

Red Hook Central School District

Parent & Student Remote/Hybrid
Learning Handbook



September 2020

Contact Information

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Secondary Parent & Student Section

Remote/Hybrid Learning Tips for Students

1. Establish routines and expectations

It is important to develop good habits from the start. Help students get up, get dressed, and ready to learn before the start of class time. Set routines and chores that help foster focus and routines. Keep normal bedtime routines, including normal rules for digital devices.

2. Choose a good place to learn

Your family's regular learning space for occasional homework might not work for extended periods. Set up a physical location that's dedicated to school-focused activities. Make sure it is quiet, free from distractions, and has a good internet connection.

3. Stay in touch

Teachers will mainly be communicating regularly through our Teams platforms and via email. Make sure you are checking both daily. All teachers will be available daily for office hours. Stay in regular contact with your teachers and reach out if you have questions or concerns.

4. Begin and end the day by checking-in

In the morning, you might ask: What classes/subjects do I have today? Do you I have any assessments? How will I spend my time? What resources do I need? In the afternoon, you might ask: What can I do to help be ready for tomorrow? Did I finish all the expectations for today's learning? Do I need to check in with my teacher(s) for clarity?

5. Get Outside or Enjoy Some Physical Activity

Physical movement is vital to health, wellness, and readiness to learn. Make time every day to be active.

6. Make Connections with Friends

Staying connected with friends will be very important for your overall wellbeing during this time. It may not be able possible in person, but there are ways to connect safely in order to maintain healthy and positive relationships.

7. Monitor Screen Time

With so much of your school day online, it will be important to get off screens and take a break when school is not in session.

8. Managing Stress

During this school year, children may experience stress. We have put in place layers of support for students, so please don't hesitate to reach out to your school counselor or administrator. For additional information, visit our social and emotional resources page for students and families available on the district website: <https://www.redhookcentralschools.org/domain/498>

Red Hook High School Daily Schedule

The school year will begin with all students working remotely from home for the first five weeks with the plan to have in-person classes beginning on Tuesday, October 13, 2020. This plan is prone to change based on local or regional decisions or statewide executive orders. The schedule that is provided to each child in September will remain the same as we pivot from remote to in-person hybrid instruction. Whether remote or in-person, students are expected to attend their scheduled classes according to the schedule below:

Time	Period	
8:00-10:00 am	Office Hours	
10:00-10:20 am	Homeroom	
10:20-10:56 am	1	7
11:01-11:37 am	2	8
11:42-12:18 pm	3	9
12:23-12:59 pm	4	10
1:04-1:40 pm	5	11
1:45-2:21 pm	6	12
2:21-2:40	Dismissal/Office Hours	

LAMS Daily Schedule

LAMS Remote Daily Schedule

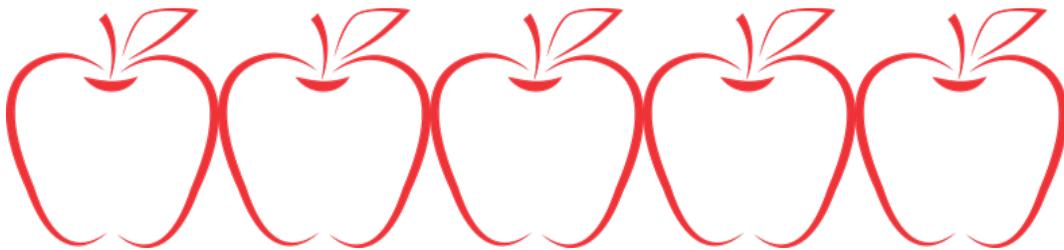
Time	Period
8:00-8:30 am	1
8:40-9:10 am	2
9:20-9:50 am	3
10:00-10:30 am	4
10:40-11:10 am	5
11:20-11:50 am	6
12:00-12:30 pm	7
12:40-1:10 pm	8
1:20-1:50 pm	9
1:50 -2:40 pm	Office Hours

