



# MONTVILLE PUBLIC SCHOOLS

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March 18, 2020

Dear Montville Public Schools Families,

Last night, the governor issued an executive order which greatly impacts our students' instruction over the upcoming weeks. We have been directed to use distance learning to provide regular daily instruction to students and to count these days as full school days. We are no longer expected to meet with students for 180 days, and were told to end our school year on the last regularly scheduled student day which is June 17<sup>th</sup>. We will still hold April vacation.

Over the next several days, we will be working with our teachers and staff to finalize the format for online learning, and at the beginning of next week, teachers will all be communicating this process to students and families. Depending on their grade level, we will use a combination of Google Classroom, online meetings, instructional websites and resources, and telephone calls to maintain regular communication with students and families. Please know that staff members may reach out to you from their personal phones and their phone numbers will be blocked. We ask that you respond to these calls as it is very important to us that we are able to communicate with you regularly.

We will ease into this transition so students and teachers can learn to use new programs and online applications and we can ensure all students have access to devices and internet. By March 30<sup>th</sup>, students will be expected to put in a full day of school work each day and teachers will monitor attendance daily based upon student participation in their virtual classrooms. Students will complete some work independently, and they will have opportunities for daily interaction with their teachers. Students should also continue to work on the two-week plans which were provided to them.

We will offer students and families an additional opportunity to get into schools and gather belongings and instructional materials on Monday. Schools will be open from 9:00-3:00 on Monday.

We will ensure that every student has a device and access to the internet. We have ordered Chromebooks and iPads and will inform you when they arrive and are ready for pick up. In the meantime, if you need us to loan you a device, please reach out to your building principal.

Please know that we are working extremely hard as a team to prepare for our first, unplanned experience with full on-line learning. Our process will not be perfect, but I am confident that as a team we have the skills needed to provide a productive learning experience for our students. We will need to be patient with each other and with the ever-changing guidance that we receive from the state and federal government as they too struggle to respond to this unprecedented event. This is a learning process for all and your feedback (and that of your student) is always welcome.

You will receive additional communication from building principals, teachers and me over the next several days as we share details of this plan with you.

Best Regards,

Laurie Pallin  
Superintendent

*"Proud of Our Schools"*