

# **Westfield High School Reopening Plan 2020**

## **Remote Learning Plan:**

Westfield's Remote Learning Model will be the initial model of learning for all PreK-12 students, with the exception of Westfield Technical Academy students, to begin the school year. This will include students that will eventually return to school in the Hybrid Learning Model and students whose family has selected the Fully Remote Learning Option.

Westfield's Remote Learning Model will be structured, rigorous, and consistent across all grade levels. We will provide all students with a Chromebook to facilitate remote learning. Families without WiFi will be provided with a Kajeet hotspot device and annual subscription for their home use.

G Suite for Education will be used PreK-12 to establish Google Classroom as the platform for remote learning. Teachers will be provided with a template for setting up their Classroom environment to facilitate ease of use by students and families. This will also provide consistency of experience for families with students accessing learning at multiple schools across the district.

Google Meet is the video communication tool that will be used for synchronous learning. Synchronous Learning is defined as the time teachers engage with students that happens in real time through whole group, small groups, or one on one, including building relationships, providing instruction, and facilitating student discussion. These synchronous learning sessions will represent at least 50% of the scheduled class time. During the remaining learning time, teachers will be available for students to assist with asynchronous learning assignments. Asynchronous Learning is learning which can be accessed by students at any time. Asynchronous Learning may include assignments posted to Google Classroom, worksheets or workbook pages, viewing assigned videos, and participating in web based programs. It is important that students also have a balance of digital learning and other learning. Examples of other learning would include reading and annotating text, completing paper / pencil assignments, manipulating tools and materials, and engaging in kinesthetic, or physical, movement as part of learning.

Students will be required to attend all scheduled synchronous learning sessions and complete all asynchronous assignments prior to the next scheduled session. Attendance will be taken daily by all teachers and entered in PowerSchool. Attendance will be tracked, and steps will be taken by school administrators to correct poor attendance during remote learning.

Teachers will use WPS curriculum maps, high quality instructional program materials, and specific digital resources to ensure alignment of remote work to state frameworks. Students will receive grades for remote assignments according to the same system (standards-based or

graded system) through which they receive in person grades. Teachers will provide feedback for remote assignments using Google Classroom rubrics in addition to assigning an indicator (standards-based) or numerical grade (graded system). Student participation will impact students' grades.

Administrators and teachers will hold an evening meeting for all parents which will replace the in person Open House night. In addition, teachers will communicate with parents via Google Classroom and email to provide support to parents and families during the course of the school year. Our bilingual tutor / translators will provide interpretation and translation services to limited English proficient families

### **Fully Remote Learning Option**

The Fully Remote Learning Option will be utilized by families who choose not to have their students return to the school building(s) according to the phases of the Hybrid Model. The students will engage in 100% remote learning with a balance of synchronous and asynchronous teaching and learning experiences. This option will follow the WPS Curriculum based on the Massachusetts Curriculum Frameworks and will be taught by WPS teachers and support staff. Classes will be assigned based on enrollment numbers. A grade 4 teacher may be assigned a remote class of 24 students that are affiliated with different elementary schools in the district. These Fully Remote Option classes will follow the same WPS curriculum as Hybrid Model classes, but will operate as a separate 'virtual school' within the district. Families who select this model initially must notify the district at least two weeks in advance of an intended change to the Hybrid Model, so that space may be prepared for the student to join a new class(es) and so that transportation can be arranged if necessary as outlined in the District Transportation Policy.

### **Hybrid Learning Plan:**

In the Hybrid Learning Model, Phase 1 has three components: 1A, 1B, and 1C.

#### **Phase 1A**

Beginning in Phase 1A, Westfield Technical Academy (WTA) students will attend school in person during Career Technical Education (CTE) shop weeks. WTA Academic classes will take place during remote learning weeks. Phase 1A will begin on September 14, 2020. All other students in grades 1-12 will begin remote learning on September 14, 2020.

