

April 1, 2020

Dear Parent(s) and Guardian(s):

On April 6, 2020, The Public Schools of Northborough and Southborough will be launching ***NSBORO-CONNECT 2.0***. To prepare for the launch, I am asking that families review the information on the [\*\*\*NSBORO-CONNECT 2.0 Website\*\*\*](#). Educators, principals, District leaders and I are available to answer specific questions or provide clarification. Additionally, building principals will communicate school-specific information within the next day or two.

We recognize that our families, students, and faculty are functioning under unprecedented circumstances. The priorities of each family may be different based on their current situation. As such, we want to provide a flexible learning environment that can accommodate each family's needs. We will work closely with families who need modifications to ***NSBORO-CONNECT 2.0***.

If you have any questions or need assistance, please reach out to your child's teacher, school principal, or me.

[\*\*\*NSBORO-CONNECT 2.0 Website\*\*\*](#)

Respectfully,

Gregory L. Martineau  
Superintendent of Schools

Sunday, March 29, 2020

Dear Parent(s) and Guardian(s):

As we look ahead to the next five school days, I want to provide families with a timeline to when the District is shifting from optional remote learning (***NSBORO-CONNECT 1.0***) to required remote learning (***NSBORO-CONNECT 2.0***). The District Leadership Team and I have worked on fine-tuning ***NSBORO-CONNECT 2.0***, which will launch on Monday, April 6, 2020. ***NSBORO-CONNECT 1.0*** will remain in effect through this Thursday, April 2, 2020.

The decision when to launch ***NSBORO-CONNECT 2.0*** was not a simple decision; however, after hearing from many families it was decided that families need time to prepare and organize their schedules and that launching ***NSBORO-CONNECT 2.0*** on Monday, April 6, 2020, was most realistic for educators, students, and families.

***NSBORO-CONNECT 2.0*** is based on the following guiding principles and goals:

**Guiding Principles:**

- During this school closure, the safety and well-being of our students, their families, and our staff is our highest priority. We are focused not only on physical health, safety, and nutrition but also on social-emotional and mental health needs, which could intensify during this time. Providing academic routines is a part of the equation, but not the entire equation.
- Maintaining connections between faculty, staff, students, and families is paramount. These connections will provide natural conduits to guide districts and schools in addressing students' specific needs.
- We recognize that our families, students, and faculty are functioning under unprecedented circumstances. The priorities of each family may be different based on their current situation. As such, we want to provide a flexible learning environment that can accommodate each family's needs. We will work closely with families who need modifications to ***NSBORO-CONNECT 2.0***.
- As we navigate these uncharted waters, we recognize that a level of sensitivity and patience is needed. Our greatest strength is our strong community and the way in which we connect and support one another.

**Goals:**

- Engage students in meaningful learning activities that prioritize the development of key concepts and skills.
- Provide connections between students, families, and staff members that will support social-emotional health and well-being.

This **Wednesday, April 1, 2020**, I will communicate to families the details and logistics of ***NSBORO-CONNECT 2.0***. In the meantime, If you have questions or are in need of support please feel free to reach out to your child's teacher, building principal, or me.

Respectfully,

Gregory L. Martineau  
Superintendent of Schools

March 26, 2020

Dear Parent(s) and Guardian(s):

Given Governor Charlie Baker's announcement that schools across the Commonwealth will remain closed through May 4, 2020, I want to provide families with an update. Prior to learning this new information, the District was already planning for an extended closure and District leaders, association presidents, and educators have been working collaboratively to develop ***NSBORO-CONNECT 2.0***. Throughout this collaboration, there has been a common understanding that ***NSBORO-CONNECT 2.0*** needs to be realistic for all involved: Educators, parents, and students. The District's highest priority remains the same: to stay connected to our students, ensure that they remain engaged in learning, and that families have what they need, from meals to technology.

On Sunday, I will be sharing information about ***NSBORO-CONNECT 2.0***. With the announcement of an extended closure, the District will be moving from optional learning experiences for students, to required assignments and new curriculum. Again, I will share specific information with families on Sunday evening. The District is well positioned to move to a virtual learning environment. With the school committees' and communities' investments in technology over the past couple of years, the District has the tools and resources to make a shift to virtual learning.

Moving in this direction is not easy, but it is the right thing to do to ensure continuity of learning for our students. Our student body is diverse; we have students who have Individualized Educational Programs, English Language Learners, economically disadvantaged students, and students who need acceleration; the diversity is expansive. The District will do its best to accommodate its diverse learners in a virtual environment. What is clear is that it is impossible to replicate what happens in our schools daily. However, I can assure you that educators are willing and ready to do their best under these new conditions.

Faculty, staff, principals, District leaders and I are keenly aware of how the closure of school is impacting families, as many of us are also trying to adjust to this change with our own families. The District will be reaching out to families and providing tutorials and tips for making the most of this new reality. Lastly, I remain optimistic that we'll be able to open our doors and finish the school year strong. If you have any questions or need assistance, please reach out to your child(s) teacher(s), school principal, school nurse, school counselors, or me.

Respectfully,

Gregory L. Martineau  
Superintendent of Schools

Monday, March 23, 2020

Dear Parent(s) and Guardian(s):

As the first full week of school closure has passed, I want to provide an update and answer the common questions that I, as well as principals and District leaders, are being asked on a regular basis. First, the **current plan** is that The Public Schools of Northborough and Southborough will be open for school on April 7, 2020. Educators will return on Monday, April 6, 2020, and will have a day to prepare for students to return on Tuesday, April 7, 2020. The District leadership team and I continue to monitor the COVID-19 health situation and are in frequent communication with the local boards of health, Northborough Town Administrator John Coderre, Southborough Town Administrator Mark Purple, local safety officials, Dr. Safdar Medina, District Physician, Department of Public Health (DPH), and Department of Elementary and Secondary Education (DESE).

