

Default Question Block

Alliance District Laptop and Scholastic Application

On March 23rd and 24th, 2020, Governor Ned Lamont announced two generous donations by philanthropists to help Connecticut's 33 Alliance Districts by providing resources to support students learning at home due to the global COVID-19 pandemic. These donations included the gift of up to 60,000 laptops to high school students by the Partnership for Connecticut as well as the provision of more than 185,000 high-quality, take home book packs from Scholastic by the Nooyi Family for prekindergarten to 8th grade students. Governor Ned Lamont and the Commissioner of Education Dr. Miguel A. Cardona created the Governor's COVID-19 Learn from Home Task Force (LHTF), that is led by superintendents, to manage the dissemination of these resources. The purpose of this application is to determine if your district wishes to receive either of these materials, and if yes, the plan for safe dissemination, and any plans for integrating these resources into ongoing distance learning efforts. Please complete this application by April 3, 2020. Thank you.

School District: Derby Public School

Project Lead Contact Information: Brad Langridge

The intent of this program is to help all high schools in Alliance Districts get to 1:1 status. If your district is currently already 1:1 at the high school level, please be assured that you are still eligible to receive laptops for all high school students in your district. In alignment with the guidelines from the Connecticut Partnership for Education, the LHTF will prioritize shipments of laptops to those districts and schools that currently are not 1:1. All Alliance Districts that opt-in through this application will receive laptops as quantities become available. The laptops under consideration will be equipped with Windows 10 OS, 4 GB RAM, and around 64-128 GB Hard Drives.

- 1) Would your district like to receive laptops for high school students? Yes
- 2) The spreadsheet emailed to you contains the October 2019 enrollment for all high schools and programs in your district.

For each high school (or) high school program in your district please tell us the following:

The total number of 1:1 devices that have already been issued to students

- Completed 290 short 34

The address(es) where the devices should be shipped; districts are strongly urged to consider multiple locations to maximize social distancing.

75 Chatfield Street, Derby CT 06418

Please upload your file here, or email the completed spreadsheet for your district to Keryn Felder at keryn.felder@ct.gov by April 3, 2020.

Laptop Integration Plan

What is the districts' plan for using the laptops as part of a larger strategy to ensure equitable/high quality distance learning during?

The district initiative this year has centered on high quality instruction (HQI). This work was undertaken in conjunction with the Connecticut Center for School Change. This partnership is continuing as the district has shifted in developing professional development for teachers to be able to deliver high quality distance learning (HQDL). Our plan is built around a multi-step approach to building teacher capacity to deliver high quality distance learning.

- Step 1- Provide a system and a structure for technology distribution as well as ongoing tech support and tech repair for families in the district.
- Step 2-Teachers create Google Classrooms and instructional content. Administration provides leadership and daily meetings with staff to support development of high quality learning aligned to curricular demands.
- Step 3-Provide and implement distance professional development for staff to learn how to use digital platforms for creating and making direct teaching available to students.
- Step 4- Support teachers in the use of pre-recorded lessons to support at-home learning.
- Step 5-Identify key instructional leaders to offer a variety of training opportunities. Designate key staff members that can be available to community stakeholders in support of distance learning.
- Step 6- Create a calendar for weekly training opportunities in developing staff capacity to deliver synchronous and asynchronous learning. Use key instructional leaders to be available to support staff as they improve the delivery of high quality distance learning.

Please include a link to the District Distance Learning Plan if available.

The Derby Distance Learning Plan can be found here: [Derby's Distance Learning Plan](#)

Laptop Distribution Plan

Distribution Plan Guidelines: Governor Lamont and Commissioner Cardona have explicitly requested that the LHTF provide strong guidelines to maintain the health and safety of staff and students at distribution sites. As such, the following questions have been designed to guide districts as they design their plan. Please note that the answers are not intended to be lengthy but rather explicitly address critical safety measures. For additional support please refer to the COVID-19 Precautions for Meal and Materials Distribution Guidance distributed by the CSDE on 3/29/20 (linked below).

COVID-19 Emergency Meal Service, Social Distancing and Food Safety Guidance for schools.pdf

Distribution Sites:

1. How many Laptop distribution sites do you plan on having for your district? (If a district has multiple high schools, it is strongly recommended to use multiple sites to spread receiving students and families out).

- We will use one site for distribution

2. The LHTF assumes that you will be using a single model/template for all distribution sites across your district. If this is not true, please explain your rationale for multiple models.

