled staff parking**) and enter through the main door.

### Arrival/Departure Graphic



### Student Departure:

- a. Student drivers will be dismissed each day and exit the building to the Student Parking Lot. They will be expected to leave school before buses and P/G pick-up.
- b. Parent/guardian pick up will take place as we have done pick-up in past years. Parents/guardians will be encouraged to park in the rear of the building (labeled C above) to wait for their child dismissal since there will be ample parking available. Students will be dismissed in a staggered manner to promote safety and social distancing.
- c. Students taking a bus will be picked up in the bus loop (labeled A). Students will be dismissed in a staggered manner to promote safety and social distancing.

### Restroom and water fountain usage

Students will sign out of their teacher's room one at a time to use the restroom and use the assigned bathroom for their classroom. Hall passes will not be used. Students must wear a mask at all times and wash their hands prior to returning to class. While in the hallway, students must follow the guidelines for passing. For example, students must minimize time spent out of the room and only go to the intended destination. Teachers and staff will review the expectations/procedures for restroom use as part of classroom routines.

Restrooms with multiple urinals will have some closed to encourage physical distancing. Powered hand dryers will be locked out and replaced with touch-free paper towel dispensers.

All water fountain spouts will be capped to prevent use while maintaining the ability to use the built in bottle fillers. Water fountains without bottle fillers will be shut off completely.

### Breakfast and Lunch

When possible, students will order breakfast in the afternoon prior to leaving school then breakfast will be delivered to the classroom the next morning.

Lunch, whether brought to school or purchased in the cafe, will be eaten in classrooms or outdoors when weather permits.

School lunch will be delivered to students' classrooms. At the conclusion of lunch or breakfast students will clean their desks with the school provided cleaning wipes.

Payment for school lunch is not accepted in the cafeteria. Parents must prepay for a child's purchases. We strongly encourage the use of online payment at [www.SchoolCafe.com](http://www.SchoolCafe.com). You may also send in a check (made out to STGRSD) with your child's name and PIN on it.

For students bringing lunch to school, we encourage use of disposable products such as brown bags.

### Classroom Size and Assignment

Classrooms: In accordance with CDC physical distancing guidelines, all STGRSD classrooms have been furnished to maintain 6 feet of distance between all student and staff work spaces. Provisions have been made to ensure 6 feet of distance for all teaching activities. Classrooms were first measured and then an estimated capacity was found by using modeling software. These estimates were then physically tested across the district to ensure accuracy. The custodial staff continues to set up classrooms with these

guidelines and adjustments are being made to individual classrooms to account for built-in fixtures such as cabinets, HVAC equipment, and adjoining classroom doors. Any loose furniture that interfered with physical distancing has been removed from the classrooms and stored.

Physical Education and Locker Rooms: Students will change in locker rooms with masks on with a minimum of 6 feet of space. Socially distant activities and exercise will be the focus of the PE classes.

Staff offices: Shared staff office spaces are being reconfigured to adhere to physical distancing guidelines. Furniture has been rearranged and staff have been relocated to new work spaces to accommodate increased distance. Infrastructure has been modified as well, including relocating common use equipment such as photocopiers.

Library and Media Center: The library will be accessed by classes/teachers for research and resources. It will not be used as satellite classrooms. Teachers will request library services and resources delivered to their classroom. Students will not be able to sign out of their classroom to use the library for classroom use. This will assist in creating a safe space for students and to minimize contact/movement.

### Signage

Entrances, hallways and bathrooms will have signs promoting wearing masks, remaining socially distant and the importance of washing hands.

Hallway floors will be marked to support social distancing.

Markings will be used to help students understand how distant they need to be from one another.

### Classroom Doors

Classroom doors will be kept open to minimize the need for people to touch doorknobs and increase ventilation.

The lock will be engaged so that in the case of an emergency the door can easily be closed and locked.

### Closed campus

Until further notice, STGRSD will not allow visitors or volunteers on the grounds.

Whenever possible meetings and conferences will be held remotely. Fall Parent Teacher Conferences will be held via telephone or Zoom.