The Public Schools of Northborough and Southborough are complex organizations. The District is responsible for educating over 4400 students, with varying developmental levels, required supports, and learning needs. Over 900 faculty and staff are employed who are committed to the mission of the District. There are eight collective bargaining agreements (CBAs) that outline working responsibilities and requirements for most employees. The District is working collaboratively with all of the associations and discussing the impact the COVID-19 health situation is having on the overall system.

Although the organization is complex, what is clear and simple is that the Public Schools of Northborough and Southborough's greatest strength is the people who are connected to the organization: students, educators, staff, and families. If you have any questions or need assistance, please reach out to your child(s) teacher(s), school principal, school nurse, school counselors or me.

Respectfully,

Gregory L. Martineau  
Superintendent of Schools

## FAQs Included

1. **Why is closing the school an appropriate measure in light of the COVID-19 outbreak?**
2. **Is there a chance school could be closed for a longer period of time?**
3. **Can I access school food services? How do I go about requesting support?**
4. **Can I still request a device for home use during the closure?**
5. **What if my family does not have home access to the Internet?**
6. **Why is the District not mandating learning for its students?**

7. Will my child be expected to take MCAS this year?
8. Will April vacation be canceled as a result of the three-week closure?
9. What can I do to help the District and the community?
10. What if my child, or a household member, is not feeling well?
11. How will my child, who has an Individualized Education Program (IEP), receive his/her services?
12. My son/daughter is a senior at Algonquin Regional High School (ARHS) - what are the plans for senior events, such as graduation?
13. Will my child be expected to take Advanced Placement exams? If the learning experiences are optional, how will my son/daughter be prepared for the exam?
14. Will my son/daughter repeat the grade/courses if school is canceled for an extended period of time?
15. How are our faculty and staff doing during this closure?

**1. Why is closing the school an appropriate measure in light of the COVID-19 outbreak?**

COVID-19 spreads via respiratory droplets from person to person. The virus is more contagious than influenza and lives on surfaces for long periods of time. Reducing the ways people come in close contact with each other is essential to lessen the risk of getting sick. Social or physical distancing is the only way we can slow this virus down. We need to do it now to protect ourselves, the vulnerable and those who can't protect themselves. Therefore, to practice social or physical distancing schools across the Commonwealth are closed.

**2. Is there a chance school could be closed for a longer period of time?**

As more is learned about the virus, there is always the possibility that the schools may be closed for a longer period of time. We will continue to update you as we are updated. Due to the dynamic nature of the COVID-19 health situation, there is a **high probability that school will be closed beyond April 6, 2020**. However, as it stands **TODAY, Monday, March 23, 2020**, our District will be open for students on Tuesday, April 7, 2020.

**3. Can I access school food services? How do I go about requesting support?**

Yes, we offered "pick-up" lunch service last week and the service will continue on Monday, March 23, 2020, from 11:00 AM to 1:00 PM at Algonquin Regional High School for Northborough residents and Trottier Middle School for Southborough residents.

However, starting Wednesday, March 25, 2020, we will deliver lunches to student's homes in lieu of the "pick-up" service. The "pick-up" service at Algonquin and Trottier will be discontinued. Delivery will be performed by our school bus company, NRT. We have adjusted routes to accommodate a delivery system. You can expect deliveries to arrive between 11:30 AM and 1:00 PM.

**If you already picked up or received a school lunch during week 1 of closure, no action is needed.** However, if you would like to have lunch delivered to your home on Monday, Wednesday, and Friday until we return to school, please complete the form below:

[Lunch Delivery Form](#)

For requests made after March 24, 2020, delivery will begin on Monday, March 30, 2020. All deliveries will be made to your front door. We ask that you not have contact with the staff who are making the delivery.

If you wish to discontinue service, request a change of address, and/or do not receive a lunch that was expected, please email the Director of Operations, Keith Lavoie, at [klavoie@nsboro.k12.ma.us](mailto:klavoie@nsboro.k12.ma.us) or call at: 508-486-5115, ext. 71216.

#### **4. Can I still request a device for home use during the closure?**

Devices are still available to families who currently do not have access to a home computer. Please reach out to your building principal for the necessary equipment.

#### **5. What if my family does not have home access to the Internet?**

Click [here](#) to learn about free Internet access.

#### **6. Why is the District not mandating learning for its students?**

Currently, The Public Schools of Northborough and Southborough are following DESE's requirements by providing alternative learning opportunities based on considerations of equity and the availability of resources. The District's approach is called **NSBORO-CONNECT**.

#### **7. Will my child be expected to take MCAS this year?**

DESE has not **YET** canceled administering the spring 2020 MCAS, as of Monday, March 23, 2020. However, Betsy Devos, the Secretary of United States Education, commented in a press release relief:

*Students need to be focused on staying healthy and continuing to learn. Teachers need to be able to focus on remote learning and other adaptations. Neither students nor teachers need to be focused on high-stakes tests during this difficult time. Students are simply too unlikely to be able to perform their best in this environment. Our actions today provide turnkey flexibilities for state and local leaders to focus on the immediate needs of their students and educators without worrying about federal repercussions. I've spoken with many local education leaders in the past days, and I'm inspired by their efforts to help their students continue to learn and grow. We're going to continue to provide every flexibility possible to help make that as simple as possible.*

#### **8. Will April vacation be canceled as a result of the three-week closure?**

April vacation **has not** been canceled, as of today, Monday, March 23, 2020. However, this may change to accommodate additional learning due to the extended closure. If there is a change, I will communicate to the school community as soon as possible.

#### **9. What can I do to help the District and the community?**

Please continue to practice [social/physical distancing](#) and encourage your family and friends to do the same. This means you are staying home and going to the store for essentials only (food and/or medicine). As we see the number of cases rise locally, in the state, and nationally, **our efforts to follow the strictest social/physical distancing guidelines are imperative**. We are all responsible for protecting those at higher risk, this includes the elderly, children with disabilities, or any person with a compromised immune system. Social/physical distancing may feel like an inconvenience, but it is the best way to protect our family, friends, and neighbors. **Doing the right thing now will save lives.**

- Call your neighbors and check in on them.
- Food pantries are still open (for donations and distribution).

