



## **Information to know to be ready for the start of school on September 8th!**

Dear Otter Valley Families,

All of our lives have been turned upside down since last March, the last time we were all on campus. The creativity, compassion, and commitment shown by students, staff, and families to each other was nothing short of inspirational; we have never been more proud to be a member of this school community.

As we plan for the beginning of the 2020-2021 school year, the list of considerations feels limitless. We have received written updates/guidance from the Vermont Agency of Education on a weekly basis and there are more to come. The scientific landscape continues to evolve, both in terms of local and national public health trends and our biological understanding of how coronavirus impacts both children and adults. Moreover, as a union school, Otter Valley has tried to stay attuned to the planning of local schools as we know our families and staff have students enrolled in area districts.

We would like to extend special thanks to all of the staff members who gave so much time and effort to help this plan move forward. As you might imagine, the work included moments of doubt and frustration, but also the "breakthrough moments" that kept us inspired and hopeful to keep forging ahead.

We appreciate all of your support and patience through this challenging time. It is truly helpful when you fill out the surveys, ask questions to help us clarify situations, and continue to read our correspondence.

Stay healthy and stay in touch,

James Avery  
Principal

Kristine Evarts  
Special Education Coordinator

Geoff Lawrence  
Associate Principal  
Middle School Leader

## **Remote Learning Model**

While students gained some experience with remote learning in the spring of 2020, this version of remote learning will much more closely resemble the experience they are used to in an in-person model. Expectations during remote learning will increase across the board. Most students are working on their classes from home, but some students will access the building based on their level of need for some portion of the week to receive support as they work on their remote classes.

Students will follow a remote learning schedule. The structured schedule will allow teachers to have synchronous class sessions over Google Meet five times a week at the middle and high school. The schedule will contain plenty of time for students to do independent work and also to interact with teachers. Supports and services for students will occur either in person or virtually (academic support, IEP services, etc.).

Classes will be graded on our traditional grading scale (not Pass/Fail/NC/W) and attendance will be required. Students are expected to attend their remote classes daily from 8 am to 12:00 pm.

## **In-Person Learning Option for Remote Learning**

We recognize the hardship that remote learning can put on students, families, and staff. This is why we are committed to providing a contained, safe place where students can be provided additional supports. We will provide several supervised classrooms at Otter Valley for our students who need a more structured learning environment. They will attend their remote classes and do their schoolwork in the building. Proctors/Monitors will be available to coach and assist students with their remote learning. In-person services for special education students will be determined by the student's IEP team and will be provided when services are not able to be provided remotely due to the nature of the service of the student's disability.

- Health precautions will apply in these classrooms -- 6 feet of distance, masks, hand washing / sanitizing, disinfecting of spaces, etc.
- *Note: If public health conditions worsen in our area and it is unsafe to allow students and staff in the building, this option will no longer be possible.*
- ***PLEASE NOTE: ALL STUDENTS ARE LEARNING REMOTELY FROM HOME UNLESS PRIOR AUTHORIZATION HAS BEEN PROVIDED IN AN EMAIL FROM GEOFF LAWRENCE. All students learning in our building must bring a chromebook.***

## **Picking up of Materials**

**For Textbooks and Materials:**

**Pick up of textbooks & materials will take place on September 3rd.**

**Middle School:** Middle school teachers and staff will be stationed at various spots around the building to greet you from your cars and hand materials between **1:30 and 3:30**. If you miss this, you may also come by during high school pick up time between 4 and 6pm.

**High School:** You will receive an email that day if you have materials to pick up. You may pick up from **4:00 to 6:00 pm** from the side cafeteria door.

**For Chromebooks:**

Families do not need to register for a chromebook this semester.

Please plan to pick up Chromebooks for your student(s) per the schedule below. All families should plan to pick up chromebooks, even if the student will be in the building.

If you need special arrangements to pick up, including after-hours pickup, please email [support@rnesu.org](mailto:support@rnesu.org) (allow 1-2 business days for a response). These requests will be responded to in the order in which they are received.

RNESU provided Internet hotspots will be available for those students based on the Internet access feedback you completed on the In-Person and Transportation form. We will distribute Internet hotspots starting with grade 12 and working down the grades while supplies last. Additional Internet-enabled Chromebooks will be distributed in September.

Pickups will be at the REAR of OVUHS at the door labeled A3 (HS Art Room). The door will be OPEN with a chair outside. Please have your ID ready and be prepared to sign the RNESU Assigned Technology Device acceptance form before receiving a device.

