Worcester Public Schools

Hybrid Learning Plan

Guidelines & Protocols for: **South High Community School**

South High Community School

170 Apricot Street
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Assistant Principals:
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Olga Papadopoulos (10th grade)

Dear Families,

As we continue to prepare for return to school in a hybrid model on March 29th, we have been working with the district and our staff to create a welcoming environment that is safe and supportive for our learners' needs. It is hard to believe that we will have students in our classrooms again who have not been inside a school for over a year. Teachers and students will be adjusting to new procedures and protocols while still continuing to be a part of the South High Community family and culture. Today we are reaching out to provide some additional information about the hybrid instructional model. Students who have chosen hybrid as their education model will be returning to the school building for two days a week as part of the Group A or Group B cohort beginning on March 29th. The school day will continue to run from 7:20-1:43 for all students (those learning from home and school).

On Monday, March 29th Cohort A (Monday and Tuesday) students will return to in person learning. Cohort A students will continue to learn remotely from home on Wednesday, Thursday and Friday.

On Wednesday, March 31st, Cohort B (Wednesday and Thursday) students will return to in person learning. Cohort B students will continue to learn remotely from home on Monday, Tuesday and Friday.

Our teachers and staff have spent a great deal of time preparing to welcome students back into our building, our goal is that students will have an opportunity to engage in person with fellow students and teachers and continue to be invested in their learning. The learning platform will continue to be google classroom using chromebooks to reach all students, both remote and in school simultaneously. The information below will provide specific information for South High. Although this last year has brought many challenges, we have worked together as a school community to support our student learners. As Principal, I am excited for the opportunity to continue working with you this year and next as we continue our work in our brand new South High school building.
Sincerely,
Principal Creamer

Hybrid (In Person) Student Schedule

This is the **same** schedule that students have been following while learning at home except.

SHS Hybrid Learning Schedule Week A					
TIME	**MONDAY**	**TUESDAY**	**WEDNESDAY**	**THURSDAY**	**FRIDAY**
7:20-8:30	Period 1	Period 1	Period 1	Period 2	Period 4-5 or 5-6
8:40-9:50	Period 2	Period 4-5 or 5-6	Period 2	Period 4-5 or 5-6	Period 6-7 or 7-8
9:50-10:43	Independent Class Work	Independent Class Work	Independent Class Work	Independent Class Work	
10:43-11:13	Lunch	Lunch	Lunch	Lunch	
11:13-12:23	Period 3	Period 6-7 or 7-8	Period 3	Period 6-7 or 7-8	
12:33-1:43	Period 8/9 or 9/10	Period 11	Period 8/9 or 9/10	Period 11	

SHS Hybrid Learning Schedule Week B					
TIME	**MONDAY**	**TUESDAY**	**WEDNESDAY**	**THURSDAY**	**FRIDAY**
7:20-8:30	Period 1	Period 3	Period 1	Period 8-9 or 9-10	Period 11
8:40-9:50	Period 2	Period 4-5 or 5-6	Period 2	Period 4-5 or 5-6	
9:50-10:38	Independent Class Work	Independent Class Work	Independent Class Work	Independent Class Work	
10:43-11:13	Lunch	Lunch	Lunch	Lunch	
11:13-12:23	Period 3	Period 6-7 or 7-8	Period 3	Period 6-7 or 7-8	
12:33-1:43	Period 8/9 or 9/10	Period 11	Period 8/9 or 9/10	Period 11	

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Guiding Principles

Healthy Educational Environment
We will ensure that appropriate measures to protect the safety and health of our students and staff is a top priority by:

- providing clean and sanitized buildings
- investing in equipment to ensure air quality improvements and safety
- prioritizing COVID-19 mitigation training for staff and students and school routines have been designed to minimize risk

Robust Instructional Opportunities
We will provide high quality synchronous, asynchronous, and hybrid instruction to students during remote and hybrid learning time by:

- ensuring students have access to a district issued device and internet
- modifying curriculum programs to support multiple learning models
- having continuous professional development integrating instructional technology
- providing modern research based learning platforms

Social Emotional Supports for Students
We are mindful of the pandemic's impact on students and we are prioritizing student well-being through:

