



Family Guide to Distance Learning

Contributors

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Thank you to building administration & administrative assistants for school-specific contact information.

**Vinal Technical High School
Quick Guide to Access Support**

Area of Identified Support	Staff Phone Number	Staff Email Address
Contact the Principal at your child's school if you are looking for support with:	COVID-19 Related Matters 860-344-7100 ext. 309	Javette.Giannelli-Allen@cttech.org
Contact the Assistant Principal at your child's school if you are looking for support with:	Discipline -Safety Grades 11 & 12 860-344-7100 ext. 317 Grades 9 & 10 860-344-7100 ext. 304	David.Batch@cttech.org John.P.Ryan@cttech.org
Contact your child's School Counselor if you are looking for support with:	Transitioning from full distance learning to hybrid learning OR from hybrid learning to full distance learning. -Grades - Transcript/Credits -Scheduling Questions & Concerns -Technology Support for Platforms (Google Classroom, PowerSchool, ParentSquare). -Uniform concerns that have not been addressed by the uniform company. -All matters regarding transportation routes should be addressed with your local school district, as transportation is provided by the district in which your child lives.	860-344-7100 ext. 316 Brian.Pereira@cttech.org
Contact the School Psychologist at your child's school if you are looking for support with:	ADA/504	860-344-7100 ext. 328 Leah.Gaudet@cttech.org
Contact the School Social Worker at your child's school if you are looking for support with:	Community Resources & Assistance -Homeless Education	860-344-7100 ext. 311 Nancy.Oporto-Brown@cttech.org
Contact the Special Education Department Head at your child's school if you are looking for support with:	Special Education	860-344-7100 ext. 320 Michael.Altenburger@cttech.org
Contact the Dean of Students at your child's school if you are looking for support with:	Attendance -Work-Based Learning	860-344-7100 ext. 305 Michael.Garcia@cttech.org
Contact the School Nurse at your child's school if you are looking for support with:	Medical Issues -Physicals -Sports	860-344-7100 ext. 318 Dawn.Davis@cttech.org
Contact your child's Class Advisor if you are looking for support with:	Class Dues	860-344-7100
Contact the Athletic Director at your child's school if you are looking for support with:	Athletics	860-344-7100 ext. 323 Eric.Sawyer@cttech.org
Contact the Library Media Specialist at your child's school if you are looking for support with:	Internet Access -Chromebook Issues	860-344-7100 ext. 321 Elizabeth.Keith@cttech.org
Contact the School-Based Title IX Coordinator at your child's school if you are looking for support with:	Bullying -Sexual Harassment	860-344-7100 ext. 305 Michael.Garcia@cttech.org
To contact the School Resource Officer at your child's school:		860-344-7100
If you are looking for information on free meal pick-up:		860-344-7100 Jason.Coleman@cttech.org
If you are looking to connect with a Faculty/Staff Member:	Access the link to the school directory	https://vinal.cttech.org/about/staff-directory/
For Spanish language support:	Traducción	860-344-7100 ext. 311, ext. 359, ext. 421 Nancy.Oporto-Brown@cttech.org ; Israel.Velez@cttech.org ; Sandra.Robair@cttech.org
If you are looking for information on student parking on campus:		860-344-7100 Jason.Coleman@cttech.org

Key Terms and Definitions

Phase 1	Distance/ Remote Learning	Students and educators are not physically present in a traditional classroom environment. Instruction is relayed through technology.
Phase 2	Hybrid Model	Combination of in-person & distance learning instruction.
Phase 3	Asynchronous	Classes let students complete their work assigned on their own time. Students are given a time frame during which they need to connect to their class daily or as determined by the teacher. Students can access assignments and content at any time.
Phase 4	Synchronous	Classes occur on set schedules and time frames. Students and instructors are online at the same time in synchronous classes.

Informational Platforms & Resources

PowerSchool Public (Parent and Student) Login

<https://ctecs.powerschool.com/public>

ParentSquare

<https://www.parentsquare.com/signin>

PowerSchool Parent Portal Single Sign-On Directions

<https://cttech.org/wp-content/uploads/2020/04/CTHSS-PowerSchool-ParentSSO1.pdf>

ALEKS

<https://www.aleks.com>

Google Classroom

www.classroom.google.com

LEXIA

<https://auth.mylexia.com//mylexiaLogin>

Parents Guide to Google Classroom

<https://rb.gy/sug853>

Distance Learning Guidance & Support for Parents and Caregivers

<https://docs.google.com/document/d/1Buqau39GXRjguT1HPLZ5cCmrIUMmd1rE6-Kaisuey3M/edit>

Google Meet

www.meet.google.com

Distance Learning Frequently Asked Questions

<https://docs.google.com/document/d/1aOrfYGRdUniDWUqvWZrAoUtL1yhSDrrchUrq8OrNpNs/edit>