- Wash your hands, cover your cough, and stay home if you are ill.
- [Covid-19 Northborough Resource Guide](#)
- [Covid-19 Southborough Resource Guide](#)

#### **10. What if my child, or a household member, is not feeling well?**

##### What do I do if:

I am ill with a fever, cough, and shortness of breath?

- Stay home and contact your medical provider immediately.

My child is ill with a fever, cough, and shortness of breath?

- Stay home and contact your medical provider immediately.

Someone in my household tests positive for COVID-19?

- The entire household needs to stay home, strict self-quarantine, monitor for symptoms and contact your medical provider.

Someone I was in close contact with tests positive for COVID-19?

- Stay home, strict self-quarantine, monitor for symptoms and contact your medical provider.

I don't know if I have had contact with someone who has COVID-19?

- If a person tests positive, DPH and the local board of health are notified. If you are considered a close contact, you will be notified by the Board of Health or DPH and given instructions on the need to self-quarantine and monitor or the need to be tested.

If you have any questions, comments or needs, please don't hesitate to reach out to Mary Ellen Duggan, District Wellness Coordinator at [mduggan@nsboro.k12.ma.us](mailto:mduggan@nsboro.k12.ma.us) or 508-486-5115, ext. 71254

#### **11. How will my child, who has an Individualized Education Program (IEP), receive his/her services?**

Once schools reopen, our District will provide educational services to all students, including special education and related services in accordance with each child's Individualized Education Program (IEP) or, for students entitled to Free Appropriate Public Education (FAPE) under Section 504, consistent with a plan developed to meet the requirements of Section 504.

#### **12. My son/daughter is a senior at Algonquin Regional High School (ARHS) - what are the plans for senior events, such as graduation?**

The ARHS Leadership Team is monitoring the COVID-19 health situation closely and is keenly aware of how the current closure is impacting all of our students, especially seniors. The Team is working closely with class advisors and identifying key events that may be impacted and will endeavor to ensure that the ARHS Class of 2020 is provided with as many opportunities to enjoy and celebrate its successes. The ARHS Leadership Team will provide frequent updates to families and seniors throughout the closure.

#### **13. Will my child be expected to take Advanced Placement exams? If the learning experiences are optional, how will my son/daughter be prepared for the exam?**

The ARHS Leadership Team is monitoring The College Board's plans daily and is working closely with ARHS educators who are currently teaching AP courses. As new information is available, the ARHS Leadership team will communicate the new information. In the meantime, I am encouraging AP students to visit The [College Board's AP](#) website to stay connected and updated.

#### **14. Will my son/daughter have to stay back if school is canceled for an extended period of time?**

No, students will not have to repeat the grade level or course due to the extended closure. School-based leaders and educators are monitoring the extended closure closely. Educators are looking at solutions to ensure ALL students are prepared for the next grade level. If you have a concern about your child, please reach out to his/her educator or building principal. The District is preparing for various scenarios, including if DESE lifts its current requirements and allows our District to conduct school in a virtual environment and if the closure extends beyond April 6, 2020.

**15. How are our faculty and staff doing during this closure?**

Many parents have asked how faculty and staff are doing during this closure. Like many of our families, they are adapting to a new reality and trying to stay safe and healthy, while also supporting their families and their students. They too are dealing with the COVID-19 health situation the best they are able to.



***COVID-19 Social/Physical Distancing:  
What it is and what it isn't***

***By Dr. Safdar Medina, District Physician  
Mary Ellen Duggan, District Wellness Coordinator***

**Dear Parent(s) and Guardian(s):**

COVID-19 spreads via respiratory droplets from person to person. The virus is more contagious than influenza and lives on surfaces for long periods of time. Reducing the ways people come in close contact with each other is essential to lessen the risk of getting sick.

Social or physical distancing means staying away from others and staying home as much as possible, it is the only way we can slow this virus down. We need to do it now to protect ourselves, the vulnerable and those that can't protect themselves.

**Social/Physical distancing is:**

- **Staying away from other people** (besides immediate household members).
- **Going into public places only if essential** (food is essential -plan your grocery shopping during non-peak hours).
- **Protecting yourself and others.**
- **The right thing to do, RIGHT NOW.**

**Social/Physical distancing is NOT:**

- Hanging out with friends (in a house, on a field, at a park, anywhere!).
- Standing in line at a store or coffee shop with other people (please use drive-thru, pick up or delivery).
- Bringing your kids to the playground.
- Visiting elderly relatives.

Please continue to monitor your children's social media use. There is a lot of information available, and not all of it is true. **Various social media platforms have had posts that minimize the effects of COVID-19 and encourage kids to get together - THIS IS NOT TRUE.**

As we see the number of cases rise locally, in the state, and nationally, **our efforts to follow the strictest social/physical distancing guidelines are imperative.** We are all responsible for protecting those at higher risk, this includes the elderly, children with disabilities, or any person with a compromised immune system. Social/Physical distancing may feel like an inconvenience, but it is the best way to protect our family, friends, and neighbors. **Doing the right thing now will save lives.**

Along with social/physical distancing, please continue everyday prevention including:

- Wash your hands often with soap and water for at least 20 seconds or use alcohol-based hand sanitizers.
- Cough/sneeze into your elbow or into a tissue, dispose of used tissues immediately and wash your hands.
- Avoid touching your face.
- Avoid close contact with others who are sick.
- Stay home if you are sick.

**PLEASE, be healthy, and be safe.**

Dr. Safdar Medina Mary Ellen Duggan, RN Gregory L. Martineau  
District Physician Wellness Coordinator Superintendent of Schools

## **Important: Town COVID-19 Updates**

[Town of Northborough COVID-19 Updates](#)

[Town of Southborough COVID-19 Updates](#)

### **What do I do if:**

#### **I am ill with a fever, cough, and shortness of breath?**

- **Stay home and** contact your medical provider immediately.

