



HINGHAM PUBLIC SCHOOLS

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hinghamschools.com

April 3, 2020

Dear Hingham Schools Community,

Just over one week ago the Commissioner of Elementary and Secondary Education released his guidance related to the development of Remote Learning Plans at the district level, following the Governor's extension of the statewide school closure through the beginning of May, 2020. Within one week, the district's Leadership Team, in collaboration with educators across the district, have developed the Hingham Public Schools' *Remote Learning Plan* and the complementary *Manual for the Provision of Virtual Special Education Services*. Family versions of these documents are attached to this letter. We will share some brief points about these documents in this letter, as well as some general reminders.

HPS Remote Learning Plan

The attached Family Guide to the Remote Learning Plan contains the guiding principles the district used to develop the plan, explanation of the district's instructional model of asynchronous instruction, opportunities when synchronous connections might be provided, as well as an overview of what to expect when your student's classroom teachers reach out on Monday with the first week of learning activities. We ask your partnership in carefully reviewing this document in preparation for next week's launch.

HPS Manual for the Provision of Virtual Special Education Services

For parents/guardians of students eligible for special education and/or related services, the district's Director of Student Services, Dr. Suzanne Vinnes, has prepared a comprehensive document that offers you an overview of the process and procedures the department will use to ensure the provision of services and support to eligible students. We ask your partnership in carefully reviewing this document as we transition to remote learning.

Live Synchronous Video Connections between HPS Staff and Students

The district's primary instructional model in the Remote Learning Plan calls for asynchronous instruction. That said, nothing in the plan prevents educators from establishing live synchronous opportunities for connections between educators and students. Such opportunities may be

elementary morning meeting, story or literacy time, office hours, or live help and check-in sessions. Please note that live synchronous opportunities are not required of our faculty, and opportunities to engage in this type of activity will vary. Additionally, the use of live synchronous video has raised a number of valid legal and ethical considerations that the district has researched to ensure the use of live synchronous video connections are handled as professionally as possible. To that end, we are obligated to inform you of some critically important considerations:

In accordance with state and federal laws, including the Massachusetts Wiretapping Act and FERPA, parents and students must refrain from recording any and all remote lessons. Exceptions will only be made on an individual basis due to special circumstances, and only with the consent of everyone involved in the activity. While parents and guardians are welcome to observe online connections in a non-disruptive manner, to the extent that these remote opportunities provide access to confidential student information, all participants agree, by participating in the remote experience, to refrain from disseminating any confidential student information about other student participants with any and all third parties.

Further considerations include:

1. We ask everyone in our school community to recognize that video conferences and other online services will be taking place in the homes of the educators and students who participate in the calls, and to be mindful of everyone's right to privacy. To that end, we remind our students to dress appropriately and choose an appropriate location in their home from which to participate in any and all remote opportunities, particularly those with a video component. Parents and guardians should take all precautions to safeguard personal or private information that they do not wish to be disclosed.
2. Students will be expected to behave in accordance with school rules of conduct while participating in remote instruction. Cyberbullying, harassment, discrimination, and abuse of the remote process will not be tolerated and may result in suspension from remote experiences, as well as potential additional consequences when school resumes. Hingham Public Schools also encourages its students to limit disruptions to remote lessons to the extent feasible, while also recognizing that sometimes pets, small children, and technical difficulties cannot be prevented from disrupting the experience.
3. The online services available to all students as part of Hingham Public School's remote learning opportunities, including Google Classroom and Zoom, will be communicated to the student/family directly by the classroom teacher/s. Families may choose to request that analog materials be provided as a substitute to any digital experience to the extent feasible.

4. By accessing these services, Hingham Public Schools recognizes that you and your child consent to access online experiences and agree to fully comply with the requirements outlined herein. We appreciate your time and attention to this notice.

By allowing your student/s to participate in these synchronous video experiences, consent to these requests is hereby provided. If you or your student are uncomfortable with these expectations, we ask that you not participate in these opportunities and reach out to the educator directly to arrange an alternate connection opportunity.