MON	8/31/2020	9am-12pm
TUE	9/1/2020	9am-12pm
WED	9/2/2020	9am-12pm
THU	9/3/2020	9am-12pm/ 1:30-3:30/ 4pm-6pm
FRI	9/4/2020	9am-12pm

## **Information from our Guidance Department**

As we continue with remote learning, please know that our support team is here to help. We fully understand the myriad of emotions students and families are continuing to process as we gear up for the coming school year and will continue to support our students through the coming school year. A good portion of this summer has been mapping out student schedules. The **Power School portal is now open and schedules are included in this mailing.** When you review your schedule, please check to ensure that you have enrolled in the courses that you requested last spring. Please know that we have made every attempt to match course registration requests with our master schedule. However, substitutions may have been made if a particular course(s) was unavailable. Please contact your Guidance Counselor if you have any questions or concerns regarding your schedule prior to the first day of school (September 8<sup>th</sup>, 2020). We will be happy to assist you in any way we can.

<b>Counselor</b>	<b>Grades</b>	<b>Caseload</b>	<b>Phone Ext.</b>
Claudia Larrow- <a href="mailto:clarrow@rnesu.org">clarrow@rnesu.org</a>	7-8	7-8	2609
Meredith McCartney- <a href="mailto:mmccartney@rnesu.org">mmccartney@rnesu.org</a>	9-12	A-L	2610
Lori Robear (Director) <a href="mailto:lrobear@rnesu.org">lrobear@rnesu.org</a>	9-12	M-Z	2603
Administrative Assistant Danielle Bishop- <a href="mailto:dbishop@rnesu.org">dbishop@rnesu.org</a>			2608

**\*\*Please note that due to our modified schedule for remote learning, we have changed from an alternate day (A day/B day schedule) to quarter classes. Each quarter class will run for 9 weeks. Please reach out if you have any questions/concerns.**

## Synchronous Remote Learning Schedule

### Beginning September 8th 2020

7th and 8th Grades A - Day	Grades 9th - 12th A - Day
8:00 - 8:20 Morning Meeting	
8:25 - 9:00 Block 1	8:00 - 8:45 Block 1
9:05 - 9:40 Block 2	8:50 - 9:35 Block 2
9:45 - 10:25 Flex time	9:40 - 10:25 Block 3
10:30 - 11:05 Block 3	10:30 - 11:15 Block 4
11:10 - 11:45 Block 4	11:20 - 12:00 Lunch/ Depart/advisory/ Flex time for Intervention (M, T, W, TH, F)
11:45-12:00 Lunch / Depart	
12:30 - 1:30 Teacher Office Hours	12:30 - 1:30 Teacher Office Hours
Teachers are available for contact via phone calls or email.	Teachers are available for contact via phone calls or email.
1:45 - 2:30 Student / Teacher Contacts	1:45 - 2:30 Student / Teacher Contacts
Teachers will be contacting students and parents as necessary.	Teachers will be contacting students and parents as necessary.
2:30 - 3:15 Teacher Meetings	2:30 - 3:15 Teacher Meetings

#### **Middle School and High School**

Direct synchronous instruction / contact should take place every day.

Direct instruction / student contact does not have to last the entire length of the class period.

Office Hours is an opportunity to follow up on absent students and prepare.

Contacts are email contacts about assignments, projects, or other concerns.

HS Advisory will take place remotely on Wednesdays during flex time! (11:20

am)

## Visitors

While Otter Valley embraces engagement with our community, during this challenging time visitors will not be allowed into the school. Meetings with families will be virtual meetings or phone conferences.

## Entry/Exit of the Building

All students and adults who enter the building must take part in the COVID screening process. Student drivers, parents and bus riders will need to follow the posted directions and verbal directions of the school staff in order to facilitate the screening, before being directed to one of the designated entrances.

Students leaving school will be dismissed in small groups, through specific exits, to cars and buses, so that students can continue to maintain appropriate and safe social distance.

## Food Services

RNESU schools reopening plan allows for some students to be onsite in the classroom and some students to remain home and attend remotely. All students, whether onsite or remote, are invited to participate in our food service meal program, pricing, payments, and meal charging policies apply.

Meal prices for fiscal year 2020/2021:

Free/No charge for Breakfast or Lunch for student eligible for free or reduced meals

Elementary Breakfast \$2.00, Lunch \$2.75

OV Middle/High School Breakfast \$2.30, Lunch \$3.00

Meals will be available for families to pick up daily and will be sent home with students who are onsite. For remote learning students, meals sent home will include breakfast and lunch (as ordered). Meals can be picked up at schools during mid day dismissal. For on-site students breakfast will be provided to the classroom (as ordered) and lunch (as ordered) will accompany the student home for consumption.

The last day for summer meal pick up is Sept 3. Watch for a meal ordering survey from Superintendent Collins on Wednesday Sept. 2 and every Wednesday after that. This survey is for remote learners and in school support learners alike. The survey will be new each week and will identify the menu for the coming week, giving options for ordering from the menu and determining where and how you will access the meal. The survey must be completed by noon each Friday. Free & Reduced Lunch applications are available on the school websites ***Superintendent Collins will send a form via email every Wednesday, starting September 3rd, with the menu, for you to place orders for the following week. It is for remote learners and in-school support learners alike, and it will give options for determining where and how you will access the meal. Please complete the survey by noon each Friday in order for a meal to be provided. One order form per child must be completed. You will be prompted to add another child upon completion of the first form.***

If you do not wish to order meals you do not need to complete this form.