Details for LAMS Remote Schedule

- Students will follow their individual 9-period daily schedule.
- Class periods will be 30 minutes in length with 10 minutes between each period.
- Teachers will provide daily lessons in all subject areas as per their assigned teaching load.
- Asynchronous videos, assignments, projects, assessments (etc.) for daily learning should be posted by 8:00 a.m. each morning, Monday-Friday.
- Synchronous instruction will be provided at minimum twice per week via Zoom or Teams.
- Synchronous lessons will be recorded for later viewing by students as needed.
- All lessons will include relevant resources, assignments and due dates, which will be posted in Teams (by teacher name/subject/class) by the teacher.
- Lessons will reflect relevant standards for each course and designed to reflect new learning for students.
- At LAMS, special area teachers will follow their regular class schedule and will be encouraged to utilize project-based learning when possible and appropriate.

LAMS Hybrid Schedule

When the district shifts from the remote model to the hybrid model to include in-person instruction, you will receive a copy of your child's updated schedule by mail as well as a revised daily schedule. The schedules will dovetail.



Learning Models Defined: Synchronous, Asynchronous, and Blended

Successful remote learning will require three different types of learning.

- Synchronous where learning is live with the teacher on a video conferencing platform like Zoom or Teams.
- Asynchronous is when students are working independently on work that has been assigned by the teacher on Zoom. This can be done anytime during the school day and is self-paced. Any asynchronous assignments or lessons will be posted by 8am daily.
- Blended where learning is a MIXTURE of synchronous and asynchronous models.

Student Expectations for Live Instruction via Zoom or Teams

The virtual classroom is an extension of the in-person classroom. The RHHS and LAMS building codes of conduct apply. At the secondary level, Microsoft Teams is our main platform for all remote classes. Teachers may opt to use the video conferencing feature within Teams or embed a Zoom link. **Students are required to attend all scheduled synchronous lessons.**

Ready Your Space	<ul style="list-style-type: none">● Be on time and ready to learn● Select a space that is conducive to learning such as a desk or table● Consider your background or use an appropriate virtual background● Start class charged and plugged in● Have materials ready● Wear appropriate clothing as per the school code of conduct
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Be Responsible	<ul style="list-style-type: none">● Ask questions (voice or chat) when you have them● Use the chat for questions and comments related to the topic● Be present and participate; avoid multitasking● Listen attentively● Try your best
Be Respectful	<ul style="list-style-type: none">● Use respectful words and body language● Audio off (mute) until directed otherwise● Show self-control of your body● Respect your classmates' and teacher's privacy● Respect others' cultures, opinions and viewpoints

Safety Expectations

- All students must maintain social distancing and face coverings.
- Only cloth and surgical masks are acceptable face coverings. Neck gaiters or bandannas are not permitted.
- Masks will be allowed to be removed during mealtimes. However, in common areas, such as breakrooms, hallways or bathrooms, the face covering must be worn.
- The District will provide to the extent possible masks for students who forget their mask, damage their mask, or are in need of a replacement.
- All students will be instructed on the importance of wearing a mask.
- Students refusing to wear a mask may be subject to disciplinary action according to the code of conduct.
- Students will be provided time to wash hands, when practicable.
- Hand sanitizing stations will be placed in frequently visited areas around the school.
- Elementary classrooms have handwashing stations.
- Bottles of hand sanitizers will be provided in secondary classrooms.
- Students will be instructed on the importance of personal hygiene.

Health Checks

- Daily Temperature screenings will be performed at home prior to transport to school for students. Staff will self-screen from home prior to attending school as well. An application will be made available by the District for this purpose. If the application is not filled out daily, students will have their temperature taken prior to entering the school.
- •Anyone whose symptoms response changes from a NO to YES during the day must contact their supervisor immediately and await further instruction.
- All staff must sign in and out of each building with the main office each time they enter and exit the building.