#### **Phase 1B**

Phase 1B will include high needs students that will attend school every day. High needs students include:

- Students with disabilities whose special education services account for more than 75% of their school day.
- English Learners that are classified as Level 1 or Level 2 based on ACCESS assessment scores.

### **Phase 1C**

Phase 1C will include:

- PreK students that will attend school every day.
- Kindergarten students that will attend school every other week according to their A/B Cohorts.

### **Phase 2**

- In Phase 2, we will bring back additional cohorts of identified students in a hybrid model beginning with our youngest learners at elementary (Grade 1) and students transitioning to a new school (Grades 5, 7, and 9). Students that will attend school every other week according to their A/B Cohorts.

### **Phase 3**

- Phase 3 will be the full implementation of the Hybrid Learning Model with the return of all remaining grade levels (Grades 2, 3, 4, 6, 8, 10-12). Students that will attend school every other week according to their A/B Cohorts.

<b>Sample District Hybrid Schedule</b>
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	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Week 1</b>	Group A In-person Learning/ Group B Remote Learning	Group A In-person Learning/ Group B Remote Learning	Group A In-person Learning/ Group B Remote Learning	Group A In-person Learning/ Group B Remote Learning	Group A In-person Learning/ Group B Remote Learning
<b>Week 2</b>	Group B In-person Learning/ Group A Remote Learning	Group B In-person Learning/ Group A Remote Learning	Group B In-person Learning/ Group A Remote Learning	Group B In-person Learning/ Group A Remote Learning	Group B In-person Learning/ Group A Remote Learning

**Building protocols -**

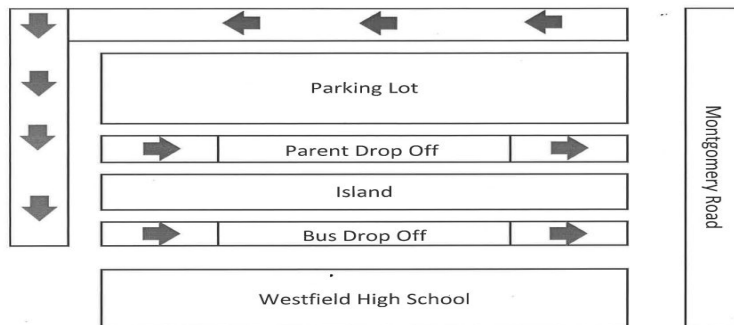
- All students and staff will be required to wear a mask unless they have provided medical documentation.
- Students and staff will be encouraged to wash their hands or use hand sanitizer throughout the day.
- Custodial staff will clean bathrooms every few hours and will sanitize the buildings daily. High Touch points will be cleaned throughout the day.
- Staff will participate in safety training to provide a safe environment for themselves and for students.
- Staff will discuss safety procedures with students to provide safety for all.
- Any student who does not comply with the safety guidelines will be transferred to become a fully remote student.

**Arrival and dismissal -**

- There will be extra masks available and a hand sanitizing station at the main entrance.
- Doors will be propped open to limit contact during arrival and dismissal.
- Students will be limited to the cafeteria and the auditorium.
- Stairwells will be closed for students until 7:15, and students should report directly to their first period class at that time.
- Students who walk or drive to school are discouraged from reporting prior to 7:15 unless they are eating breakfast, and will head directly to their first period class upon arriving at 7:15, using appropriate social distancing spacing.
- Students eating breakfast will report directly to the cafeteria.
- Cohorts of students will be dismissed at staggered intervals.

**Bus and Car drop off and pickup -**

- Buses will drop off in front of the school and students will socially distance as they come into the building.
- Parents will drop off on the opposite side of the island, as they have done previously, but will be encouraged to do so after 7:15.
- All students who enter the building will be required to wear a mask in order to enter.



### **Bus Safety:**

- All students who enter the bus must wear a mask and keep it on for the duration of the bus ride.
- Each child will be assigned his/her own seat following social distancing protocols.
- Cameras will monitor student behavior to ensure all students remain safe.
- Busses will be wiped down between runs and disinfected at the end of each day.