- biweekly student SEL and academic needs survey
- specialized and individualized SEL support
- structured schedules with time for check-ins and small group supports

Equitable Learning Opportunities for Students
We will provide high quality learning for all students through:

- ensuring that Students with Disabilities receive appropriate support and instruction
- ensuring that English Language Learners receive appropriate support and instruction
- continuing to implement culturally responsive, learner-centered practices in all lessons
- providing varied accommodations in order to make learning accessible for all learners

Transparent Communication
We are committed to providing timely information to families and community members regarding the shifts and changes associated with COVID-19 school procedures through:

- frequent updates to the website with translated information
- leveraging multiple ways to communicate with families including community forums, ConnectEd messages, text message, phone calls, social media and website updates

WPS is working closely with the Parabola Project to offer guidance, tools, and strategies to understand and minimize risks while maximizing learning and wellness during COVID-19.
-Parabola Project

Student & Staff Safety

District Guidelines

- Staff will receive comprehensive safety trainings including the viewing of a four part school safety reopening video
- Students are requested to bring two masks to school each day
- Masks and gloves will be available upon requests for all staff and students
- Masks will be expected to be worn at all times, except during mask breaks
- Six feet of social distancing guidelines will be followed
- The number of people within a closed area will be limited to reduce exposure to Covid-19
- Transition and directional plans will be created for safe movements throughout the building
- Students and staff will be trained in hand washing.
- Hand washing schedules will be created
- Hand sanitizers will be placed in every classroom and other key locations at all schools.
- Additional PPE and cleaning supplies will be available at our schools including masks disinfectant wipes, shields, gloves, hand sanitizer, and gowns for all needs

South High Community School Guidelines

Needlepoint BiPolar Ionization Systems were installed to improve air quality throughout the building and in the hallways

Classroom Setup

District Guidelines

- Desks and tables will be six feet apart and will face the same way
- Unused furniture may be removed to allow for more space
- Students will have seating assignments for contract tracing if necessary
- Signage of protocols will be posted

School Guidelines

- **Students will be assigned a seat and may not change the seat to ensure proper contact tracing in the event of an infection.**
- **Desks will face the teaching area (whiteboard)**
- **Students are asked to sanitize their hands upon entering the classroom. Once hands have been sanitized, students can place their backpacks on the back of their chair and belongings on their desk.**

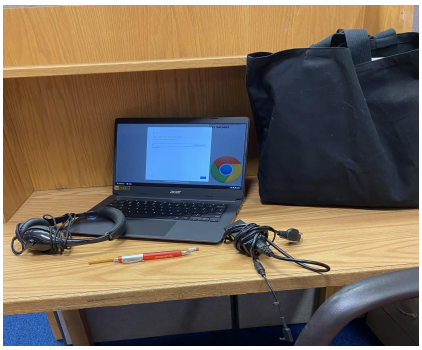
School Supplies

District Guidelines

- Each student will have their own school supplies
- Personal belongings will be separated and not shared with others
- For shared supplies there will be a cleaning protocol for disinfecting between uses
- Lockers will not be used during this phase of reopening; coats and backpacks will be allowed in the classrooms
- Students will be required to bring their chargers, earbuds, and district issued device fully charged to school each day
- Students should not bring their hotspot into school
- Students will not be able to use a personal device in school

School Guidelines

- **Students will be provided paper, pencils, pens, planners, earbuds and a personal copy of textbooks if needed. Students can bring their own earbuds as well. These must be stored in backpacks that students will carry with them, lockers will not be available. Backpacks will be available.**
- **It is important that students bring their school issued chromebook to school, fully charged, on a daily basis.**



Student Transitions

District Guidelines

- Signage will be posted throughout the entire building to direct students' transition and maintain six feet distance.
- Hallways and stairways will be assigned as exit and or entrance points to avoid students passing each other face to face and crowding.
- When students transition staff will monitor transition to ensure six feet distancing.

School Guidelines

- Students will be dismissed by a teacher at the end of class and staff will be in hallways to monitor safe passing by students.
- All students will exit classes by walking to the right and following signage and arrows which are on the floors.
- The ten minute passing period will remain in effect to allow for transitions.
- Hallways and stairwells will be signed with appropriate traffic patterns.
- Travel in the hallways will occur both ways, in opposite directions. Students will walk on the right-hand-side, single file, throughout the hallways at all times.