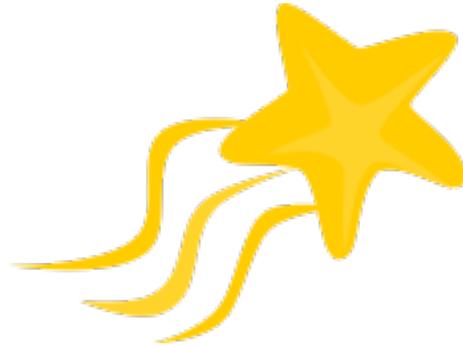
Attendance

Attendance is **mandatory** in both the remote and hybrid models. NYSED expects students to participate in all classes daily in either setting and it will be reported through our student management system .

In the remote setting, this means you must log in daily and complete any check-ins, assignments, reading etc. by the time frame given by your teacher. In the in-person setting, daily attendance is taken by period.

- If you are absent from your daily logins it will count as an absence and is subject to the RHCS D board of education attendance policy.

- Student attendance will contribute to a participation grade for a percentage of each marking period grade (25%).
- Attendance will be taken for each synchronous meeting.
- Multiple measures may be utilized to determine a student's presence.
 - Live participation in a synchronous meeting.
 - Engagement in assignments either assigned and due that day or demonstration of progress on long-term assignments on the attendance day.
- If a student's schedule conflicts with family issues, unable to attend remote class, parents should contact counselor to review whether a schedule change should occur and make that change if necessary.



Grading

Student will be graded on a numeric scale where participation will account for 25% of their grade and 75% will be determined by student performance on remaining class assignments and assessments. During remote learning, there is no specific grading/weighting for homework. If a student does not complete any assignments or engage in any work on a long-term assignments during a given week, the teacher will contact the parents to establish communication about student progress.

Communication:

FOR STUDENTS:

Message on Teams: Students may chat or direct message their teacher on the Teams application.

Email: All students will communicate with their teachers using their school email account.

Office Hours:

At LAMS: Teachers will maintain daily office hours for student help from 1:50 pm to 2:40 pm.

At RHHS: Teachers will post their individual office hours.

FOR PARENTS/GUARDIANS:

Email: Please email your child's teacher through their school account. All emails for the district follow the same formula; the teachers first initial and last name followed by @rhcsd.org. All email accounts are listed on the district website www.redhookcentralschools.org.

Technical Questions: Any questions related to technology should be communicated through accounthelp@rhcsd.org.

For Additional Questions or Concerns: Call or write your child's school counselor or building administrator.

Technology/Equipment:

It will be the responsibility of students/parents to communicate with school about technology and internet needs. Please contact: accounthelp@rhcsd.org

If a student has what they need to complete online work, and it is not completed by due dates, then students may earn failing grades on said online assignments.

Helpful Links

Parent Portal Link

<https://esd-parentportal.mhric.org/login.aspx>

District Webpage

www.redhookcentralschools.org



Elementary Parent & Student Section

Mill Road Intermediate School - A message from Principal Boyd

Dear Mill Road Elementary School Families,

In the past six months our town, region, and world have experienced tremendous change. Traditional teaching and learning practices for schools were turned upside down and as educators we are making every effort to meet the varying needs of all of you. We understand the challenges and obstacles for students and families and know that you are all working in the best interests of your children. The faculty and staff at Mill Road Elementary School want to provide high quality instruction, engaging learning opportunities, and support for all of you.

To start the school year, we will begin with remote learning for all students. Our staff will connect with students in live sessions multiple times per day, prioritizing their time to focus on the most important, relevant learning. For this to be effective, teachers and parents must work as a team to co-facilitate learning, design consistent routines, and establish a learning environment in which students can thrive. The following handbook resource has been designed as a resource to strengthen our partnership this unique school year. Our journey together is starting again, please be ready to keep adjusting in the weeks ahead. Your patience and support are greatly appreciated. Together, we can make this an outstanding school year!