Additional questions or concerns about the Remote Learning Plan can be directed to your student's teacher/s or building principal.

Contact Information (REMINDER)

As we prepare for the launch of our Remote Learning Plan on Monday, we are writing to remind all members of our community how critically important it is that we have up-to-date email addresses, particularly for our high school students. At the PK-8 level the primary contact is typically the parent/guardian. At the high school level, in many instances, the primary contact is the student. We are asking all parents/guardians to work with your high school student to ensure they have been receiving communications from their teachers; if they haven't, please contact Marilyn Player (contact below) who will update the student's record. Likewise, if any parent has not been receiving district or school communications, please contact the appropriate building administrative assistant (see below) who will update the student's record. We thank those who have reached out to us with updates or corrections.

Hingham High School Contact:	Marilyn Player (mplayer@hinghamschools.org)
Hingham Middle School:	Marjorie Graney (mgraney@hinghamschools.org)
East Elementary School:	Sharon Hall (shall@hinghamschools.org)
Foster Elementary School:	Maria Sandberg (msandberg@hinghamschools.org)
PRS:	Jeannine Banner (jbanner@hinghamschools.org)
South Elementary School:	Pamela Graham (pgraham@hinghamschools.org)

We thank you in advance for helping ensure that we have correct contact information before the launch of the *Remote Learning Plan* on Monday.

Kindergarten Registration Extended (REMINDER)

The district has extended the window for Kindergarten registration until Friday, April 17, 2020. Registrations can be mailed to your child's school or registrations can be scanned to the Administrative Assistant at your child's school. Registration forms can be found on the school website. Due to the current school closure, mailing or scanning your child's birth certificate with the registration materials is acceptable. Please mail or scan registration materials to your child's school to ensure the District has accurate information for planning purposes for the upcoming

school year. A notice of the extension will be sent to all community preschools tomorrow, but please help us spread the word to anyone you know who may have children enrolling in Kindergarten this coming fall.

Hingham Historical Society (REMINDER)

The Hingham Historical society has launched a living history project aimed at capturing the impact of the COVID-19 situation on the Hingham Community. For more information, you can visit their website (link: <https://hinghamhistorical.org/living-history-hingham-on-hold/>).

Online Student Safety (REMINDER)

With the increased distribution of technology to our students and their increased use of technology, we wanted to provide some resources you may find helpful. The Suffolk County District Attorney's Office has adopted the "STOP, BLOCK, and TALK" program, designed to provide you and your student language to understand key concepts associated with cybersafety. These resources have also been posted to our COVID-19 resource webpage for your review.

Counseling Resources (REMINDER)

Our Counseling Department has developed a number of resources for you as we head into the second week of the COVID-19 school closure (updated just this week). These resources have been posted to our website COVID-19 page:

<https://hinghamschools.com/blog/2020/03/17/covid-19-resources-and-communication/>

Should you have any questions about the materials, please contact Heather Rodriguez, Director of School Counseling, or your student's counselor.

Food Service Meals During School Closure (REMINDER)

"Grab and Go" lunches are available for any Hingham student in need. Meals may be picked-up daily (Monday - Friday) between the hours of 9:00 a.m. and 11:30 a.m. at the picnic tables outside of the Hingham High School Cafeteria. (Please use the 41 Pleasant Street entrance and stay to the right and follow the driveway until you see the cafeteria on your left.) When you arrive, a school nutrition employee will bring the meal(s) out to your car. Please note that meals must be consumed off-site. If anyone is unable to physically pick-up a meal, please email Kim Smyth, Director of Food Service, at ksmyth@hinghamschools.org who will arrange a drop-off to your home.

