



Granby Public Schools

Office of the Superintendent

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Good Afternoon,

March 17, 2020

Thank you for being the amazing staff you are and for putting the health, safety, and learning needs of our community at the top of your priority list. Your flexibility, commitment to each other and our students, and compassion and empathy will help us get through this challenging time together. I am writing to further address expectations for our specific work groups, and provide some guidance on what our days may look like. I've been meeting with some of our smaller groups, central office and custodians, to address specific concerns and answer questions. As always, please do not hesitate to reach out should you have any individual questions or concerns you feel are not getting answered. An important goal we have is to communicate as clearly as possible, while remaining flexible given the changing information we are receiving. I appreciate everyone's support and patience during this unprecedented time.

Work from Home Expectations

We are fortunate to have the opportunity to shift our work to the online environment in order to continue working during this time. It is understandable that we are at various degrees of comfort with working in the online environment. I've been communicating to parents that teachers and paraprofessionals are working to develop lessons and activities for students, in addition to developing their own ways of communicating with families throughout this extended closure. Our work includes the teaching and learning we are sending to students, the feedback to the students on the work they will submit, continuing the work we started with Beth on our Unit Plans, setting up Google classrooms and looking into other websites and resources we can provide students and their families, and collaborating with colleagues on building the lessons and activities we can send home. It's amazing to see new google classrooms popping up for teachers to collaborate, paraprofessionals to collaborate with Carol and administrators to continue our work. While this time is certainly challenging, it is also an opportunity for us to learn new skills, develop new ways of communicating and learning together, and working independently on professional projects.

Every Student Every Classroom Every Day

Vision In the Granby Public Schools, we focus on the whole child, to develop a community that empowers every student to become civically engaged, service-minded, responsible, intellectually curious and prepared individuals engaged in our culturally diverse and global community. We encourage respectful and constructive exchange of feedback within and outside our schools as a pathway to continuous improvement, leading to fearless learning.

Mission We believe that relationships matter. We believe in the promise of every child, in the purpose every child brings to learning, and in the passion every child possesses. We believe that learning is about the growth of all aspects of the child - social, emotional, physical, and intellectual.

The Granby Public Schools strives to provide a safe, respectful, and supportive learning environment in which all students can thrive and succeed in its schools. The Granby Public Schools prohibits discrimination on the basis of race, color, sex, gender identity, religion, disability, national origin, sexual orientation, or homelessness and ensures that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges, and courses of study.

Clarification for Teachers

Our expectations for your use of time reflects the unique circumstances we face. Our expectation is that you clearly communicate with your students and families, at least two time periods throughout the day that you are available for direct communication. In addition to the two points of contact during the day, the expectation is that you are collaborating on professional development and unit planning with your colleagues. To facilitate this collaboration, we are including a google form link below which identifies when you are available for students and families, and when you are available for collaboration. Our intent is to have open lines of communication that facilitate this ongoing work. Here is the link: <https://forms.gle/QsXgt4qvFha1DSC27>. We recognize that you may be balancing having children at home as you are working. If your quiet time is later in the evening to complete professional development activities or develop unit plans, please take that time to do so.

Clarifications for Paraprofessionals

I can't say enough how much I appreciate your flexibility and dedication to our students and community. You have already done so much to help! I've watched today as you've worked with students to pack and deliver Granby to Go bags for our families. This is the kind of kindness, empathy, and effort that makes Granby such an amazing place!

Our expectation for your use of time also reflects the unique circumstances we face. The expectation is that staff will be working from home to support continued learning opportunities for our students.

As a paraprofessional, you will need to maintain contact with your special education teachers and students to support the learning. Many of you are already engaged with the teachers and students you support in classroom specific google classrooms. Please continue to support teachers and students in these classrooms. Additionally, we would like to use this time to expand on your learning by inviting you to the Teaching and Learning Google Classroom. In the classroom, you will find Professional Development Videos and articles that focus on supporting instruction. As you complete posted offerings, please take a minute to post a comment that will be shared with your colleagues.

Here is a sample schedule of what your day may look like:

8:30- 9:30 Touch base with your assigned teachers (email or phone) to see if there is anything they need you to do to support student learning.

9:30 – 10:30 Check in with students as directed by your assigned teacher.

10:30 – 12:00 Participate in Professional Developments lessons

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12:00 – 12:30 LUNCH

12:30 – 2:00 Post a comment on the lesson you completed in the Google Classroom

Also, one day a week you can support our Granby to Go program by packing and delivering food bags if you are available. We are reaching out to town officials to see if there are additional needs in the community that our staff may be able to fulfil. Some things that have come to mind are supporting our elderly population by delivering food, writing letters, or having phone conversations. This is a time where we need to consider new ways to build community.

Like many other families, you may be facing balancing work and having your own children home. If your quiet time of day to complete PD lessons and documentation is later in the evening, please make those adjustments to your own individual schedule.

For all

We recognize that working in the online environment may result in increased stress for some of our students and even each other. Please reach out individually to students to listen and support as we do every day when students are in our classrooms. This type of individualized relationship building is what separates us from many other districts and what students often identify as the most important part of their educational journey with us. Please reach out to each other. Encouragement will become especially important as the reality of social distancing becomes our new normal for the foreseeable future.

Like any work day, if you are sick, use AESOP to log an absence. Like any work day, if you would have taken personal or sick time to attend to family members or doctor's appointments, use AESOP to log an absence. Like any work day, if you would have taken personal time for reasons outlined in the contract, use AESOP to log a personal day request. For personal time requests, please email your building principal. Also, please communicate with your students and families if you are unable to provide support and/or feedback on a given day.

In order to fully understand the health of our staff, we are asking that you notify the nursing staff via emailing nurses@granbyschoolsma.net with the reason for your absence in addition to using AESOP.

Please check your email at least twice per day. The current situation is changing on a daily, if not hourly basis. Many updates will be forthcoming.

Again, thank you for your patience and support.

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