Respectfully,

Brian Boyd
Principal

I. General Expectations

As we outline our expectations moving forward, the staff at Mill Road Elementary School understand that in this time of immense change and transition, our students and families need kindness, compassion, and care. We will make multiple efforts to engage students and families while maintaining undeterred focus to create conditions conducive to fostering learning opportunities. Our goal is to ensure continuity of learning, as we reimagine teaching practices and find new ways to inspire and support students.

One of our priorities and key elements is that students will connect regularly with teachers. Connection methods may include conversations via Google Meet or Zoom sessions, or responding to Google Chats, emails, or calls. All live sessions will be recorded for students to watch at a different time or review again. Teachers will take attendance during sessions and check in with students routinely.

For remote learning to be successful students need to be “learning ready.” We define learning ready as finding a quiet space free from distractions, dressing like you would for a regular school day, sitting up, and having instructional materials in close proximity. Students that were most successful with remote learning in the spring regularly practiced all of the elements of being learning ready.

Being Learning Ready and Remote Learning Rules

1. Find a quiet place free of distractions (television, toys, other devices, pets, etc.)
2. Arrive to the session a few minutes early and dressed for school
3. Have all instructional materials close by
4. Be respectful at all times with video on, if the video is not engaged use the chat feature to comment and ask questions
5. Test your connectivity and troubleshoot device issues prior to the first day. Technology questions and requests for help can be directed to accounthelp@rhcsd.org
6. Stay on task, participate, follow teacher established rules, and stay focused

Assignments should be completed on time and with full effort. Teachers are ready to support student learning, but criteria for quality work will be maintained at all times. While instruction is remote, we are making every effort to instill and practice school routines and expectations.

II. Schedule

Below is a sample virtual schedule. Each virtual schedule will include both synchronous and asynchronous learning opportunities. Teachers will conduct live teaching sessions throughout the day and a check-in at 1:00 in the afternoon across all grades (3-5). Special area classes will take place in separate Google Classrooms for students. In general, student instructional days

will be approximately 3 ½ hours long. Afternoons will be used to conduct check-ins, AIS services, other support services, instrumental lessons, and potential electives for students to choose from.

VIRTUAL SAMPLE SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:45	Morning Meeting (Live)	Morning Meeting (Rcd)	Morning Meeting (Live)	Morning Meeting (Rcd)	Morning Meeting (Live)
9:15	ELA	ELA (Live)	ELA	ELA (Live)	ELA
10:00 -	PE (Gilberti)	Music	PE (Gilberti)	Science	Library
10:30	Math (Live)	Math	Math (Live)	Math	Math
11:30	Social Studies	Science	Social Studies	Art	Genius Hour (Live)
1:00	Live w Students	Live w Students	Live w Students	Live w Students	Live w Students

III. Grading

Student work will be graded on a four point scale. Teachers will provide support as needed, but ultimately students must make sure they are putting forth their best effort for success. The chart below outlines the criteria for the four point scale.

Key for Academic Achievement	
4	<ul style="list-style-type: none"> ∅ Exceeds grade level expectations ∅ Shows exceptional quality work with a high level of understanding ∅ Shows creative ways of thinking and applies learning to other subject areas
3	<ul style="list-style-type: none"> ∅ Meets grade level expectations ∅ Shows quality work with understanding ∅ Shows logical thinking and applies learning to other subject areas
2	<ul style="list-style-type: none"> ∅ Meets some grade level expectations ∅ Meets some requirements for quality work and shows partial understanding ∅ Requires some extra time, instruction, assistance and practice
1	<ul style="list-style-type: none"> ∅ Not yet meeting grade level expectations ∅ Seldom meets requirements for quality work and shows limited understanding ∅ Requires an extended amount of time, instruction, assistance and practice

IV. Safety Expectations during In-person Hybrid Model

The plan for in-person, hybrid learning at Mill Road Elementary School is described below. Students will attend school in either the a.m. shift (8:40-11:00) or the p.m. shift (1:00-3:20). This will allow for a solid instructional block, transportation for both cohorts, and time for deep-cleaning between sessions. We put a premium on face-to-face instruction and will couple teaching within the building with online resources through our established Google Classroom. With in-person learning, students will be taught proper procedures for social distancing, walking in the hallway, and maintaining personal space.