### **Sanitation Station locations -**

- Main entrance
- Cafeteria
- On each floor
- In every classroom

### **Lunch -**

- Student desks will be used in the cafeteria, with Rm 117 being used for overflow.
- Seats will be placed 6 ft apart, and should not be moved for any reason in order to remain within the proper social distancing guidelines while eating.
- Students in line should be spaced no closer than 3 ft apart and should be wearing masks until they are seated.
- Students will remain in the cafeteria or Rm 117 until the end of the lunch period.
- The desks and/or tables will be wiped down and sanitized in between lunches.
- The teacher cafeteria will remain open with appropriate social distancing.
- Teachers can eat in their classrooms as well.

### **Bathroom protocols -**

- Bathrooms will be closed during passing times and reopened when there is staff on duty.
- Students will sign in with the person on duty and will be limited to 2 students in the bathroom at a time.
- Signage will be displayed to remind students to practice proper hygiene and hand washing.
- The middle sink will not be used in bathrooms, and there will be spacing between urinals.

### **Mask breaks -**

- There will be three per day, morning(after B period), lunch, and afternoon(after F period).
- We will mark classrooms with tape for where students can stand or allow for overflow into the hallways to ensure social distancing.
- Mask breaks will be 5 minutes long and built into the schedule.

### **Additional Nurse's office for COVID -**

- The additional office will be located in Room 109.
- There will be a faculty bathroom that will be repurposed as a COVID bathroom directly across the hall.
- Only students who are showing symptoms will be in this room, all other medical issues will be handled in the nurse's office.
- Faculty who are demonstrating signs of covid should immediately exit the building and notify the main office.
- Students should remain home if they feel ill.

### **Elevator protocol -**

- Only 1 student will be allowed at a time with 1 helper if needed.
- Signs are posted outside of the elevator informing students of the procedure.

### **Visitor Protocols-**

- No outside volunteers or visitors will be allowed in the building.
- If picking up students for dismissal, parents or guardians will meet their students outside.
- Item/Lunch dropoff will not be allowed.

### **Special Education/504 Plans/ELL**

- All IEP, 504, and teacher meetings will be held remotely unless special accommodations are needed.
- All IEP, 504, and ELL students will continue to have services provided.
- Service providers such as adjustment counselors, speech and language pathologists, counselors, etc. will continue to support students whether they are hybrid or remote.
- Additional support will be given to students during their synchronous instruction, as well as asynchronous times to check for understanding.

### **Hallways and Stairwells -**

- All hallways will be one way and traffic will move clockwise around each floor.
- Directional signs will be on display in the hallways.
- The gymnasium hallway will be one way moving from Rm 114-Rm 122.
- The Allied Arts hallways on either side of the cafeteria will socially distance as they pass to connect with the main one way hallways.
- Stairwells will be up and down only and visibly marked:
  - The stairwell by the main office and Rm 201 and 301 will be UP.
  - The stairwell by Rm 113, 208 and 306 will be DOWN.
  - The stairwell by Rm 125, 220 and 318 will be UP.
  - The stairwell by Rm 128, 227, and 325 will be DOWN.

### **Classroom setup** -

- All non-essential furniture will be removed.
- Desks will be spaced a minimum of 3 ft apart.
- Even if students are spaced 6 ft apart in classrooms, use of a mask is required unless students are eating lunch or taking a mask break.
- Windows should be opened to help with ventilation, weather permitting.
- Fans will not be allowed to be used in classrooms, unless in a window facing outward.

### **Water fountains** -

- All water fountains will be blocked off for student and staff use, except if there is a bottle filler. We are in the process of working with vendors and hope to add additional filtration systems.
- All staff and students will be encouraged to bring their own reusable water bottle or disposable bottles.

### **Lockers** -

- Lockers will be made available upon request only and will be assigned a safe distance apart.
- Lockers will only be used to put coats and lunches in during the morning, but will not be used for storing books, as students will not be using their lockers in between classes.
- No sharing of lockers will be allowed.
- Lockers will not be used for PE at this time.