General Considerations (REMINDER)

Please remember this statewide closure is designed to mitigate the spread of COVID 19. We want to remind everyone in our community to practice social distancing, stay at least 6 feet away from others, and avoid gatherings of more than 10 people. Social gatherings and playdates are also discouraged. A reminder that all school facilities including playgrounds are closed until

further notice. And, as you have been hearing from multiple sources, handwashing for at least 20 seconds with soap and warm water is another great defense to keep you and your family healthy.

District Points of Contact (REMINDER)

In order to streamline the district's communications with the community we have designed district points of contact to address any concerns or questions that may be raised. Please note the addition of points of contact for all departments in the district:

Programmatic Area	Point of Contact & Email
General District Operations	Dr. Paul Austin, Superintendent paustin@hinghamschools.org
District's Academic Engagement Plan & District's Remote Learning Plan	Dr. James M. LaBillois, Assistant Superintendent jlabillois@hinghamschools.org
Special Education & Related Services	Dr. Suzanne Vinnes, Director of Student Services svinnes@hinghamschools.org
Building Operations, Physical Plant, Custodial & Support Services	John Ferris, Director of Business & Support Services jferris@hinghamschools.org
Preschool	Becky Case, Assistant Principal (East) bcase@hinghamschools.org
Kindergarten	Lori Jacobs, Assistant Principal (South) ljacobs@hinghamschools.org
Grade 1	Charleen Fabrizio, Assistant Principal (PRS) cfabrizio@hinghamschools.org
Grade 2	Jen Newell, Assistant Principal (Foster) jnewell@hinghamschools.org
Grade 3	Melissa Smith, Principal (PRS) msmith@hinghamschools.org
Grade 4	Dr. Beth Wilcox, Principal (Foster) ewilcox@hinghamschools.org
Grade 5	Mary Eastwood meastwood@hinghamschools.org
6-12 English Language Arts	Mary Andrews, Director of English mandrews@hinghamschools.org

6-12 Mathematics	Dave Jewett, Director of Mathematics djewett@hinghschools.org
6-12 Science	Katie Roberts, Director of Science kroberts@hinghamschools.org
6-12 Social Studies	Andy Hoey, Director of Social Studies ahoey@hinghamschools.org
6-12 World Languages	Erica Pollard, Director of World Languages epollard@hinghamschools.org
K-12 Counseling & Section 504	Heather Rodriguez, Director of Counseling hrodriguez@hinghamschools.org
Athletics	Jim Quatromoni, Director of Athletics jquatromoni@hinghamschools.org
Nutritional Support/Lunch	Kim Smyth, Director of Food Service ksmyth@hinghamschools.org
6-12 Physical Education	Meghan Melanson, 6-12 P.E. Resource Teacher mmelanson@hinghamschools.org
K-5 Physical Education	Erica Ouellette, K-5 P.E. Resource Teacher eouellette@hinghamschools.org
6-12 Family & Consumer Science	Lauren Beischel, F&CS Resource Teacher lbeischel@hinghamschools.org
K-12 Art	Rose Papuga, Art Resource Teacher rpapuga@hinghamschools.org
K-5 Music	Joann Bellis, K-5 Music Resource Teacher jbellis@hinghamschools.org
6-12 Music	Phaedre Sassano, 6-12 Music Resource Teacher psassano@hinghamschools.org
K-12 Health	Karen Beatty, Health Resource Teacher kbeatty@hinghamschools.org
K-12 Library & Media	Sara Daly, Library & Media Resource Teacher sdaly@hinghamschools.org
6-12 Industrial Technology	Dr. Paul Pawlowski, IT Resource Teacher ppawlowski@hinghamschools.org
Nursing & Medical Services	Debbie Whiting, Nurse Resource Teacher dwhiting@hinghamschools.org

Should you have any feedback or questions about this communication, or if you have questions related to the remote learning plan, please let your building principal or a member of our leadership team know. Should there be any additional questions pertaining to a specific area, please do not hesitate to contact the appropriate point of contact listed above.

Enjoy the weekend, Hingham!

Sincerely,

Hingham Public Schools Leadership Team