When a child is being picked up, a parent or guardian will be screened outside of the building via camera and intercom and the child will be brought to them.

### Lockers

Lockers will be unavailable at the start of the year. Students are encouraged to keep their belongings to a minimum and bring only essential items. Teachers will not distribute textbooks at the start of the year. Assignments/resources will be posted on TEAMS.

### Lock Downs and Fire Drills

We will work with the Southwick fire and police chiefs to update safety protocols for fire drills and lock down drills to maintain social distancing.

All students will be taught safety protocols and how to respond in case of an emergency.

### **Remote Learning/Hybrid Learning**

As referenced in the STGRSD Final Reopening Document, SRS will follow these guidelines/procedures.

SRS will follow the Best Practices for Remote Learning as referenced in the Final Reopening Document.

**Attendance:** Students' attendance will be taken daily. Teachers will monitor students' presence in synchronous sessions, as well as their timely submission of assignments. Students are expected to be engaged in learning activities for the length of the regular school day with time permitted for lunch, and movement breaks as scheduled by the teacher. Failure to check in with the teacher each day will result in an absence. Students are subject to the usual attendance policy (see student handbook for policy) as in-person learning. Please note, if a student is not feeling well, but is still able to engage in learning for the day we will encourage students to attend their class remotely.

**Code of Conduct:** The Southwick Regional School Code of Conduct is important for our students to review, understand and follow in order to maintain a learning environment in which each student has the opportunity to achieve their educational goals.

**Grading and Assessment:** Grades will be provided following the usual outlined grading criteria for a course/grade level as in-person learning. Please refer to the student handbook and course syllabi for information on grading and assessment. Grades will be posted in Plus Portals.

**Special Education in Remote Settings:** Students with disabilities who choose a fully remote model will have a regular and consistent schedule of classes, interventions, services and therapies aligned as closely as possible with the student's IEP. Synchronous remote lessons or tele-therapy sessions may be provided via telephone or video conferencing. These lessons may be supplemented by asynchronous pre-recorded videos of lessons for students to follow at home. Students will also have opportunities for interactions with teachers and other staff members and opportunities for interacting with classmates. As appropriate, students will be given supplemental work during the school day that can be accomplished independently. The District will assess the technology needs of students with disabilities and develop support for the infrastructure needed for students to participate in remote learning. We will also provide appropriate staff and parent training.

**English Learners (EL) in Remote Settings:** EL teachers will continue to provide instruction remotely to students who were previously in self-contained EL classrooms or in pull-out models. For classes in which ELs participated in mainstream classrooms with both a content teacher and an EL teacher, the EL teacher should continue to collaborate with the content teacher to ensure that the appropriate supports and accommodations are provided to the ELs in that class through remote learning. Additionally, during remote learning, teachers should continue to provide appropriate supports and accommodations to EL students who were previously in mainstream classrooms with only a content teacher to the greatest extent possible.

Below are a list of teacher and student expectations compiled from the STGRSD Fall Reopening Plan.

*Teacher Expectations:*

- ▢ Teachers will provide daily synchronous remote instruction via Zoom.
- ▢ Teachers will take attendance for each class daily.
- ▢ Teachers will post all assignments and materials needed for class in Microsoft Teams.
- ▢ Teachers will add their principal and department chair to their Teams. If there is a student with an IEP in a class, the special education teacher must be added to the Team. If there is an EL in a class, the ESL teacher must be added to the Team.
- ▢ Teachers will communicate regularly with families to set expectations for completing and turning in assignments.
- ▢ Teachers will provide due dates for all assignments.
- ▢ Teachers will grade and/or give feedback on all assignments.
- ▢ Teachers will check their emails daily and will respond to student and family inquiries in a timely manner.
- ▢ Teachers will collaborate with special education teachers, ESL teachers, and ancillary service providers to meet the needs of all students.

*Student Expectations:*


- ▢ Students are expected to participate in and complete all assignments for each class.
- ▢ Students will attend live Zoom sessions assigned by their teachers.
- ▢ Students will check their email and Teams at least twice per day.
- ▢ Students will submit completed assignments via Teams.
- ▢ Students will check in with their teachers daily for attendance purposes.