Google Meet for Students- Quick- How to Join Guide

https://docs.google.com/document/d/1-8OJuFxbQPKoob_BhL_cjzyx0Ir3Aaw9v63gyipZJ_w/edit

Important Notes during Distance Learning for CTECS Schools

<https://sites.google.com/a/cttech.org/ctecs-virtual/importantnotes>

Accessing School & District Information

Website Information:	School-Specific Information:	PowerSchool Information:
<p>For district information and directory information go to: www.cttech.org</p> <p>For school specific information, calendars, and directory information go to your school's website (https://vinal.cttech.org/) or you can also find your school website on the district website www.cttech.org</p>	<p>For information on school schedules, ParentSquare, PowerSchool, school nurse and school based health centers, weekly sports schedules, alternative income survey, and uniform ordering information go to https://vinal.cttech.org/quicklinks/</p>	<p>For information on grades and attendance please go to the PowerSchool link at the top of your school's homepage and login, or download the App. You will need your district code to use the app. You can call the School Counseling Department to receive the code. You will also need your log in name and password, which can be provided by your child's school.</p>

Accessing Support for Your Child

Access Google Classroom to obtain information on what work your child is doing and when assignments are due. Google Classroom is the virtual classroom for each subject.

Have your child open the classrooms so you can see what is due and when. Students can email their teachers, with any questions, directly from their Google Classroom. Parents can also email teachers directly from PowerSchool.

For daily announcements and important communications from the school you will need to access ParentSquare. You can download the app and sign up for notifications.

If your child is struggling with their academics, they are experiencing anxious feelings, they are feeling overwhelmed, or if you notice a change in your child's behavior please call your child's School Counselor or Case Manager.

School staff can reach out virtually to support your child if he/she has chosen to do engage in distance learning full-time.

Tips for Students Learning from Home

- Identify a clean and quiet workspace with needed materials, such as: pencil/notebook/required textbook, charger for Chromebook.
- Place a calendar or agenda in your workspace to be able to keep track of assignments and dates work is due, this will help with organization and management of tasks.
- Take the time between classes to get up, stretch, walk around for breaks & to enhance mood/focus.
- If you are struggling with a class, reach out to your instructor for assistance and extra help.
- Use headphones to assist with minimizing noise and to increase focus on learning.
- If you have any questions about an assignment, when it is due, or what needs to be done, reach out to your instructor. If you do not get a response, reach out to guidance.

Attendance and Learner Expectations

- ✓ Attendance is mandatory for both in-person and virtual learning days.
- ✓ Attendance will be taken for students on virtual learning days for each class via Google Meets and/or Google Classroom. For in-person learning days attendance will be taken during homeroom only.
- ✓ Students should check Google Classroom daily for updated assignments/classwork.
- ✓ Academic and Trade groups/schedules can be found on the school websites and through ParentSquare.
- ✓ Students and Parents can check grades and absences on PowerSchool.
- ✓ A parent can opt for their student(s) to be on distance learning full time for both academic and trade cycles by contacting their school's school counseling department.

Technology Support

Most technology questions or concerns can be addressed at the building level by contacting your school's Library Media Specialist.

Some examples of library media support are:

- Requesting a new Chromebook
- Requesting to swap out the charging battery
- Issues with Google Classroom or student email
- Home WIFI connectivity issues.
 - Families can request a hotspot through their Library Media Specialist.

The Library Media Specialist at Vinal is Ms. Keith. She can be reached by phone at 860-344-7100 or via email at Elizabeth.Keith@cttech.org

Community Resources

- **211- United Way of Connecticut (the most updated information for COVID-19 related questions and information):** <https://www.211ct.org/>
 - Call 211 if you are concerned that your child is a danger to himself/herself or others.
- **Center for Teen and Parent Communication:** <https://parentandteen.com/>
- **How to Help Your Kids Handle Disappointment:** <https://childmind.org/article/how-to-help-your-kids-handle-disappointment/>
- **A COVID-19 survival guide for parents of tweens and teens:** <https://www.psychologytoday.com/us/blog/going-beyond-intelligence/202003/is-the-new-normal>
- **Supporting Children's Wellbeing:** <https://www.childtrends.org/publications/resources-for-supporting-childrens-emotional-well-being-during-the-covid-19-pandemic>
- **CHR HERO HOTLINE (*Resource to Help Frontline Workers and Anyone Struggling with Ongoing Stress of the Coronavirus Crisis*. Hotline is staffed daily from 10 a.m. to 8 p.m.):** 1-888-217-HERO
- **Connecticut Food Bank:** www.ctfoodbank.org
 - Food Resources for Greater Hartford region: http://site.foodshare.org/site/PageServer?pagename=2017_findhelp
- **Community Health Resources (CHR) Family Resources:** <https://www.chrhealth.org/2021/01/26/family-resources/>
 - COACH at CHR: <https://www.chrhealth.org/2020/12/22/struggling-because-of-the-pandemic-coach-can-help/>
- **Interval House Domestic Violence Assistance:** <https://intervalhousect.org/>
 - 24 Hour Bilingual Crisis Hotline: 1-888-774-2900
- **Connecticut Office of Early Childhood- COVID-19: OEC's Response:** <https://www.ctoec.org/covid-19/>
- **DCF:** <https://portal.ct.gov/DCF>
 - COVID-19 Information and Resources: <https://portal.ct.gov/DCF/COVID-19/HOME>