Cleaning Stations and Hygiene

Cleaning stations will be located in the hallways and students will be able to wash their hands in their own classrooms. Effective hygiene practices will be described and taught by individual teachers. Students will wear masks at all times inside the school and will be able to take mask breaks outside as the weather and schedule allows. Classrooms will be cleaned and sanitized between the a.m. and p.m. shifts.

Personal Instructional Materials

Unlike most years in elementary school classrooms, students will not share instructional materials and supplies. Instead, each student will be provided a supply storage container by their desk to keep books, notebooks, pens, pencils, crayons, scissors, paper, tissues, etc. Student supply storage containers will be labeled and kept closed when not in use. The storage containers will keep supplies safe and free from misting chemicals.

Arrival/Dismissal Procedures

Specific directions will be provided for students and families to ensure social distancing and proper hygiene during arrival and dismissal. Students will be allowed in the building starting at 8:30 for the a.m. shift and 12:55 for the p.m. shift. Students will be directed down the hallway accordingly and enter classrooms for handwashing and sanitizing. At dismissal, students will be escorted to buses or parent pick up. Parents will remain in their vehicles at all times during arrival and dismissal. Students will be escorted by adults and checked prior to dismissal.

Closing Message

Student health and safety are Mill Road Elementary School's first priorities each day. We will clearly articulate our rules and safety measures for students and expect full cooperation with our procedures each day. We look forward to returning to our classrooms and buildings, but until then we hope to provide and engage students with outstanding learning opportunities and look forward to enhancing our positive working partnership. Thank you for your attention and compliance with all of our school procedures. Together, we will make this unique learning year a success!

Mill Road Primary School - A message from Principal Hayes

Dear Parents/Guardians:

Welcome to Mill Road Primary School!

This has certainly been a very unusual time with an ever-changing landscape that has impacted all of us in education as well as you at home. We recognize and appreciate the challenges each of you face with a modified school schedule, daycare needs, and the dynamics of engaging young learners in a very different and untraditional way. None of this has been easy. Please know, that collectively, everyone at Mill Road Primary is working hard to make this year the best it can possibly be under the circumstances. We are committed to teaching and learning in whatever form it needs to take, and we will continue to strive to meet the needs of each child so he or she can meet success.

As we open the 2020-2021 school year, we will begin in remote learning. Every class is broken into two cohorts – A (am) and B (pm). For ease of transition, your child's scheduled cohort will remain the same should we transition to a hybrid model. There will be many 'live' connections with teachers throughout your child's learning block. To help your child succeed, please establish a connection with his or her teacher early on. Establishing a routine, troubleshooting connection issues, and regularly communicating with teachers are all important components of success. It is critical that we partner together between home and school to make this experience the best that it can be.

We look forward to working with you to make this year rewarding for your child. Together, we will create and maintain an engaging, respectful and supportive learning environment.

Best,

Erin Hayes
Principal

GENERAL INFORMATION

Remote Learning:

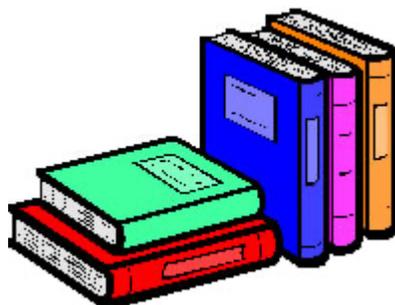
Our remote learning platform is Google Classroom. Google accounts will be sent to each child/parent via our Technology Department. Additionally, a parent resource presentation for Google will be available on our website. To help your child succeed with remote learning, please treat his or her day as any other school day. While the setting might be different, it is important to set the tone that school and his or her attendance is important.

