

Default Question Block

Alliance District Laptop and Scholastic Application

On March 23rd and 24th, 2020, Governor Ned Lamont announced two generous donations by philanthropists to help Connecticut's 33 Alliance Districts by providing resources to support students learning at home due to the global COVID-19 pandemic. These donations included the gift of up to 60,000 laptops to high school students by the Partnership for Connecticut as well as the provision of more than 185,000 high-quality, take home book packs from Scholastic by the Nooyi Family for prekindergarten to 8th grade students. Governor Ned Lamont and the Commissioner of Education Dr. Miguel A. Cardona created the Governor's [COVID-19 Learn from Home Task Force \(LHTF\)](#), that is led by superintendents, to manage the dissemination of these resources. The purpose of this application is to determine if your district wishes to receive either of these materials, and if yes, the plan for safe dissemination, and any plans for integrating these resources into ongoing distance learning efforts. Please complete this application by **April 3, 2020**. Thank you.

School District:

Project Lead Contact Information

Name

Title

Email

Phone

Laptops

The intent of this program is to help all high schools in Alliance Districts get to 1:1 status. If your district is currently already 1:1 at the high school level, please be assured that you are still eligible to receive laptops for all high school students in your district. In alignment with the guidelines from the Connecticut Partnership for Education, the LHTE will prioritize shipments of laptops to those districts and schools that currently are not 1:1. All Alliance Districts that opt-in through this application will receive laptops as quantities become available. The laptops under consideration will be equipped with Windows 10 OS, 4 GB RAM, and around 64-128 GB Hard Drives.

1) Would your district like to receive laptops for high school students?

Yes

No

2) The spreadsheet emailed to you contains the October 2019 enrollment for all high schools and programs in your district. For each high school (or) high school program in your district please tell us the following:

- The total number of 1:1 devices that have already been issued to students
- The address(es) where the devices should be shipped; districts are strongly urged to consider multiple locations to maximize social distancing.

Please upload your file here, or email the completed spreadsheet for your district to Keryn Felder at keryn.felder@ct.gov by **April 3, 2020**.

Laptop Integration Plan

What is the districts' plan for using the laptops as part of a larger strategy to ensure equitable/high quality distance learning during? Please include a link to the District Distance Learning Plan if available.

Laptop Distribution Plan

Distribution Plan Guidelines: Governor Lamont and Commissioner Cardona have explicitly requested that the LHTF provide strong guidelines to maintain the health and safety of staff and students at distribution sites. As such, the following questions have been designed to guide districts as they design their plan. Please note that the answers are not intended to be lengthy but rather explicitly address critical safety measures. For additional support please refer to the COVID-19 Precautions for Meal and Materials Distribution Guidance distributed by the CSDE on 3/29/20 (linked below).

[COVID-19 Emergency Meal Service, Social Distancing and Food Safety Guidance for schools.pdf](#)

Distribution Sites:

1. How many Laptop distribution sites do you plan on having for your district? (If a district has multiple high schools, it is strongly recommended to use multiple sites to spread receiving students and families out).

2. The LHTF assumes that you will be using a single model/template for all distribution sites across your district. If this is not true, please explain your rationale for multiple models.

3. Please describe your distribution site(s). An outdoors distribution site(s) with curbside pickup is highly recommended to minimize staff to student contact. Please be detailed

regarding physical location(s) (e.g., pop-up tent with table to place laptop for family, curbside at high school).

Distribution Schedule:

4. Please describe your distribution site(s) schedule with attention to how you will avoid lines and crowding. For larger schools, it is highly recommended to utilize multiple days and staggered hours to eliminate any gatherings at any point throughout distribution (e.g., a larger high school may distribute Grade 9 on from Monday, Grade 10 on Tuesday etc.).

Distribution Staff/ Receiving Students:

5. Please describe your distribution site(s) staffing plan. Please detail the number of staff, skills/level of responsibility, knowledge of the student body (e.g., Principal, Assistant Principal, IT Staff).

6. How do you plan on protecting the health and safety of school staff at the distribution site(s) responsible for handing out and recording serial numbers for each device to students? It is highly recommended that staff utilize protective gear (e.g., latex gloves) and also spread out to avoid contact with each other and students. In addition, the staff should not be asking students or parents to “sign” for laptops. Districts should develop a system for identifying students for whom the laptop is being claimed using available sources of identification.

7. How do you plan on protecting the health of students/families who will be coming to the distribution site? It is highly recommended that pickup be drive-through where students and families remain in vehicle to promote social distancing. Additionally, drivers and students should be reaching out of the car rather than staff leaning into cars.