Arrival

District Guidelines

- All students/families should complete a symptom self check via the health portal daily before leaving for school
- Arrival will have staggered times to avoid large groups entering the building at the same time
- Social distancing will be maintained while entering the building with staff monitoring
- Students will go directly to classrooms when entering the building

School Guidelines

Arriving by bus

● All students are required to wear a mask on the bus at all times and students will be assigned seats to assist with contract tracing in the event of a COVID 19 case.

● Students on busses will be dropped off, one bus at a time and will access the building using the

cafeteria back door.
● Students will enter the building and transition directly to their assigned seat in designated breakfast areas. Every breakfast area will have a sanitizing station and a grab and go breakfast table. Students will be transitioned to class at 7:10.

Arriving by car
● Drop off should not take place until 7:05. Parents who are dropping off will enter using the main entrance driveway
● Students will exit the vehicle, wearing a mask, from the passenger side door and will enter through the backdoor of the cafeteria along with the bus students.
● Staff will be on duty to monitor students in the hallway and ensure that students are following social distancing protocols upon entering the building.

Students Driving Themselves
●Students should not arrive prior to 7:05. After parking, students must exit their vehicle wearing a mask and enter through the backdoor of the cafeteria.

PLEASE NOTE: The front door entrance will be closed to students, all students will enter through the backdoor of the cafeteria. Signs will be posted and staff will be outside to greet students.

<u>LATE ARRIVAL TO SCHOOL:</u>
● Students who are tardy to school 7:20 must report to the front entrance and buzz in using the intercom system.
● A staff member will be stationed at the front entrance or main office where students will get a time stamped pass to class. Students will then report directly to class.

End of the Day Dismissal at 1:43

District Guidelines

- Staff and students must maintain social distancing when preparing for dismissal
- Dismissal time will be staggered to avoid large groups exiting the building
- Students and staff must wear masks during the entire dismissal process
- Students walking home should maintain social distancing and mask wearing

South High School Guidelines - Staff will be helping to direct the movement of students during this time.

Dismissal by Bus:

- Dismissal will be staggered at the end of the day. As busses arrive, an announcement will be made for students to board their bus number to avoid large groups exiting the building
- Students will be loaded on the bus according to where their assigned seating is. There will be an assistant principal assisting students with this.
- An updated transportation schedule will be distributed to all families as soon as it is available.

Parent pick-up or Walkers:

- Students will remain seated in their last class until an announcement is made that they are dismissed. Once that announcement has been made students will proceed to the nearest down staircase and proceed out of the building either through the main entrance or the cafeteria entrance.
- Students will exit the building and the campus at the end of the day. Students will not be able to congregate in the building or on the campus once school is dismissed.

After school sports practice:

- Students are to exit the building and proceed to the back gym entrance and wait for the coach to let them in. The earliest practice is 2:30 and the only entrance for athletic practices is in the gymnasium area.

  All athletes must exit the building and wait for their coach to open the door for them.

Breakfast and Lunch

District Guidelines

- All water bubblers and fountains will be shut off
- Food service will be providing water during the school day
- Breakfast will be grab and go or delivered to the classroom
- Lunch will be eaten in spaces designated by the principal
- Students will maintain six feet distancing while eating

South High Community School Guidelines

All students will be given the same assigned seat that they will use for breakfast (if applicable), lunch and during their independent work time. These assigned seats will allow us to use contract tracing in the event that a student/staff tests positive for COVID-19. Student names will be on these assigned seats and social distancing markers will be used to ensure safety.