- N/A only one site being used

3. Please describe your distribution site(s). An outdoors distribution site(s) with curbside pickup is highly recommended to minimize staff to student contact. Please be detailed regarding physical location(s) (e.g., pop-up tent with table to place laptop for family, curbside at high school).

- An outdoor distribution site will be set up at the HS in front of the school near the bus drop off lane.
- Along the curb, 3-5 tables will be set up under pop up tents to protect laptops from inclement weather

Distribution Schedule:

4. Please describe your distribution site(s) schedule with attention to how you will avoid lines

and crowding. For larger schools, it is highly recommended to utilize multiple days and staggered hours to eliminate any gatherings at any point throughout distribution (e.g., a larger high school may distribute Grade 9 on from Monday, Grade 10 on Tuesday etc.).

- Each grade at DHS has approximately 80 students
- We will schedule distribution of laptops across two days (3 hours in AM, 3 hours in PM. 6 hours total)
- We will offer two time slots for each grade level (one AM and one PM to accommodate family schedules) with staggered times to avoid lines and crowding.

Distribution Staff/ Receiving Students:

5. Please describe your distribution site(s) staffing plan. Please detail the number of staff, skills/level of responsibility, knowledge of the student body (e.g., Principal, Assistant Principal, IT Staff).

- A building or central office administrator will be on site during all shifts supporting the distribution of laptops
- To distribute laptops, the HS will have 3-5 staff members scheduled on each shift.
- We will utilize paras, school climate specialists, attendance coordinators and SSOs who have well established relationships with the students and families

6. How do you plan on protecting the health and safety of school staff at the distribution site(s) responsible for handing out and recording serial numbers for each device to students? It is highly recommended that staff utilize protective gear (e.g., latex gloves) and also spread out to avoid contact with each other and students. In addition, the staff should not be asking students or parents to “sign” for laptops. Districts should develop a system for identifying students for whom the laptop is being claimed using available sources of identification.

- All staff participating in the distribution of laptops will be trained by a school nurse on the proper use and disposal of latex gloves. The nurse will also train staff how to safely pass the laptop to a student/parent while maintaining personal safety.
- There will be 3-5 separate “stations” set up in the bus lanes to avoid traffic back ups and promote social distancing.
- Prior to distributing the laptops, the district will bag each computer to reduce contact
- The district will create a master tracking sheet with the serial number of each device.
- As laptops are distributed, staff will record the student’s name, grade and date of pick up in the master tracking sheet.

7. How do you plan on protecting the health of students/families who will be coming to the distribution site? It is highly recommended that pickup be drive-through where students and

families remain in the vehicle to promote social distancing. Additionally, drivers and students should be reaching out of the car rather than staff leaning into cars.

Distribution Communication:

To protect the health of students and families who will be coming to the distribution site, the district will take the following steps:

- Parents will drive up to one of the 3-5 curbside stations
- Families will be instructed to remain in their vehicles to promote social distancing
- When issuing the laptop, staff will hold the device out while the parent/student reaches out to accept the device.

8. How will you be communicating or messaging families regarding the opportunity to pick up laptops?

To communicate the opportunity to pick up laptops, the district will take the following steps:

- A flyer will be created to advertise the distribution schedule.
- All DHS teachers will post the flyer in Google Classroom and share on their social media pages.
- The school will send out an “All Call” and will email the flyer all households.
- The district will share the information with the Valley Independent, a local news publication
- Prior to the distribution date, the district will post the information at the breakfast/lunch pick up locations to reach more families

9. How will you communicate your “lending agreement/acceptable use policy” to students and families. It is highly recommended to redesign your leasing agreement/acceptable use policy as tacit notification that informs students and parents that by accepting the laptop, they agree to return the laptop at the end of the school year and understand the acceptable use of the laptop as district property. This should not require a signature from students and Families.

It will be communicated on the website via a google form, that has links to the policies and has fields for them to enter the student name, grade, and acceptance of the agreement.

In addition to paper forms for those who may require it for any reason

Scholastic Book Packs

Scholastic Books Packs are available to all students in Alliance Districts in Grades PK-8. These materials are intended as supplemental materials for use by families with their children and include both English and Spanish language supports. These are not teacher led materials and are intended for family/student use.

CSDTakeHomePackOverview.pdf

1) Would your district like to receive Scholastic book packs?