Helpful Hints:

- Test your connectivity and troubleshoot device issues prior to the first day. Technology questions and requests for help can be directed to accounthelp@rhcsd.org
- Attend our Meet & Greet and/or Open House. These events are designed to help you and your child get to know the classroom teacher. Make that connection early on.
- Make sure your child is fed, dressed and ready to begin his or her school day at least five minutes prior to the start of class meeting.
- Have a designated learning area for your child that is free from distractions or excess noise.
- Gather necessary materials or manipulatives prior to logging on.
- Discuss with your what it looks like to be respectful in a live meeting and help them understand the teacher's rules.

Open House

Open House will be offered virtually and scheduled by your child's classroom teacher. We encourage parents to attend to learn about our curriculum, class expectations and have the opportunity to ask the teacher your questions. Sessions will be recorded for those that are unable to make it.



Schedule:

Below are two sample schedules for the AM/PM cohorts. Specific schedule details including special area classes and times will be shared by your child's classroom teacher.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:40	Class Meeting (Live)	Class Meeting (Live)	Class Meeting (Rcd)	Class Meeting (Live)	Class Meeting (Rcd or Live)
9:00	Math (Live)	Math	Math (Live)	Math	Math (Live)
9:25	BREAK	BREAK	BREAK	BREAK	BREAK
9:40	Music	Garden	Library	Phonics (Live)	Art
10:05	Phonics (Live)	Phonics (Live)	Writing	Writing (Live)	Phonics (Live)
10:30	Reading	Writing (Live)	Genius Hour	PE	Reading (Live)
10:55	Science	Reading	Genius Hour	Social Studies	PE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
12:40	Class Meeting (Live)	Class Meeting (Live)	Class Meeting (Rcd)	Class Meeting (Live)	Class Meeting (Rcd or Live)
1:00	Math (Live)	Math	Math (Live)	Math	Math (Live)
1:25	BREAK	BREAK	BREAK	BREAK	BREAK
1:40	Music	Garden	Library	Phonics (Live)	Art
2:05	Phonics (Live)	Phonics (Live)	Writing	Writing (Live)	Phonics (Live)
2:30	Reading	Writing (Live)	Genius Hour	PE	Reading (Live)
2:55	Science	Reading	Genius Hour	Social Studies	PE

Parent-Teacher Communication

Please communicate with your child's teacher often with questions, concerns or important information.

Methods of Communication may include:

- E-mail
- Google Classroom Messaging
- School voicemail when in hybrid-learning model

Your child's teacher will offer his or her preferred method of contact.

Progress Reports / Report Cards

Written Progress Reports are issued four times per year, approximately once every ten weeks. Parent Teacher conference will be scheduled virtually following the first ten weeks of instruction.

Grading

For each subject area will be completed on a 1-4 scale broken down as follows:

<u>4</u>	Exceeding standards
<u>3</u>	Meeting standards
<u>2</u>	Working towards standards
<u>1</u>	Not yet meeting standards
<u>N/A</u>	Not yet assessed

School Hours and Official School Day

This year our school schedule is split into two cohorts – AM and PM. Students are each assigned a specific cohort for their learning time. The AM cohort runs from approximately 8:40- 11:15 and the PM cohort runs from approximately 12:40-3:15. The office is open every day from 8:30-4:00 is you have a question or need to get in touch with someone in the main office. Visitors must make an appointment prior to arriving at school. Appointments can be made by calling 845-758-2241 x45010.

School Supplies

A school supply list was sent home with classroom placements and is also available on our website. Your child’s teacher will let you know in advance which supplies will be necessary for each subject area. Additionally, we will have periodic material pick-up throughout remote learning. Should you need help with supplies, please contact our main office.

