**HAMDEN PUBLIC SCHOOLS**

**Communication Protocols for Quarantined Students**

What follows is the staff communication protocol to ensure that quarantined students have access to learning during their respective quarantine periods.

It is important to note here that in an attempt to safeguard student confidentiality, only certified staff, administrators, school nurses, clerical staff and paraeducators (when required pursuant to students’ IEPs), are considered to be on a “need- to- know- basis” regarding quarantining of specific students.

***Communication Protocol for Quarantined Students***

* Once it has been determined that students in your school will be quarantined for reasons related to COVID-19, Marsha Guglielmino and/or your School Nurse will officially notify your School Principal
* Once your Principal has been notified by Marsha that students have been ordered to quarantine, the Principal, Assistant Principal, School Nurse and/or School Clerk will notify the teacher that students have been quarantined. The principal, Assistant Principal, School Nurse and/or School Clerk will provide teachers with the names of quarantined students, as well as the students’ quarantine periods.
* The Principal, Assistant Principal, School Nurse and/or School Clerk will communicate the quarantining period to the parent of each student via email, phone calls, or some other administrator-approved communication mechanism.
* The Principal, Assistant Principal, or School Clerk will provide parent/guardians with relevant parts of the attached *Learning Opportunities for Quarantined* *Students: A Parent’s Guide* document so parents and students know what to expect during their quarantine period.
* If the student’s first quarantine day is ordered after school has already begun, the student will only complete lessons that the teacher has posted in Google Classroom, and no livestreaming will be available until the following school day
* Teachers will be expected to post work in Google Classroom for students who are quarantining for reasons related to COVID-19
* The teacher will then follow the process as described in in the Hamden Public Schools’ Learning Opportunities for Quarantined Students document distributed to certified staff and paraeducators on Friday, October 1, 2021

**(The following information will be posted on each school’s website, as well as the district’s website, and will be sent home with any email messages sent to parents/guardians of students who are quarantined).**

**LEARNING OPPORTUNTIES FOR QUARANTINED STUDENTS**

**(A Parent’s Guide)**

**Livestreaming**

With the exception of whole class quarantining, livestreaming (i.e. zooming) is understood to mean one-way student livestreaming into the classroom. Teachers are not required to engage in synchronous instruction unless the entire class is quarantined.

**Length of student day**

The length of the school day for quarantining students will remain the same.

**Student Attendance**

Elementary student attendance will be taken once each school day, and students must be present for more than half the school day in an online environment to be considered present. An online environment is understood to include Dreambox, Lexia, or any other teacher-directed and approved digital learning platform.

Secondary student attendance will be taken each period, and Power School will calculate such daily attendance.

**\*Students are required to submit their physical education assignment by the end of the school day in order to receive a present designation for their attendance in that class.**

**Instruction**

Whenever an entire elementary class is quarantined due to COVID-19 exposure or infection at the elementary level, the students will attend school from home via livestream, and the teacher will teach via livestream (i.e. Zoom).

When individual elementary students are required to quarantine due to COVID-19 exposure or infection, the student will attend school from home via livestream during the entire quarantine period, and the teacher(s) will provide instructional access to such student(s) via livestream.

In instances when less than the entire class is being quarantined, elementary teachers who are using the workshop model will post the independent practice in their Google Classrooms and students will zoom into the class for the mini-lesson.

When an entire middle school team is quarantined due to COVID-19 exposure, the students will attend school from home via livestream, and the teachers will teach via livestream (i.e. Zoom).

When individual middle school students are required to quarantine due to COVID-19 exposure or infection, the student will attend school from home via livestream during the entire quarantine period, and the teacher(s) will provide instructional access to such student(s) via livestream (i.e. Zoom).

Because there are no cohorts at the high school level, when high school students are quarantined due to COVID-19 exposure or infection, they will attend school from home via livestream (i.e. Zoom).

* Teachers will post directions for students to find the zoom links in all their digital classrooms
* Students who are quarantined will be able to livestream (i.e. Zoom) in order to hear the teacher’s instruction
* It will be the student’s responsibility to access livestreaming (i.e. Zoom)
* If the student’s first quarantine day is ordered after school has already begun, the student will complete the first such quarantine day by completing lessons that the teacher has posted in Google Classroom, and no livestreaming will be available until the following school day
* Elementary and middle school students who receive intervention during the intervention block will sign into Dreambox, Lexia or any other teacher-directed and approved digital learning platform during that block
* Students who are livestreaming into the classroom will be able to ask questions and seek clarification from teachers by emailing such teachers. Teachers will not be expected to respond to such emails during their instructional time.  ***Students in grades 7-12 will also be able to ask questions and seek clarifications from teachers by telephone, zoom, zoom chat or some other administrator-approved communication mechanism during the teachers’ established office hours. Secondary teachers will also use their professional judgment and discretion in order to schedule individual meetings with students who need support during their office hours. Such office hours will be posted in each secondary teachers’ Google Classroom***
* Media Specialists and EL Specialists will provide quarantined students with instructional access by allowing students to livestream into their lessons

This process shall terminate either upon the end of the COVID-19 health emergency as determined by the Hamden Board of Education in consultation with public health officials, or June 30, 2022, whichever is earlier.