Families are encouraged to apply for Free/Reduced meals anytime throughout the year. If approved, your child(ren) status will be approved for the entire school year. Applications were sent out and are available online at [www.rnesu.org](http://www.rnesu.org), if you have questions on the Free/Reduced application please contact Cathy Louttit at 247-6833 or [clouttit@rnesu.org](mailto:clouttit@rnesu.org).

### **Masks/Face Covering Protocol**

As the primary route of transmission for COVID-19 is respiratory, masks or face coverings are among the most critical components of risk reduction. *All students, adults, including educators and staff*, are required to wear masks/face coverings that cover their nose and mouth. Vented masks are prohibited.

Exceptions to mask/face covering requirements must be made for those for whom it is not possible due to medical conditions, disability impact, or other health or safety factors.

Face Masks are required to be worn by everyone on the bus during school bus transportation.

### **COVID-19 Related Isolation Space**

In order to minimize transmission of COVID-19, OV will have a designated space for individuals displaying COVID-19 symptoms.

Any student who shows COVID-19 symptoms during the school day will be moved to the specific room pre-designated for medical-related isolation until they can be picked up by a family member. More information about steps to safely discharge students will be provided in future guidance by DHS/AOE.

### **Illness Precautions**

Checking for symptoms each morning by families and caregivers is *critical* and will serve as the screening mechanism for COVID-19 symptoms. Families will be provided with information to support them in conducting this symptom check. Families should not send their children to school if they exhibit COVID-19 symptoms. The same protocol will apply to staff members. A checklist of symptoms will be provided by DHS to assist in this process.



**IT @ OV**

For help:  
[support@rnesu.org](mailto:support@rnesu.org)

Greetings! Welcome to OVUHS!! Here is the computer and email information you will need to get started with remote learning. Please note, **FOR STUDENTS COMING INTO THE BUILDING, YOU ARE RESPONSIBLE FOR BRINGING YOUR SCHOOL-ASSIGNED CHROMEBOOK IN EACH DAY, FULLY CHARGED. WE WILL NOT HAVE COMPUTERS FOR YOU TO ACCESS IN THE BUILDING AND YOU CANNOT BRING YOUR OWN COMPUTER**

### **QUICK GUIDE:**

Email account: [first.last@rnesu.org](mailto:first.last@rnesu.org) Password: Changeit!

Windows account: first last Password: Changeit!

Help with the above, your computer, software, etc: [support@rnesu.org](mailto:support@rnesu.org)

District code needed for accessing Powerschool app: **HWKH**

**ALL LOGIN AND EMAIL PASSWORDS HAVE BEEN RESET SO ALL STUDENTS MUST DO THE FOLLOWING TO GAIN ACCESS:**

### **TO LOGIN TO CHROMEBOOKS AND EMAIL:**

Your username is: [first.last@rnesu.org](mailto:first.last@rnesu.org)

Your password is: Changeit!

To log in...

1. Either open your chromebook and connect to the internet, or open gmail.com.
2. Type in your user name. Note: Many chromebooks accept first.last and do not need @rnesu.org.
3. Type in the temporary password: Changeit!
4. You will be prompted to change your password. Please do that!
5. You're in!

Some info on this: All OV students and employees have a Google Apps/e-mail account. Students may use e-mail only within the district domain. Although you may access this account from anywhere, students may not send or receive messages or share documents with users who are not members of the RNESU domain. Employees may send e-mail both within and beyond our domain. This account includes the use of a suite of Google Apps for you to use in and out of school.

### **Remember:**

**Passwords are case sensitive.** If you type your password incorrectly 5 times in a row, your account will automatically be locked for 15 minutes. Only time or the IT staff can unlock your account, and only IT staff can reset your password.

NEVER share any of your passwords. Do not write it down or store it in a location that is not secured.



**FOR STUDENTS ACCESSING THE OTTER VALLEY BUILDING ONLY, HERE ARE DIRECTIONS TO ACCESS SCHOOL COMPUTERS:**

Your username is: first last

Password: Changeit!

Note the space between your first and last name. If you have a very long name, some of your later characters may be cut off. Please contact [support@rnesu.org](mailto:support@rnesu.org) if your Windows username does not work.

The first time you log on, you will get a message saying your password has expired and you need to set a new one. The passwords must meet our minimum secure password standards as follows:

Passwords cannot contain parts of your name.

Passwords must be at least six characters in length.

Passwords must contain characters from 3 of the following 4 categories:

(1)Uppercase characters

(2)Lowercase characters

(3)Numbers

(4)Special characters (for example: \*,!, \$, #, %).

If you try to change your password and are returned to the change screen, your last/old password is Changeit!