STUDENT SUPPORT SERVICES

Red Hook Central School District provides many supports for students to be successful. The following staff may be involved in your child's educational program or are available for questions you may have.

English as a New Language (ENL)

Students in grades K-2 who are English Language learners (ENL) will receive additional instruction based on a reading and speaking assessment administered by the ENL teacher. Students who qualify will receive instruction based on their language proficiency.

ENL Teacher: Leighann Lusito llusito@rhcsd.org

Psychological Services

A full-time psychologist is employed to serve the students at Mill Road Primary. Our psychologist is here to help both students and parents with school related issues.

Psychologist: Dr. Donna Schulte dschulte@rhcsd.org

Social Worker/School Counselor

Mill Road Primary employs a full-time social worker and part-time school counselor. They will provide counseling services to students with school related issues and also help guide parents to appropriate community resources. They are here and willing to help.

Social Work: Amy Kiggins : akiggins@rhcsd.org

School Counselor: Kaitlin Bathrick kbathrick@rhcsd.org

Reading and Math Support

Remedial programs are available in both reading and math for those students who need additional support to be successful in the classroom. Students qualify for the program through assessments and recommendations by the classroom teacher.

Safety Expectations for Hybrid Learning:

In the hybrid model, our AM cohort will begin at 8:40 and the PM cohort will begin at 1:00. Students may begin entering the building at 8:30 and 12:50 for school. Arrival and dismissal details will be shared prior to transitioning into a hybrid model. Students can either be transported via a school bus or by a parent/guardian.

Upon arrival, students will be asked to wash their hands. There will be handwashing stations in every classroom and students will be instructed on proper handwashing techniques.

Social distancing must be maintained while in school. We have reduced the number of students in each cohort to allow for density control and properly spaced workstations. Students will be instructed on how to maintain a safe space between classmates.

Classrooms and bathrooms will be cleaned between each cohort.

Please note that masks are required for every student.

Learning Materials:

Each student will be given a bin to keep their belongings and materials in during their time in school. This bin will be sealed at night and kept in the classroom. No materials or supplies may be shared amongst students.

Mill Road Primary Important Contact Information

Questions about:	Contact	How
Classroom issues – Work, homework, behavior, other concerns	Your child’s teacher	<ul style="list-style-type: none"> • Telephone 758-2241, then voice mail • Search Extension by Last Name • Letter via your child’s backpack • E-mail: teacher’s first initial followed by last name @rhcsd.org <p>Your child’s teacher will let you know his/her preferred method of contact</p>
Health issues / medical information/ attendance	Peg Lewis School Nurse	758-2241 Ext. 47000
PTA	Nicole Pethic	E-Mail on their web page: millroadpta.org
General K-2 Information	K-2 Office JoAnn Johnson, Sr. Typist Kris Byrne, Typist Or Mrs. Hayes, Principal	758-2241 Ext. 45010 758-2241 Ext. 45020 758-2241 Ext. 45100
Transportation: Bus routes / times / bus stops etc.	Jeff Popp Transportation Director or	758-2241 Ext. 29100 758-2241 Ext. 29010

	Lynette Dow Sean Sullinger	758-2241 Ext. 29020
Superintendent	Janet Warden	758-2241 Ext. 55010
Special Services	Jack Costello Director of Pupil Personnel Services	758-2241 Ext. 26400
School Psychologist	Donna Schulte	758-2241 Ext. 46450
Social Worker	Amy Kiggins	758-2241 Ext. 46470
School Counselor	Kaitlin Bathrick	758-2241 Ext. 41340
Speech	Holly Mauskapf Jenny Riehl	758-2241 Ext. 40030 Ext. 40010
OT	Christa Holberg Stacie Totman	758-2241 Ext. 71145 Ext. 71325
PT	Margaret Mary Cayea Sarah Shea	758-2241 Ext. 71056 Ext. 71298