#### **If my child is ill with a fever, cough, and shortness of breath?**

- **Stay home and** contact your medical provider immediately.

#### **If someone in my household tests + for COVID-19?**

- The entire household needs to stay home, strict self-quarantine, monitor for symptoms and contact your medical provider.

#### **If someone I was in close contact with tests + for COVID-19?**

- **Stay home, strict self quarantine,** monitor for symptoms and contact your medical provider.

#### **I don't know if I have had contact with someone who has COVID-19?**

- If a person tests positive, DPH is notified. If you are considered a close contact, you will be notified by DPH of the need to self- quarantine and monitor or the need to be tested.

March 19, 2020

Dear Parent(s) and Guardian(s):

A lot has changed in our world over the past couple of weeks. I want to ensure every family that The Public Schools of Northborough and Southborough are committed to supporting families and students during this unique time. Our highest priority is to stay connected to our students, ensure that they remain engaged in learning opportunities, and to ensure that families have what they need, from meals to technology.

Although our schools and grounds, including playgrounds, are closed through April 6, 2020, the organization's mission and work remain alive. If you need anything or have questions, please reach out to your child(ren)'s teacher(s), building principal(s), or the Central Office staff. At this time, the best means of contact are to send an email or to make a phone call and, if the call is not answered, please leave a voicemail. We are committed to returning calls and responding to emails in a timely manner.

If we all do our part in the next couple of weeks, which will not be easy, I'm hoping that we'll be able to open our doors and finish the school year strong. This means adhering to social distancing, washing hands, covering coughs, and staying away from others when not feeling well. Lastly, I'd like to thank students, faculty, staff, principals, and the communities for coming together during this unique time.

Respectfully,

Gregory L. Martineau  
Superintendent of Schools

**If you have not signed up to receive emergency town notifications, please sign up by following the links below.**

**Town Code Red Sign Up Information**

[Town of Northborough Code Red Sign-up](#)

[Town of Southborough Code Red Sign-up](#)

**Town COVID-19 Updates**

[Town of Northborough COVID-19 Updates](#)

[Town of Southborough COVID-19 Updates](#)

The Public Schools of  
**NORTHBOROUGH and SOUTHBOROUGH**  
OFFICE OF THE SUPERINTENDENT  
53 PARKERVILLE ROAD – SOUTHBOROUGH, MASSACHUSETTS 01772  
TELEPHONE (508) 486-5115 FAX (508) 486-5123 www.nsboro.k12.ma.us  
  
GREGORY L. MARTINEAU, Superintendent of Schools  
RHODA WEBB, Interim Assistant Superintendent of Schools

In light of the ongoing COVID-19 outbreak, Governor Baker issued an Emergency Order on March 12, 2020, allowing public bodies greater flexibility in utilizing technology in the conduct of meetings under the Open Meeting Law. The Northborough, Southborough and Northborough-Southborough Regional and Superintendency Union #3 School Committees greatly values the participation of its citizens in the public meeting process, but given the current circumstances and recommendations at both the state and federal levels to limit or avoid public gatherings, including Governor Baker's ban on gatherings of more than 10 people, together with the present closure of public buildings to the public, the Northborough, Southborough, Northborough-Southborough Regional and Superintendency Union #3 School Committees have decided to implement the "remote participation" procedures allowed under Governor Baker's Emergency Order for all boards, committees, and commissions. This means that:

1. All or any of the members of the public body may choose to participate in a public meeting via remote access. Meetings may be virtual, in their entirety.
2. The public will not be allowed into a Committee meeting. "Public comment" portions of meetings will be temporarily suspended.
3. However, the public will be provided with alternative access through which they can watch or listen to meetings "in real-time," and meeting notices will specify the manner in which members of the public may access audio or video of the meeting as it is occurring.
4. If, despite our best efforts, our technological capabilities do not adequately support public access to virtual or remote meetings, the Town of Northborough and the Town of Southborough will ensure that an audio or video recording, transcript, or other comprehensive record of the proceedings at the meeting is posted on the District website as soon as possible after the meeting.
5. Notices for public hearings will contain additional information about how the public may participate via electronic/technological means.
6. For executive session meetings, public access to the meeting will be limited to the open session portion(s) of the meeting only. Public access to any audio, video, internet or web-based broadcast of the meeting will be discontinued when the public body enters executive session.
7. Where individuals have a right, or are required, to attend a public meeting or hearing, including executive session meetings, they will be provided with information about how to participate in the meeting/hearing remotely.
8. Meeting notices will still be posted at least 48 hours in advance (not counting Saturdays, Sundays, or legal holidays), unless it is an emergency meeting as defined under the Open Meeting Law (in which event, the meeting notice will be posted with as much advanced notice as is possible in the circumstances). Minutes will be taken.

March 16, 2020

Dear Parent(s) and Guardians:

Included are two important communications for families. The first is from Mr. Keith Lavoie, Director of Operations, which outlines a **Bagged Lunch Program**. The second is from Ms. Julie Doyle, Director of Instructional Technology and Digital Learning, which outlines **how to access technology devices** for *NSBORO-Connect*. If you have any further questions after reviewing the information, please feel free to reach out to Mr. Lavoie or Mrs. Doyle.

Respectfully,

Gregory L. Martineau  
Superintendent of Schools

### **Technology Device Loan Program**

#### **What if a student/family does not have access to technology at home?**

If you are unable to provide a device for your child to access *NSBORO-Connect* optional learning opportunities, please fill out the form below by Tuesday, March 17, 2020, at 1:00 p.m. to request a device to be loaned to you by the District.