Community Resources

- **Connecticut State Department of Education:** <https://portal.ct.gov/SDE>
 - **CSDE COVID-19 Resources for Families and Educators:** <https://portal.ct.gov/SDE/COVID19/COVID-19-Resources-for-Families-and-Educators>
- **Talk It Out, State of Connecticut (resource for families to relieve stress of caring for children during the pandemic):**
 - **Phone Line:** 1-833-258-5011 & **Website:** <http://www.talkitoutct.com/>
- **Connecticut COVID-19 Response:** <https://portal.ct.gov/coronavirus>
- **Connecticut Legal Services:** <https://ctlegal.org/>
 - **Statewide Legal Services:** 1-800-453-3320
- **Education Reimagined- Distance Learning Resource Center:** <https://education-reimagined.org/distance-learning-resource-center/#parents>
- **Ways to Promote Children’s Resilience to the COVID-19 Pandemic:** <https://www.childtrends.org/publications/ways-to-promote-childrens-resilience-to-the-covid-19-pandemic>
- **The Cove Center for Grieving Children is offering a virtual program for grieving children.** The application is available: <https://www.cognitofrms.com/TheCoveCenterForGrievingChildren/PreRegistrationFamilyApplicationForm>
 - **The COVE:** <https://www.covect.org/>
- **Family Online Safety Institute:** <https://www.fosi.org/good-digital-parenting>
- **Connecticut Parent Advocacy Center:** <https://cpacinc.org/default.aspx>
- **Connecticut Coalition to End Homelessness:** <https://www.cceh.org/work/coordinated-access/>
- **Connecticut State Department of Mental Health and Addiction Services- Connecticut Strategic Prevention Framework Coalitions (CSC) Initiative:** <https://www.cceh.org/work/coordinated-access/>

COVID-19 Protocol

 <p>COVID 19 <u>SYMPTOMS</u> <u>NO CLOSE CONTACT</u> with person diagnosed with COVID 19</p>	 <p>Notify the School STAY HOME & GET TESTED</p>	<p>Negative Test Return to school once there are no symptoms for 24 hours.</p> <p>Individual is Not Tested Stay in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever reducing medications) and with improvement of other symptoms. Can return to school earlier if note is obtained from healthcare provider with alternate diagnosis.</p> <p>Positive Test Stay in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever reducing medications) and with improvement of other COVID-19 symptoms.</p>
 <p>COVID 19 <u>SYMPTOMS</u> <u>And CLOSE CONTACT</u> with person diagnosed with COVID 19</p>	 <p>Notify the School STAY HOME & GET TESTED</p>	<p>Negative Test Stay in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever reducing medications) and with improvement of other symptoms.</p> <p>Individual is Not Tested Stay in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever reducing medications) and with improvement of other symptoms.</p> <p>Positive Test Stay in self-isolation for at least 10 days since the onset of symptoms and until at least 24 hours have passed with no fever (without fever reducing medications) and with improvement of other symptoms.</p>
 <p>COVID 19 <u>NO SYMPTOMS</u> <u>But CLOSE CONTACT</u> with person diagnosed with COVID 19</p>	 <p>Notify the School STAY HOME & GET TESTED</p>	<p>Negative Test Remain home in self-quarantine for 14 days from last exposure to the person diagnosed with COVID 19.</p> <p>Individual is not tested Remain home in self-quarantine for 14 days from last exposure to the person diagnosed with COVID 19.</p> <p>Positive Test Stay home in self-isolation until 10 days have passed since the date of the positive COVID 19 test.</p>

SYMPTOMS: feeling feverish, measured temp 100.4 F or more, chills, uncontrolled new cough, shortness of breath, difficulty breathing, loss of taste or smell.

CLOSE CONTACT: Spending at least 15 minutes within 6 feet of a person with confirmed COVID-19, or a direct exposure to possibly infected droplets of saliva or nasal mucus (e.g., being sneezed or coughed on in the face).