\*Please note – in the event of a technology issue students will contact their teacher via email and communicate this problem. If the problem persists, it should be communicated to our Main Office (phone number 413-569-6171) and we will try and provide guidance with the technology issue.

Below is a document that is a resource for students to reference while engaging with digital resources:

Active Learning with Digital Resources	
1. When completing an online assignment, only visit/access the necessary apps, websites, or digital tools. Do not open additional tabs or windows of websites that are unrelated to the activity being completed.	
2. Show work or take notes as directed in the activity instructions.	
3. If you are conducting research on a topic, cite the websites that you visited and gathered research from.	
<b>Watching an Online Video</b>	<ul style="list-style-type: none"> <li>• If working with a partner or group, wait until the video is complete or paused to talk.</li> <li>• Pause the video to take notes.</li> <li>• Write down the time that the video discusses any key information.</li> </ul>
<b>Reading an Online Article or Passage</b>	<ul style="list-style-type: none"> <li>• Take notes as you are reading.</li> <li>• Preview the document before you read. Examine any text features included in the article or website.</li> <li>• Eliminate distractions before beginning to read.</li> <li>• If working with a partner or group, identify a way to signal the other students when you have finished reading.</li> <li>• Save the document or document the website/link if you are going to need to revisit the website.</li> <li>• Quietly read text aloud (or use a whisper phone) if this helps you to comprehend what you are reading online.</li> </ul>
<b>Creating a Presentation with a Digital Resource</b>	<ul style="list-style-type: none"> <li>• If creating a presentation with a shared document, allow each partner or group member to access the document from individual devices so that all students can work in the same document simultaneously.</li> <li>• If including a direct quote from a website, be sure to cite the author and/or website.</li> <li>• Focus on the content of the presentation first, then spend time focusing on the visual elements of the presentation.</li> </ul>
<b>Filming A Video for an Assignment</b>	<ul style="list-style-type: none"> <li>• Record your video in a place free from background noise.</li> <li>• Plan out what you are going to say before recording the video.</li> <li>• Place your recording device on a level, stable surface.</li> <li>• Consider your clarity, volume, and pacing when filming a video.</li> <li>• Practice or rehearse before you film.</li> </ul>

Below is an additional resource for students to reference while engage in Remote Learning with Zoom.




## Zoom Class

### BASIC ETIQUETTE FOR AN ONLINE CLASS

# RULES

- Please show up on time at the scheduled time.
- Find a quiet place, free from distraction (siblings, pets, parents, televisions).
- Maintain RESPECT in both speaking, writing, and appearance.
- Stay on mute. Please click the "raise hand" button if you would like to contribute.
- Video needs to remain ON to promote focus. Eye contact should be maintained.
- Refrain from chewing gum, eating, or drinking in front of the camera.

**REMEMBER, THIS IS A CLASS, SO TREAT IT AS SUCH!**



Read Write Teach ELA © 2020

## **COVID Related Documents**

### Southwick-Tolland-Granville Regional School District Community Compact

As we approach the start of the 2020-2021 academic year and the return to in-person learning with new safety requirements, our first priority is the health and safety of our community— students, faculty, and staff. The risks of COVID-19 are evident to all, and we are each called on to bear personal responsibility to help protect the health and safety of the entire community.

Recognizing this responsibility, employees, students and parents are being asked to do their part to limit the spread of COVID-19 by adhering to the terms outlined in the following documents. These documents can be accessed directly by clicking below. They can also be accessed directly on the [STGRSD website](#).

[Employee COVID-19 Symptom-Free Self-Attestation](#)

[Parent Community Compact](#)

[Student Community Compact](#)

We understand that participating with the campus community is going to look different for a while and that this will impact your student experience in different ways. The Community Compact clearly articulates the expectations that SRS has for students, families and staff as we intend to remain compliant with all COVID-19 recommendations from the federal CDC, the State of Massachusetts, and STGRSD.

Students and Families should review the [Southwick Regional School Handbook](#) and the Student Code of Conduct as we will address behavior that may be in violation of the expectations stated in the Community Compact.