March 11, 2020

Dear NCHS Family,

As you know, we are closing school to ensure the health and well-being of our school community. We have developed plans to ensure that education continues during this time. Teachers will be providing instruction following a daily schedule (see below). Teachers will be available during each scheduled class and will be responsive to emails during this time period. The New Canaan High School faculty is committed to providing quality education as we navigate this unprecedented event. While there is no substitute for regular class instruction, we feel confident that we can deliver quality instruction during this time period.

Teachers have been asked to be flexible with students; however, there is an expectation that students will keep up with their classes. It is important that students know how teachers will be delivering instruction, assessment, and information. Schoology and the Google Suite, platforms with which our students are already experienced, will be relied upon heavily. Teachers have already communicated this with students in the days leading up to this closure. Students should also check their email on at least a daily basis as teachers will be using email as a primary way to communicate with students. Students are also encouraged to be proactive in reaching out to their teachers if they have questions regarding expectations or timelines.

If a teacher is ill, they will let their classes know that they will not be available. If a student becomes ill and is unable to participate in e-learning, please leave a message in our Attendance Office and email teachers. Attendance will not be updated in real-time in PowerSchool.

Our daily non-rotating schedule is below. There will be no lab periods or letter days. We will follow this schedule every weekday. Classes that do not meet on a daily basis, for example, Health and Physical Education, will set up a schedule with students for check-ins and monitoring work progress. If you have questions regarding your specific class, the teacher is the best source for clarification.

**Daily Schedule (40-minute classes)  Starting Friday 3/13/2020**

| Period 1   | 8:30 AM - 9:10 AM |
| Period 2   | 9:15 AM - 9:55 AM |
| Period 3   | 10:00 AM - 10:40 AM |
| Period 4   | 10:45 AM - 11:25 AM |
| Period 5   | 11:30 AM - 12:10 PM |
| Period 6   | 12:15 PM - 12:55 PM |
| Period 7   | 1:00 PM - 1:40 PM |
Period 8  1:45 PM - 2:25 PM

Over the past week, we have been working to ensure that all of our students have the necessary technology to fully participate in e-learning. If your child is still in need of technology, please contact your grade-level administrator and we will work with our technology team to ensure all needs are being met during this timeframe. In support of our digital citizenship learning, please take a moment to review our Acceptable Use Policy (AUP) and have a conversation with your child about maintaining our caring community and the importance of respectful relationships, even when it is virtual.

Resources for Students, Parents, and Staff are available on the NCPS and NCHS website under E-learning.

Additional information from the district and NCHS will be delivered via School Messenger.

Please feel free to contact the administration if you have any questions or specific technology needs. As a reminder, the grade level administrators are as follows:

Grades 9 and 12  Kristi Carriero  kristi.carriero@ncps-k12.org
Grade 10   Ari Rothman  ari.rothman@ncps-k12.org
Grade 11   Larry Sullivan  lawrence.sulliva@ncps-k12.org
Principal   Bill Egan  william.egan@ncps-k12.org

We know that this is stressful for families and staff. This link may be helpful for discussions with your family.

Talking to Children about Coronavirus

If your child is struggling emotionally with the situation, please reach out to their school counselor. Your child’s emotional well being is most important to us. Also, if you are struggling and need support, please reach out to your school counselor. They will be available to assist you as well as locating additional resources you may require.

Some expectations as we implement distance learning:

Expectations for Students:

- Check your NCPS email at least 1x day.
- Distance learning will require you to be more independent as a learner than you may be used to. It may feel difficult or awkward at first; be patient with yourself and others as we all adjust and help one another.
- If you have technical difficulties, contact https://helpdesk.ncps-k12.org/app/itdesk/HomePage.do
- If you require additional assistance please feel free to reach out to your teacher, school counselor, grade level administrator or any adult who works to support you at school.

Guidelines for Parents:

- Recognize that the shift to more independent learning will be an adjustment for everyone. If your child is experiencing stress encourage them to reach out to an adult at school. We will help!
Think about your child’s workspace. Ideally, this is an open space in your home that allows you to monitor their work.

Remind your child to use the guidelines outlined above.

**When you as a parent need to make decisions during this period of campus closure:**

- Put your own and your family’s health and emotional needs first.
- Continue to support your child’s dedication to learning.
- Help your child stay connected to their teachers and friends to maintain our sense of community.
- Read communications sent to families by NCPS.

May your family remain healthy during this crisis.

The NCHS Administration