Distribution Communication:

8. How will you be communicating or messaging families regarding the opportunity to pick up laptops?

9. How will you communicate your “lending agreement/acceptable use policy” to students and families. It is highly recommended to redesign your leasing agreement/acceptable use policy as tacit notification that informs students and parents that by accepting the laptop, they agree to return the laptop at the end of the school year and understand the acceptable use of the laptop as district property. This should not require a signature from students and families.

Scholastic Book Packs

Scholastic Books Packs are available to all students in Alliance Districts in Grades PK-8. These materials are intended as supplemental materials for use by families with their children and include both English and Spanish language supports. These are not teacher led materials and are intended for family/student use.

1) Would your district like to receive Scholastic book packs?

Yes

No

The spreadsheet emailed to you contains the October 2019 enrollment by grade for all PK-8 schools in your district. For each PK-8 school in your district please tell us the following:

- The total number of book packs request by school and by grade.
- The address(es) where the book packs should be shipped; districts are strongly urged to consider multiple locations to maximize social distancing.

Please upload your file here, or email the completed spreadsheet for your district to Keryn Felder at keryn.felder@ct.gov by **April 3, 2020**.

Scholastic Book Pack Distribution Plan

Distribution Plan Guidelines: Governor Lamont and Commissioner Cardona have explicitly requested that the LHTF provide strong guidelines to maintain the health and safety of staff and students at distribution sites. As such, the following questions have been designed to guide districts as they design their plan. Please note that the answers are not intended to be lengthy but rather explicitly address critical safety measures. Please feel free to repeat any of the details from the previously developed Laptop Distribution Plan. For additional support please refer to the COVID-19 Precautions for Meal and Materials Distribution Guidance distributed by the CSDE on 3/29/20 (linked below).

[COVID-19 Emergency Meal Service, Social Distancing and Food Safety Guidance for schools.pdf](#)

Distribution Sites

1. How many Book Pack distribution sites do you plan on having for your district? (It is strongly recommended to use multiple sites to spread receiving students and families out.)



2. The LHTF assumes that you will be using a single model/template for all distribution sites across your district. If this is not true, please explain your rationale for multiple models.

3. Please describe your distribution site(s). An outdoors distribution site(s) with curbside pickup is highly recommended to minimize staff to student contact. Please be detailed regarding physical location(s) (e.g., pop-up tent with table to place Book Packs for family, curbside at school).

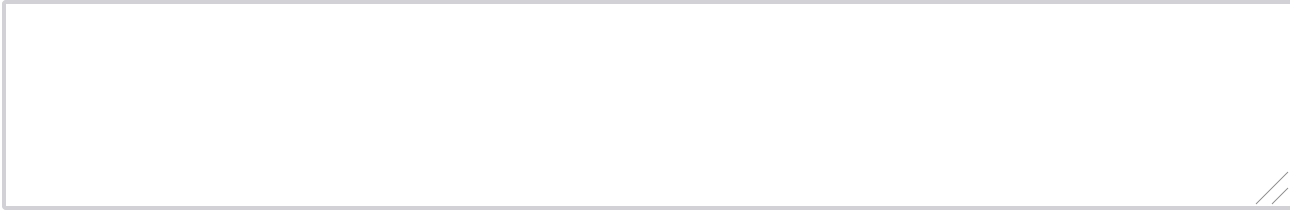
Distribution Schedule:

4. Please describe your distribution site(s) schedule with attention to how you will avoid lines and crowding. For larger schools, it is highly recommended to utilize multiple days and staggered hours to eliminate any gatherings at any point throughout distribution (e.g., a larger school may distribute Grade 2 on from Monday, Grade 3 on Tuesday etc.).

Distribution Staff/ Receiving Students:

5. Please describe your distribution site(s) staffing plan. Please detail the number of staff, skills/level of responsibility, knowledge of the student body (e.g., Principal, Assistant

Principal).



6. How do you plan on protecting the health and safety of school staff at the distribution site(s) responsible for handing out Book Packs to students? It is highly recommended that staff utilize protective gear (e.g., latex gloves) and also spread out to avoid contact with each other and students. In addition, the staff should not be asking students or parents to “sign” for Book Packs.




7. How do you plan on protecting the health of students/families who will be coming to the distribution site? It is highly recommended that pickup be drive-through where students and families remain in vehicle to promote social distancing. Additionally, drivers and students should be reaching out of the car rather than staff leaning into cars.



Distribution Communication:

8. How will you be communicating or messaging families regarding the opportunity to pick up Book Packs?



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