### **Signage** -

- There will be increased signage reminders for how to wear masks and to wash hands.
- Hallways will have arrows on the floor indicating the direction movement on each floor, and indicating social distancing spacing.
- Six feet social distance reminders will be in place at areas of high traffic or where waiting could occur (main office, guidance, cafeteria).

### **NHS and Student Council** -

- These rooms will remain closed until further notice.
- No students, including NHS students will be allowed to leave the building.
- NHS students will not be allowed to leave the building during their directed study or lunch.

### **Main office** -

- The main office will be limited to 3 people at a time, and they will social distance based on markers on the floor.
- Traffic will be restricted through the main office and inside the office hallway towards guidance.
- We are encouraging staff members to use the copiers that are located on their floors.

SY 20-21 Regular Bell Schedule			
<b>Full Day</b>	<b>Begin Time</b>	<b>End Time</b>	min
<b>1st (A)</b>	7:23	7:25	2
<b>1st (A)</b>	7:25	8:14	49
Transition	8:14	8:18	4
<b>2nd (B)</b>	8:18	9:07	49
Transition	9:07	9:11	4
<b>3rd (C)</b>	9:11	10:00	49
Transition	10:00	10:04	4
<b>4th (D)</b>	10:04	10:53	49
Transition	10:53	10:57	4
<b>5th (E) - Lunch 1</b>	10:57	11:21	24
<b>5th (E) - Lunch 2</b>	11:21	11:46	25
<b>5th (E) - Lunch 3</b>	11:46	12:10	24
Transition	12:10	12:14	4
<b>6th (F)</b>	12:14	1:03	49
Transition	1:03	1:07	4
<b>7th (G)</b>	1:07	1:56	49



SY20-21 Hybrid Bell Schedule			
<b>Full Day</b>	<b>Begin Time</b>	<b>End Time</b>	min
<b>1st (A)</b>	7:23	8:09	46
Transition	8:09	8:13	4
<b>2nd (B)</b>	8:13	8:59	46
MASK BREAK (B)	8:59	9:04	5
Transition	9:04	9:08	4
<b>3rd (C)</b>	9:08	9:54	46
Transition	9:54	9:58	4
<b>4th (D)</b>	9:58	10:44	46
Transition	10:44	10:48	4
<b>5th (E) - Lunch 1</b>	10:48	11:11	23
<b>Cleaning break</b>	11:11	11:16	5
<b>5th (E) - Lunch 2</b>	11:16	11:39	23
<b>Cleaning break</b>	11:39	11:44	5
<b>5th (E) - Lunch 3</b>	11:44	12:07	23
Transition	12:07	12:11	4
<b>6th (F)</b>	12:11	12:57	46
MASK BREAK (F)	12:57	1:02	5
Transition	1:02	1:06	4
<b>7th (G)</b>	1:06	1:52	46

### **Student Expectations (Hybrid)**

- Students will wear an appropriate mask at all times when in the building except during lunch and mask breaks.
- They will practice appropriate social distancing during transitions and all other times in the building.
- Students will wash/sanitize their hands regularly
- They will not come to school if they are not feeling well.
- Students will comply with rules and expectations as outlined in the Westfield High School Handbook.

### **Student Expectations (Remote)**

- Students will utilize access to an appropriate electronic device.
- They will create Google Classroom accounts as directed by the teacher.
- They will attend each class period daily.
- Students will ensure that their teacher is aware that they are present so attendance can be taken daily.
- They will complete assignments and turn them in by the due date.
- Students will be focused on the instruction.
- They will comply with rules and expectations as outlined in the Westfield High School Handbook.

### **Grading**

- All assignments will be graded and count towards students' grade point average.
- Students should work with their teachers to make up missing assignments if they are sick.
- Students will receive numerical grades in all learning models.

### **Field Trips**

- Field Trips will not be allowed until further notice

### **Administration Contact Information**

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