<https://forms.gle/mjVZCu6U2Yu1vqKC9> (English)

<https://forms.gle/DmkRS1wsxrYarpwF8> (Arabic)

<https://forms.gle/3SXXK4ZEgbUEo2ZL8A> (Simplified Chinese)

<https://forms.gle/vvocLcFbXXKSG5nP9> (Portuguese)

<https://forms.gle/mPFCf499VZ9RrgSt9> (Spanish)

Devices will be available for pick-up on Wednesday, March 18, 2020, from 11:00 a.m.-2:00 p.m. in two locations.

- Southborough students in grades K-8 should pick-up a device at Trottier Middle School.
- Northborough and Algonquin students in grades K-12 should pick-up a device from Algonquin.

A parent must be present at the time of pickup to sign a loaner agreement. All parents should enter through the main lobby of each building.

### **Bagged Lunch Program**

Dear Parent(s) & Guardians(s):

The Public Schools of Northborough and Southborough will be offering all school-aged families the opportunity to pick-up free bagged lunches. By the schedule outlined below, 2 bagged lunches will be available for each child on the day of pick-up. Bagged lunches will be available until school is back in session. This effort is being coordinated by our Food Services Managers - Kyle Parson and Dianne Cofer.

#### ***How to order a lunch for pick-up?***

The order and pick-up location is based on where you live, not based on where your child attends school.

Please complete this form to submit an order:

[COVID 19 Food Services Order Form](#)

***Who is the contact person for each town?***

***Northborough - Dianne Cofer - [dcofer@nsboro.k12.ma.us](mailto:dcofer@nsboro.k12.ma.us) or (508) 351-7010 Ext. 1049***

***Southborough - Kyle Parson - [kparson@nsboro.k12.ma.us](mailto:kparson@nsboro.k12.ma.us) or (508) 486-5115 Ext. 71228***

***Orders need to be placed by noon the day before each scheduled pick-up. For example, to receive lunch on Wednesday, March 18th all orders need to be received by Tuesday, March 17th at noon.***

***What will the pick-up schedule be?***

- Wednesday 3/18 (2 bagged lunches)
- Friday 3/20 (2 bagged lunches)
- Monday 3/23 (2 bagged lunches)
- Wednesday 3/25 (2 bagged lunches)
- Friday 3/27 (2 bagged lunches)

***Where/when do I pick-up the bagged lunch?***

- Southborough residents-pick-up at **Trottier Middle School between 11:00 a.m. and 1:00 p.m. at the** cafeteria side of the building.
- Northborough residents-pick-up at **Algonquin Regional High School between 11:00 a.m. and 1:00 p.m.** at the cafeteria doors using the main entrance parking lot.
- There will be signage at each location to direct parents to the pick-up location.
- Pick-up will happen at the designated entrances **ONLY**.
- Please park your car and walk up to the designated entrance. You will not be allowed to enter the building.

***What are the menu options?***

The Food Service Managers will be preparing sandwiches, such as Italian, turkey, or peanut butter and jelly sandwiches, with a serving of fruit, milk, and chips. This is subject to product availability and may need to be adjusted accordingly. *Any allergy concerns should be shared when the order is placed.*

***Who is eligible for bagged lunch?***

All families with school-aged children are eligible for this service.

We want to ensure that all families are supported. If a family is in need of any services, we encourage you to reach out to your building's principal or nurse for guidance.

We have heard from many residents wishing to assist or donate to this effort. Although we appreciate the generosity, we are maintaining control of the passage of food and its sourcing through our Food Services Managers.

In addition to this program, the Northborough and Southborough Food Pantries are open and operational. If you wish to donate food or give a monetary contribution, please reach out to the community food pantries directly. More information about the community food pantries can be found on each pantry's website:

Northborough - <http://nfpantry.org/nfp/>

Southborough - <http://www.southboroughfoodpantry.org/>

If you have any questions, please email me, [klavoie@nsboro.k12.ma.us](mailto:klavoie@nsboro.k12.ma.us) or call (508) 486-5115 Ext. 71216.

Stay Safe,

Keith T. Lavoie  
Director of Operations  
The Public Schools of Northborough & Southborough

Dear Parent(s) and Guardian(s):

The Public Schools of Northborough and Southborough's highest priority is to support families and students during this extended closure, **which is currently from March 16, 2020, to April 6, 2020 (Governor Charlie Baker's New Orders as of 6:23 PM on 3/15/2020)**. Needless to say, facing a pandemic is requiring our educational community to rethink how we support our students when school is not in session.

I am pleased to share that the District is launching ***NSBORO-CONNECT***. I want to emphasize that ***NSBORO-CONNECT*** does not replicate, or replace day-to-day educational services and interactions among faculty, staff, and students. ***NSBORO-CONNECT*** is designed to help students stay connected to their teachers and provide **optional** learning opportunities to help students maintain their skills and stay engaged in learning. ***NSBORO-CONNECT*** will begin for students on Wednesday, March 18, 2020. The program will stop the day prior to school reopening. Principals will launch ***NSBORO-CONNECT*** with an introductory email.

Lastly, tomorrow morning I will send an additional communication outlining how families can access food services as well as technology resources (devices) during this extended closure.

Respectfully,  
Gregory L. Martineau  
Superintendent of Schools

**What is *NSBORO-CONNECT*?**

***NSBORO-CONNECT*** is the District's approach to offering **optional** learning experiences at home during the school closure.

**Do my children have to participate in *NSBORO-CONNECT*?**

This will be **optional** for families and we recognize that some families may be unable or may choose not to participate.

**When will *NSBORO-CONNECT* begin and end?**

***NSBORO-CONNECT*** will begin for students on Wednesday, March 18, 2020. The program will stop the day prior to school reopening. **At the elementary level, your child's teacher will launch with an introductory email. At the middle and high school levels, teachers will launch via CANVAS.**

**How will students/families access the suggested learning experiences?**

Educators will be in touch with students/families each school day via their typical mode of communication (email, Google Classroom, Seesaw, Bloomz, or CANVAS) to provide learning experiences for school days.