Breakfast:

- All students will be provided with a Grab and Go Breakfast
- After entering the cafeteria through the backdoor, students will move to one of the designated areas for breakfast and wait until school begins at 7:10
- Students will sanitize their hands and take a Grab and Go Breakfast
- Trash bins will be provided and students will sanitize their hands before being dismissed to their first period class at 7:10

Lunch:

- All students will be provided with a Grab and Go Lunch
- Students will be assigned a seat that they will use daily for lunch to ensure thorough contact tracing in the event of a student/staff testing positive for COVID-19
- Students will sanitize their hands and take a Grab and Go Lunch and sit in a designated social distanced cafeteria seat for the duration of hybrid learning
- After lunch students will sanitize their hands, and have the option to go outside for a mask break or go to their assigned independent study space.
- Bathrooms will be open for students during lunch

Mask Breaks

District Guidelines

- There will be scheduled mask breaks for students
- The breaks will be based on the students' age and needs
- Masks breaks will be conducted outside whenever possible

School Guidelines

- All students and staff are required to wear a mask that covers their nose and mouth
- Mask breaks will be taken during lunch and the independent learning period.
- Mask breaks in class will be taken under the direction of the teacher.

Hand Washing

District Guidelines

- Students and staff will be required to wash their hands frequently
- Hand washing with soap and warm water for 20 seconds is the recommendation

- Hand sanitizer will be available in every school

School Guidelines

- There are soap dispensers in all bathrooms as well as reminders to wash hands for 20 seconds
- Hand sanitizing stations are located on every floor throughout the building

Bathroom Procedures

District Guidelines

- Safety protocols will be established at schools based on bathroom location and capacity
- Bathroom breaks will be carried out as they would during normal school times
- Students waiting for the bathrooms will be six feet apart and wear masks
- Signages will be posted to remind students to wash their hands
- Soap dispensers will be filled on a regular basis

School Guidelines

- Only one student per class will be allowed to use the bathroom at a time to maintain social distancing
- Students will be allowed to enter the bathroom one at a time
- After using the bathroom students will wash their hands and dry with paper towels
- Upon exiting the bathroom students will sign out and sanitize their hands as needed and return to class

School & Systemwide Staff Protocols

District Guidelines

- All school based and systemwide staff will be required to sign in at a designated area
- When visiting school buildings, masks will be worn by all staff and social distancing will be maintained
- Work spaces in the building may be utilized for specialized instruction
- Congregated work settings will be prohibited (such as teacher's lunch rooms)
- Teachers and staff will take breaks and eat in designated areas of the building as decided by the principal or supervisor
- Staff meetings will be held virtually
- Professional development will be held virtually

South High Community School Guidelines

- Teachers will continue to use the remote sign-in process and are expected to be signed in to school

from their classrooms for 7:10 to welcome students for first period
Be mindful of social distancing as well as well as your commute time

- The teachers rooms may not be used for lunches. Teachers who share a room have desks that are more than six feet apart.

Visitor Access to the Building

District Guidelines

- Visitors should call ahead and arrange a time to come into the building
- Visitors will be required to sign in with their name, purpose, and phone number
- Visitors must wear masks at all times
- Visitors must maintain six feet social distance upon entering the school
- Only one visitor at a time will be allowed in the office
- Staff will assist visitors in their needs
- There will be no visitors volunteering in classrooms

School Guidelines

All visitors to South High must make the office aware of their arrival by using the intercom system in the foyer of the front entrance

- All persons entering the building must wear a mask.
- Parents coming in to dismiss a student during the day may call ahead so we can have the student ready to go but you must come in to school and show an ID (508) 799 3325
- Any adult or guardian who intends to dismiss a student must be on the emergency contacts for dismissal.

> *Decisions about when and how to reopen schools during COVID-19 need to be based on a strong set of principles, grounded in best available evidence, informed by context, and oriented towards each community's highest aspirations for student learning and well being.*
>
> *-Parabola Project*

Air Quality and Cleaning Protocol

District Guidelines

- We upgraded all of the buildings to improve air flow
- HVAC assessments were conducted in 59 locations
- Needlepoint Bipolar Ionization systems were installed in all locations to improve air quality
- Misting machines have been purchased for all schools and will be used each night
- Custodians will clean rooms, empty trash, and disinfect high touch points regularly
- Each classroom will be provided with disinfectant wipes to use on desks and materials for frequent washing; the wipes are made from the safest disinfectant available on the market approved by EPA for Covid-19
- Hand sanitizer has been purchased for all schools and will be replenished when needed