Yes

The spreadsheet emailed to you contains the October 2019 enrollment by grade for all PK-8 schools in your district. For each PK-8 school in your district please tell us the following:
The total number of book packs request by school and by grade
The address(es) where the book packs should be shipped; districts are strongly urged to consider multiple locations to maximize social distancing.
Please upload your file here, or email the completed spreadsheet for your district to Keryn

Felder at keryn.felder@ct.gov by April 3, 2020.

Scholastic Book Pack Distribution Plan

Distribution Plan Guidelines: Governor Lamont and Commissioner Cardona have explicitly requested that the LHTF provide strong guidelines to maintain the health and safety of staff and students at distribution sites. As such, the following questions have been designed to guide districts as they design their plan. Please note that the answers are not intended to be lengthy but rather explicitly address critical safety measures. Please feel free to repeat any of the details from the previously developed Laptop Distribution Plan. For additional support please refer to the COVID-19 Precautions for Meal and Materials Distribution Guidance distributed by the CSDE on 3/29/20 (linked below).

COVID-19 Emergency Meal Service, Social Distancing and Food Safety Guidance for schools.pdf

Distribution Sites

1. How many Book Pack distribution sites do you plan on having for your district? (It is strongly recommended to use multiple sites to spread receiving students and families out.)

The district will have 5 separate distribution sites to distribute book packs.

2. The LHTF assumes that you will be using a single model/template for all distribution sites across your district. If this is not true, please explain your rationale for multiple models.

All schools will follow the same distribution model and protocols.

3. Please describe your distribution site(s). An outdoors distribution site(s) with curbside pickup is highly recommended to minimize staff to student contact. Please be detailed regarding physical location(s) (e.g., pop-up tent with table to place Book Packs for family, curbside at school).

- An outdoor distribution site will be set up in front of all schools near the bus drop off lanes.
- Along the curb, 3-5 tables will be set up under pop up tents to protect books from inclement weather

Distribution Schedule:

4. Please describe your distribution site(s) schedule with attention to how you will avoid lines and crowding. For larger schools, it is highly recommended to utilize multiple days and staggered hours to eliminate any gatherings at any point throughout distribution (e.g., a larger school may distribute Grade 2 on from Monday, Grade 3 on Tuesday etc.).

- The elementary schools have approximately 50-60 students in each grade level; the middle school has approximately 100 - 120 students per grade level.
- Each grade level will be assigned two different distribution days (one with an AM time, one with PM time to accommodate family schedules)
- A total of 2 days, 6 hours will be used at each school site to distribute books to all PK-8 students with staggered times to avoid lines and crowding.

Distribution Staff/ Receiving Students:

5. Please describe your distribution site(s) staffing plan. Please detail the number of staff, skills/level of responsibility, knowledge of the student body (e.g., Principal, Assistant Principal).

- A building or central office administrator will be on site during all shifts supporting the distribution of books.
- To distribute books, each school will have 3 staff members scheduled on each shift to man individual stations
- We will utilize paras, school climate specialists, attendance coordinators and SSOs who have well established relationships with the students and families

6. How do you plan on protecting the health and safety of school staff at the distribution site(s) responsible for handing out Book Packs to students? It is highly recommended that staff utilize protective gear (e.g., latex gloves) and also spread out to avoid contact with each other and students. In addition, the staff should not be asking students or parents to “sign” for Book Packs.

- All staff participating in the distribution of Book Packs will be trained by a school nurse on the proper use and disposal of latex gloves. The nurse will also train staff how to safely pass the book packs to a student/parent while maintaining personal safety.
- There will be 3 separate stations set up in the bus lanes to avoid traffic back ups and promote social distancing.

7. How do you plan on protecting the health of students/families who will be coming to the distribution site? It is highly recommended that pickup be drive-through where students and families remain in vehicle to promote social distancing. Additionally, drivers and students should be reaching out of the car rather than staff leaning into cars.

To protect the health of students and families who will be coming to the distribution site, the district will take the following steps:

- Parents will drive up to one of the 3 curbside stations
- Families will be instructed to remain in their vehicles to promote social distancing
- When issuing the Book Packs, staff will hold the device out while the parent/student reaches out to accept the bag

Distribution Communication:

8. How will you be communicating or messaging families regarding the opportunity to pick up Book Packs?

To communicate the opportunity to pick up Book Packs, the district will take the following steps:

- A flyer will be created to advertise the distribution schedule.
- All PK-8 teachers will post the flyer in Google Classroom and share on their social media pages.
- The school will send out an “All Call” and will email the flyer all households.
- The district will share the information with the Valley Independent, a local news publication
- Prior to the distribution date, the district will post the information at the breakfast/lunch pick up locations to reach more families