Grade spans will primarily rely on the following mechanisms to deliver learning experiences:

- PreK-2: Combination of packets and digital learning tools
- 3-5: Combination of Google Classroom and learning packets
- 6-12: CANVAS

**What if students need access to belongings that are located at school?**

On Wednesday, March 18, 2020, our schools will be open from 8:00 AM to 12:00 PM for students to retrieve belongings.



**What if a student/family does not have access to technology at home?**

Parents/guardians will be able to request devices, if needed. The procedure will be communicated to families via One Call Now. The District is developing a pick-up procedure for families.

**How will students be assessed for report cards/grades?**

None of the work from *NSBORO-CONNECT* will be used to inform grades/reports cards because it is optional. Grades will be based on what happened before school closed and after it reopens.

**Will the days school is canceled need to be made up?**

No, regardless of how many days we are closed, the last day of school for the 2019-2020 academic year will be June 23, 2020.

The Public Schools of Northborough and Southborough are confident that our communities will rise to the challenge that we all face during this closure. We want to help students stay connected to their teachers and provide learning opportunities to help students maintain their skills and stay engaged in learning. We are using *NSBORO-CONNECT* as a model. Please email the teacher directly with any questions or concerns.

Respectfully,

Gregory L. Martineau  
Superintendent of Schools

**Social Distancing - We All Play A Part**  
**(Authored by Dr. Safdar Medina, District Physician)**

Sunday, March 15, 2020

Dear Students, Parents, and Staff:

Schools have closed, people are working from home, public events and group gatherings have been canceled to help slow the spread of COVID-19. We all play a vital role in this effort. Social distancing is one community measure that can reduce virus transmission by increasing the physical distance or reducing the frequency of congregating in social, community settings.

**Social distancing has proven to be one of the most effective ways to lessen the impact of an epidemic**, by limiting the number of people an infected person comes into contact with before they show signs of the virus. We need to all do our part by making the daily choice to distance ourselves from each other as much as possible and choosing to stay connected using phone, video, and other social media.

- **Keep contact with others at a minimum.** Avoid sleepovers, playdates, parties, and visiting each other's houses. Many of our families may rely on alternate daycare arrangements; please try to make sure that the number of children together is kept at a minimum. Please be mindful that even if small numbers of people are together even for a limited time, they will all likely touch the same surface so handwashing, and not touching their faces will be a must. The virus can live on surfaces for days. Food should not be shared. Ask your daycare provider about the preventative steps they are taking.
- **Avoid public places as much as possible.** Minimize shopping trips, avoid gyms and other indoor recreational places, restaurants, movie theaters, as well as other venues with large crowds.
- **Maintain six feet from others and avoid shaking hands.** Maintain the six-foot distance between each other when outside as well. Many of our high school students may be working during this time; try to maintain distance between yourself, co-workers, and the customers you serve. Avoid shaking hands with others. Handwashing and keeping your hands away from your face is essential.
- **Anyone with respiratory symptoms or fever or anyone with a household contact with these symptoms should stay home and contact their care provider.**
  - [Massachusetts 2-1-1: real-time COVID-19 information, resources, and referrals in multiple languages.](#)

Social distancing can take a toll. The [CDC offers tips and resources](#) to reduce this burden. The [American Psychological Association](#) and the [National Association of School Psychologists](#) also provide resources on strategies to cope with the added stress during this time.

Along with social distancing, proper handwashing, cough etiquette, keeping hands away from your face, avoiding sick contacts, and staying home if you are ill will all help mitigate the spread of the virus.

Thank you for working together for the health and safety of all our children. Please reach out to any of us with any questions or concerns.

Respectfully,

Dr. Safdar Medina Mary Ellen Duggan, RN Gregory L. Martineau School  
District Physician Wellness Coordinator Superintendent of Schools

**Additional Resources:**

- [District COVID-19 Communications and Resources](#)
- [Town of Northborough COVID-19 Updates](#)
- [Town of Southborough COVID-19 Updates](#)

Dear Parent(s) and Guardian(s):

Working in collaboration with the Northborough and Southborough Town Administrators, Boards of Health, District Physician, police, fire, and school committees, I have made a decision to close The Public Schools of Northborough and Southborough from March 13, 2020, through March 27, 2020. The plan is to reopen on Monday, March 30, 2020. This closure applies to all schools, extra-curricular activities, athletics, clubs, and building use.

Closing schools is only a part of the broader solution to prevent community spread of COVID-19. **It is critical that students and families refrain from meeting in large groups and that social distancing is practiced as recommended by the [Centers for Disease Control and Prevention \(CDC\)](#).**

The District will monitor this situation closely and follow the guidance of our local Boards of Health, the Massachusetts Department of Public Health (MDPH), and the Department of Elementary and Secondary Education (DESE). With this District closure, DESE guidance indicates that the last day of school for The Public Schools of Northborough and Southborough is June 23, 2020.

### **How will the District support families and students while closed?**

On Wednesday, March 18, 2020, the District will share this information with families, by email. This information will include optional virtual learning opportunities and resources, including how to access food services.

Over the next week, the District will communicate with families any additional details about the closure. The District recognizes that this is unprecedented and that this closure will be a significant burden for a number of our families. Should you or your family need support during this period, please do not hesitate to reach out to your child's principal or me by email.

