



RAISE Academy



James Nichols
Special Education Supervisor

75 Chatfield Street
Derby, Connecticut 06418
(203) 736-5032 • (203) 736-5056 fax
www.derbyps.org

Nicholas DiLuggo
Program Coordinator

May 21, 2020

Dear Dr. Matthew Conway,

In efforts to increase academic engagement for our district’s most at-risk student population, RAISE Academy Staff requests to provide in-person tutoring for students during the COVID-19 School Closure. Tutoring sessions will strictly conform to social distancing guidelines and follow safety protocols outlined by Derby Public Schools.

Tutoring Set-Up: Two tables with chairs will be set up at the center of the Derby Green. Two RAISE Academy Staff members will be present at all times during one to one tutoring. RAISE Academy Staff will record body temperatures (using infrared thermometer) prior to the start of each scheduled tutoring session. Student body temperatures will also be taken at every tutoring session. All data will be recorded using a Google Form provided by the district. Staff and students will maintain a safe distance of six feet from each other, using the length of the tables as social distancing boundaries. Staff and students will be required to wear a facial covering (mask or something that can cover the face.) at all times during the one to one tutoring session. Students will also be expected to use hand sanitizer upon arrival of each one to one tutoring session. Writing utensils and materials will be provided by staff; students can keep writing utensils at the conclusion of tutoring sessions. RAISE Academy Staff will also request the use of a mobile hotspot from the district to use while working with students enrolled in RAISE Academy.

Parental Permissions and Scheduling: Parent/guardian permission for student participation in tutoring will be obtained in writing via email or text message prior to the start of the tutoring session. The receipt of parental permission will be logged in PowerSchool. All tutoring sessions will be forty-five minutes in length and pre-scheduled; at this time, no walk-up appointments or verbal requests will be accepted. Upon completion of each tutoring session, there will be a fifteen minute "buffer" zone in between session to deter over-lapping students from coming into close proximity of one another. Below is a sample schedule of a tutoring session.

Sample schedule

<i>Time</i>	<i>Student</i>	<i>Staff</i>
Noon-12:45pm	Student A	DiLuggo / Kingsbury
1:00-1:45pm	Student B	DiLuggo / Kingsbury
2:00-2:45pm	Student C	DiLuggo / Kingsbury

Thank you for taking the time to read and consider this plan for our students. We are excited to see if this idea can help our students engage in distance learning during this difficult time.

Sincerely,
Nicholas DiLuggo
Program Coordinator
RAISE Academy

MISSION STATEMENT

Derby High School pursues Academic achievement, promotes creative and critical thinking, expects appropriate Behavior and fosters responsible Citizenship.

“The ABC’s of DHS”