School Guidelines

Sanitizer will be available in all classrooms and sanitizing stations will be in high traffic areas
Needlepoint BiPolar Ionization Systems were installed to improve air quality throughout the building and in the hallways

Transportation

District Guidelines

- Students must maintain six feet distance while waiting and boarding the bus
- Students should face forward at all times and refrain from eating, singing, shouting, or sharing items while in transit
- Buses will be cleaned and disinfected between all runs
- Windows will stay open for the duration of the ride
- Students, drivers, and monitors must wear masks at all times
- Seating plans for all students will be made for each bus route in accordance with DESE Transportation Guidelines

- Students will be assigned seats and will be required to stay in them

South High Community School Guidelines

- Students requesting transportation will have to fill out the bus form
- Students approved for transportation will receive a bus pass once we begin hybrid
- Bus drivers will have lists of approved students for transportation
- Only students approved for transportation can board a bus

PLEASE NOTE: The front door entrance will be closed to students, all students will enter through the backdoor of the cafeteria. Signs will be posted and staff will be outside to greet students.

Food Services for Families

District Guidelines

- School-wide food services will continue for all families
- Breakfast and lunch will be served in school to all students
- Breakfast and lunch will be grab and go style
- Food Trucks and food pantries will be ongoing throughout the city

South High Community School Guidelines

Food service sites and trucks will continue to service our WPS community

Covid-19 Medical Waiting Room & Nurse's Office

District Guidelines

- WPS will clearly distinguish between the Nurses' Office and a Covid-19 safe space
- All schools will have an established Covid-19 medical waiting room separate from the nurse's office
- The Covid-19 medical room will be used for students presenting with Covid-19 symptoms
- Every school will have a nurse and a Covid-19 point person
- There will be disinfection after each student who visits the nurse's office

Students and Staff Exhibiting Symptoms

District Guidelines

- We will respond promptly and effectively when there is possible exposure to Covid-19
- An individual who is symptomatic at home should stay home and get tested
- If a student or staff member is positive, notify the building principal
- If a student is Covid-19 positive, home with symptoms, or quarantining, they can participate in remote learning
- A student that is symptomatic on the bus will immediately be brought to the nurse's office or the Covid-19 medical waiting room for assessment
- A student that is symptomatic while in school will wait in the Covid-19 waiting room until they can be picked up
- Symptomatic students will require a pickup and will not be allowed to ride the bus home
- A staff member who appears symptomatic at work will discuss coverage with the principal and follow district protocols
- A student or staff member who tests positive must notify the school, assist with the district procedures on close contact and covid-19 positive status procedures, and follow CDC guidelines for quarantining or isolation

Protocols for Potential School Closures

District Guidelines

In the event of multiple cases of Covid-19 in the school or building, we will:

- consult with Worcester Regional Dept. Public Health Department
- review of the specific COVID-19 public health metrics for the city of Worcester
- determine if it is necessary to shut down a classroom, wing, or entire building for a short time by consulting with necessary stakeholders and WPS administration for a final decision
- inform the community
- communicate building reopening plan

District Contacts

Superintendent: Maureen Binienda- 508-799-3117

Deputy Superintendent: Sue O'Neil-508-799-3644

School Safety Director, Covid-19 District Coordinator: Rob Pezzella-508-799-3472

Chief Financial and Operations Officer: Brian Allen-508-799-3401

Elementary Schools Managers: Marie Morse, Ellen Kelley-508-799-3264

Secondary School Manager: Tim Sippel-508-799-3264

Resources

- Planning for these guidelines were created in collaboration with the Parabola Project: http://parabolaproject.org

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- DESE Guidance on Remote Learning for English Learners (Released April 24, 2020)
- Initial Fall School Reopening Guidance (Released June 25, 2020)
- Guidance on Fall 2020 Special Education Services (Released July 9, 2020)
- Fall Reopening - - FAQs (Released July 10, 2020)
- Fall Reopening Facilities and Operations Guidance (Released July 22, 2020)
- Fall Reopening Transportation Guidance (Released July 22, 2020)
- Fall Remote Learning Guidance (Released July 24, 2020)
- Guidance for Courses with Additional Safety Requirements (Released July 24, 2020)