Respectfully,  
Gregory L. Martineau  
Superintendent of Schools

## The Public Schools of Northborough and Southborough

### Coronavirus (COVID 19) Information

- [State Department Travel Advisories](#)
- [CDC Travel Advisories](#)
- [CDC COVID 19 Information](#)
- [CDC Guidance on Stigma and Resilience](#)
- [World Health Organization COVID 19 Information](#)
- [Massachusetts Department of Public Health's Coronavirus Website](#)
- [How to Talk to Children About the Coronavirus--Harvard University](#)
- [Just for Kids Comic Explaining the Coronavirus--National Public Radio](#)
- [Talking to Children About Covid-19--National Association of School Psychologists](#)
- [\*Stop the Spread of Germs\* Flyers](#)
  - [English](#)
  - [Spanish](#)

[Share Facts, Stop Fear](#)

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### Community Communications:

Thursday, March 12, 2020

Dear Parent(s) and Guardian(s):

The Public Schools of Northborough and Southborough will be closed tomorrow, March 13, 2020. It is essential to share that there are no COVID-19 presumptive positive cases in The Public Schools of Northborough and Southborough and that the closure is out of an abundance of caution and to provide the custodial staff time once again to clean the buildings. The current plan is to re-open on Monday morning, March 16, 2020. I will send out a communication if this plan changes.

We will continue to closely monitor this situation and follow the guidance of our local Boards of Health, the Massachusetts Department of Public Health (MDPH), the Center for Disease Control and Prevention (CDC), and the Department of Elementary and Secondary Education (DESE).

Lastly, I want to communicate that DESE has determined that the last day of school for the Northborough Public Schools, Southborough Public Schools and Algonquin Regional High School this year will be Tuesday, June 23, 2020, the 185th day scheduled on the 2019-2020 Student Calendar.

Respectfully,

Gregory L. Martineau  
Superintendent of Schools

March 10, 2020

Dear Parent(s) and Guardian(s):

Early today, Tuesday, March 10, 2020, Governor Charlie Baker announced a Declaration of a State of Emergency to respond to COVID-19. Several parents asked if this changes the District's response to COVID-19. The Governor's Declaration does not require any immediate actions for The Public Schools of Northborough and Southborough, and all schools will be open tomorrow. Governor Baker stated that the Declaration was intended to give the state government "more flexibility to respond to the developing outbreak."

The District is, however, suspending all school-related out of state travel until further notice. Additionally, the District has inventoried all school-based and club field trips and non-essential school events and is reviewing this list frequently to determine whether or not to cancel field trips and non-essential school events. Individual schools will provide notification to families if a field trip or event is canceled. This review will continue until the State of Emergency is lifted. If you are interested in learning more about a State of Emergency and what it means, please visit <https://www.mass.gov/service-details/state-of-emergency-information>.

The District is working closely with the Northborough and Southborough Boards of Health, Northborough and Southborough town officials, the Centers for Disease Control and Prevention (CDC), and the Massachusetts Department of Public Health (DPH) and is implementing the recommended DPH and CDC guidelines.

The safety and well-being of our students, staff, and community are our highest priority. If you have any questions, please reach out to the building principal or Mary Ellen Duggan, District Wellness Coordinator.

Respectfully,

Gregory L. Martineau  
Superintendent of Schools

Mary Ellen Duggan, RN  
Wellness Coordinator

Dr. Safdar Medina  
School Physician

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March 6, 2020

Dear Parent(s) and Guardian(s):

The Public Schools of Northborough and Southborough, out of an abundance of caution, have made a proactive decision to fully deep clean and sanitize all school buildings this weekend, March 7 and 8, 2020. I want to thank the facilities teams for their continued diligence cleaning and sanitizing the schools. The District will continue to work closely with the Northborough and Southborough Boards of Health, Northborough and Southborough town officials, the Centers for Disease Control and Prevention (CDC), and the Massachusetts Department of Public Health (DPH) and will implement any new procedures or guidelines to keep staff and students safe.

Please continue to promote and employ the prevention measures recommended by the CDC, and the DPH, which include:

- Washing hands often with soap and water for at least 20 seconds, if unable to wash, using alcohol-based hand sanitizers;
- Avoiding touching your eyes, nose, and mouth;
- Covering your coughs or sneezes with a tissue or your sleeve (not with your hands);
- Staying away from people who are sick and stay home when you are sick; and,
- Being fever-free for at least 24 hours (without fever-reducing medicine) before returning to school/work.

Respectfully,

Gregory L. Martineau  
Superintendent of Schools

Mary Ellen Duggan RN  
Wellness Coordinator

Dr. Safdar Medina  
School Physician

**For more information**

CDC travel link: <https://www.mass.gov/info-details/travel-information-related-to-covid-19>

DPH website is updated constantly with the latest guidance, including printable fact sheets in multiple languages.  
[www.mass.gov/2019coronavirus](http://www.mass.gov/2019coronavirus).

CDC link: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

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March 4, 2020

Dear Parent(s) and Guardian(s):

This afternoon, Wednesday, March 4, 2020 the Centers for Disease Control and Prevention (CDC) issued an updated Travel Health Alert for all United States residents, instructing travelers returning from countries with a Level 3 alert (currently China, South Korea, Iran, and Italy) to stay home and monitor their health for 14 days after returning to the US. This guidance also instructs travelers returning from countries with a Level 2 alert (currently Japan) to monitor their health and limit interactions with others for 14 days after returning to the US. In addition, the guidance advises against any non-essential travel to Level 3 countries.

The Public Schools of Northborough and Southborough are asking parents or guardians of students who may have recently traveled to any of these countries (China, South Korea, Iran, Italy or Japan), to please notify Mary Ellen Duggan, District Wellness Coordinator at [mduggan@nsboro.k12.ma.us](mailto:mduggan@nsboro.k12.ma.us) or 508-486-5115 x 71254 for guidance.

Lastly, Governor Baker has requested that all high schools suspend international travel for the time being. Algonquin Regional High School does not sponsor international trips.

Please continue to promote and employ the prevention measures recommended by the CDC, and the Massachusetts Department of Public Health (DPH), which include:

- Washing hands often with soap and water for at least 20 seconds, if unable to wash, using alcohol-based hand sanitizers;
- Avoiding touching your eyes, nose, and mouth;
- Covering your coughs or sneezes with a tissue or your sleeve (not with your hands);
- Staying away from people who are sick and stay home when you are sick; and,
- Being fever-free for at least 24 hours (without fever-reducing medicine) before returning to school/work.

