

October 6, 2020

Dear Westfield Parents, Guardians, and Students:

Last night, the Westfield School Committee voted to move forward with phase 2 of our Hybrid Learning Model on Monday, October 19, 2020. Phase 2 returns Special Education students in our RISE, LLD, Quest, and Transition Programs as well as our level 1 and 2 English Language Learners every day. Students in kindergarten, grades 1, 5, 7, and 9 (at WHS) will return to school every other week. The week of October 19 is an "A" week, meaning that students in cohort "A" will attend school in person while students in cohort "B" will participate in their classes remotely. The week of October 26 is a "B" week, meaning that students in cohort "B" will attend school in person and students in cohort "A" will participate in classes remotely. Letters regarding transportation will be mailed to all phase 2 students next week.

I would also like to take the opportunity to share what remote learning weeks will look like as we enter our Hybrid Learning Model. Our teachers have been provided with a toolbox of templates to ensure that they are able to meet with remote students throughout the week to support new learning. Some examples of these templates include *Simultaneous instruction, Parallel instruction, and small group instruction*.

#### Simultaneous Instruction

Teachers will conduct their classes simultaneously to both in-person and remote students. Students will receive the same synchronous (with teacher) and asynchronous (independent) instruction at the same time and will collaborate in real time with one another.

#### Parallel Instruction

Teachers will teach lessons to in-person students for half the class. These lessons will be recorded so remote students can view the recordings during their scheduled class. With remaining class time, teachers will monitor all student work in person or through an appropriate form of digital communication.

#### Small Group Instruction

Teachers will meet with small groups of students both in person and remotely to provide direct instruction. These small groups will meet for 15-20 minutes. Students not receiving direct instruction will work asynchronously, similar to center or station work.

These are just a few examples. It is important to note that teaching models may vary by lesson and by grade level. Unfortunately, there is no official guide on the successful implementation of a hybrid model. As we move forward, our administrators and teachers have developed subcommittees by level to determine additional parameters and expectations for the Hybrid Learning Model. Our main goal is to provide support for teachers, students, and families in accessing learning in a remote setting while returning our students to in person learning.

I realize that the Hybrid Learning Model is not ideal for all families. However, it is our only in-person learning option because we cannot physically accommodate all students in our buildings at the same time and follow CDC and Massachusetts Department of Health guidelines regarding social distancing. For this reason, as stated in a previous communication, we have collaborated with the Westfield Boys and Girls Club and the Westfield YMCA to provide Remote Learning Centers during remote learning

weeks for students in grades K-8. The Boys and Girls Club is in the process of contacting parents that previously expressed interest this week. We are developing a waiting list for seats that we expect to open next week. Please call (413) 562-2298 to sign up.

Please reach out to me as well as other members of our central office team and building principals with questions or concerns. We continue to appreciate your patience as we implement this unique model of teaching and learning.

Sincerely,

Stefan Czaprowski  
Superintendent of Schools  
Westfield Public Schools