November 11, 2020

Dear CMS Families,

I hope I find all of you safe and healthy. As discussed at the Tuesday ,November 10th Board of Education Meeting, the middle school will be moving to the hybrid model starting Monday, November 16, 2020.  With the increase in cases in our building this will better allow us to use all mitigation strategies and keep our students and staff as safe as possible.

  **Our Hybrid Model has several changes from our original plan and is bulleted below:**

* The school will be divided alphabetically by A-K and L-Z. This will allow a more even split of our enrollment.
* Students who are not in the building **will live stream into class for direct instruction**.
	+ On A1 and B1 days students' last name L-Z, and Remote Parallel Learning students  are virtual learning.  These students will livestream into class on A1 and B1 days from home.
	+ On A2 and B2 days students' last name A-K, and Remote Parallel Learners are virtual learning. These students will livestream into class on A2 and B2 days from home.
	+ **Remote parallel learners will continue to stream into class every day**.  The hybrid model has no impact on RPLs.
* We will have all students streaming in on Wednesdays and they will follow an eight (8) period half day schedule.

**Student Attendance**

Teachers will use the Remote Attendance Codes for students who are virtual learning under the hybrid model (RAU, RTU, RP).  Attendance is mandatory.  Students who are sick will need to follow the “Reporting an Absence” protocol.   The parent/guardian needs to reach out to our CMSAttendance@cromwell.k12.ct.us  via email. Friendly reminder- if you need to leave for an appointment while remote, parents must notify CMS Attendance when logging off and when logging back in. If you do not notify the office, students will be marked absent.   Attendance for all students will  be taken the following  way:

* If a student is absent: **RAU (Remote Absent Unexcused)** or **RAV (Remote Absent Verified)**
* If a student is tardy: **RTU (Remote Tardy Unexcused)** or **RTE (Remote Tardy Excused)**
* If a student is present: **RP (Remote Present)**

**As a reminder: when students are remote learning- they must log in within 10 minutes of the start of class or they will be marked absent , be visible and be engaged in learning  throughout the entire class.**

We have provided the following Hybrid Calendar for planning purposes.  This calendar is subject to change.  The December 2020 calendar will be sent out shortly.

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| **Hybrid Calendar for November 2020** |
| **November*** **26-27**  Thanksgiving Recess
 | **S** | **M** | **T** | **W** | **Th** | **F** | **S** |
| 15 | 16A1 | 17A2 | 18 | 19B1 | 20B2 | 21 |
| 22 | 23A1 | 24A2 | 25 | 26 | 27 | 28 |
| 29 | 30A1 |  |  |  |  |  |
| **Last Name A - K in school**: highlighted in green **(A1 & B1 Days)*** In School Learning Days:  November 16, 19, 23, 30
* Virtual Learning Days:  November 17, 20, 24

**Last Name L - Z in school**: highlighted in blue **(A2 & B2 Days)*** In School Learning Days: November 17, 20, 24
* Virtual Learning Days:   November 16, 19, 23, 30

**Virtual Learning Days for ALL Students**: highlighted in yellow. November 18, 25 |

**Special Education:**

During the upcoming hybrid middle school schedule, students who receive special education services (with an IEP) will continue with the plan they had at the beginning of the school year. This means that if a student was attending 4 days a week during the hybrid, they will continue with the same 4 days. If the student was only attending 2 days, they will attend 2 days. If the student’s family would like to change the plan for their child, they will need to contact the Special Services Department at (860) 632-4831.

IEP services will be provided both in person and virtually depending on the number of days the student will be in person. Special Education Case Managers will be in contact for specific dates/times for services. Feel free to contact Jessica Grzegorek, Interim Director of Special Services, with any questions at (860) 632-4831.

I want to thank all our families for being so understanding and flexible during these difficult times. I know that working together we can create a positive experience for all our students. Please feel free to reach out to us with any questions.

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