Respectfully,

Gregory L. Martineau  
Superintendent of Schools

Mary Ellen Duggan RN  
Wellness Coordinator

Dr. Safdar Medina  
School Physician

**For more information**

CDC travel link: <https://www.mass.gov/info-details/travel-information-related-to-covid-19>

DPH website is updated constantly with the latest guidance, including printable fact sheets in multiple languages.  
[www.mass.gov/2019coronavirus](http://www.mass.gov/2019coronavirus).

CDC link: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

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March 4, 2020

Dear Parent(s) and Guardian(s):

The Public Schools of Northborough and Southborough are closely monitoring updates on the Novel Coronavirus (COVID-19). The District continues to be in communication with the Northborough and Southborough Boards of Health, the Massachusetts Department of Public Health (DPH), the Massachusetts Department of Elementary and Secondary Education (DESE), and Dr. Safdar Medina, the District's School Physician.

The District is promoting and following the prevention measures recommended by the Centers for Disease Control and Prevention (CDC), and the Massachusetts Department of Public Health (DPH), which include:

- Washing hands often with soap and water for at least 20 seconds, if unable to wash, using alcohol-based hand sanitizers;
- Avoiding touching your eyes, nose, and mouth;
- Covering your coughs or sneezes with a tissue or your sleeve (not with your hands);
- Staying away from people who are sick and stay home when you are sick; and,
- Being fever-free for at least 24 hours (without fever-reducing medicine) before returning to school/work.

Our School Facilities Department is vigilantly cleaning and sanitizing our educational spaces by:

- Cleaning hard surfaces (desks, tables, countertops, sinks).
- Cleaning and disinfecting frequently touched surfaces (door handles, faucets, railings), bathrooms and health rooms. (using EPA-approved disinfectants)
- Using "EPA-approved" disinfectant to clean high-touch surfaces and patient care areas

In addition, the District's school bus transportation provider, North Reading Transportation (NRT), is following cleaning protocols on all buses.

Lastly, the District is reviewing its School Safety Protocols to ensure we are prepared to respond as new information and guidance evolves. Thank you for helping us keep our students and school personnel healthy and safe.

Respectfully,

Gregory L. Martineau  
Superintendent of Schools

Mary Ellen Duggan  
Wellness Coordinator

Dr. Safdar Medina  
School Physician

**For more information**

DPH website is updated constantly with the latest guidance, including printable fact sheets in multiple languages.  
[www.mass.gov/2019coronavirus](http://www.mass.gov/2019coronavirus).

CDC link: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

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February 27, 2020

Dear Parent(s) and Guardian(s),

Many families have questions regarding the recent outbreak of the Novel Coronavirus (2019-nCoV) and how it may impact our school communities. The Centers for Disease Control and Prevention (CDC) is providing daily updates and recommendations (CDC Link: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>). The CDC continues to report that the immediate risk to the general public remains low, at this time. However, the Novel Coronavirus (2019-nCoV) is an evolving situation that we are monitoring closely and will continue to update families as information is shared with us. We are in close communication with the local Board of Health, the Massachusetts Department of Public Health (DPH), The Department of Elementary and Secondary Education (DESE), and Dr. Medina, the District Physician. It is important to note that Massachusetts residents are much more likely to become sick with a cold or the flu than to be exposed to COVID-19. **Many of the precautions that help prevent colds and the flu can also help protect against other respiratory viruses.** There are general precautions that our school nurses, the DPH, and CDC recommend:

- Wash your hands often with soap and water for at least 20 seconds, if unable to wash, use alcohol-based hand sanitizers;
- Avoid touching your eyes, nose, and mouth;
- Cover your coughs or sneezes with a tissue or your sleeve (not with your hands);
- Stay away from people who are sick and stay home when you are sick, and;
- Be fever-free for at least 24 hours (without fever-reducing medicine) before returning to school/work.

Furthermore, Our School Facilities Department is vigilantly sanitizing our educational spaces as we typically do during the cold and flu season.

Thank you for helping to keep our students and school personnel healthy and safe. We will endeavor to keep families updated as new information becomes available.

Respectfully,

Gregory L. Martineau  
Superintendent of Schools

Mary Ellen Duggan  
Wellness Coordinator

Dr. Safdar Medina  
School Physician

**For more information**

DPH Website is updated constantly with the latest guidance, including printable fact sheets in multiple languages. [www.mass.gov/2019coronavirus](http://www.mass.gov/2019coronavirus).

CDC Link: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

March 10, 2020

Dear Parent(s) and Guardian(s):

Early today, Tuesday, March 10, 2020, Governor Charlie Baker announced a Declaration of a State of Emergency to respond to COVID-19. Several parents asked if this news changes the District's response to COVID-19. The Governor's Declaration does not require any immediate actions for The Public Schools of Northborough and Southborough, and all schools will be open tomorrow. Governor Baker stated that the Declaration was intended to give the state government "more flexibility to respond to the developing outbreak."

The District is, however, suspending all school-related out of state travel until further notice. Additionally, the District has inventoried all school-based and club field trips and non-essential school events and is reviewing this list frequently to determine whether or not to cancel field trips and non-essential school events. Individual schools will provide notification to families if a field trip or event is canceled. This review will continue until the State of Emergency is lifted. If you are interested in learning more about a State of Emergency and what it means, please visit <https://www.mass.gov/service-details/state-of-emergency-information>.

The District is working closely with the Northborough and Southborough Boards of Health, Northborough and Southborough town officials, the Centers for Disease Control and Prevention (CDC), and the Massachusetts Department of Public Health (DPH) and is implementing the recommended DPH and CDC guidelines.

The safety and well-being of our students, staff, and community are our highest priority. If you have any questions, please reach out to the building principal or Mary Ellen Duggan, District Wellness Coordinator.

Respectfully,

Gregory L. Martineau Mary Ellen Duggan, RN Dr. Safdar Medina  
Superintendent of Schools Wellness Coordinator School Physician