



Worcester Public Schools

Hybrid Learning Plan

Guidelines & Protocols for: North High School



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Dear Families,

Welcome back to school. As in any school year opening we spend time planning for your child's return to the school setting. This year it has certainly looked different but we are excited to celebrate with you your students academic success. Whether you choose hybrid or remote the schedule will remain the same. This guide is designed to give you an overall picture of what the district guidelines are as well as what those policies actually look like at North High School. These plans were developed with the guidance from such agencies as DESE, CDC and DPH. Our goal is to ensure that the physical and emotional safety of students returning is met while at the same time continuing with their educational goal. Please contact Mrs. Lisa Houlihan, Principal with questions at houlihanla@worcesterschools.net

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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

North High School Guidelines

- **The administration and staff at North High School take the health and safety of all students and their families very seriously**
- **Students are required to wear a mask once in the building for the entire school day except for mask breaks**
- **Students and staff will follow social distancing guidelines as dictated by the the state and school district**
- **The school has posted signage to facilitate the safe movement of students and staff in the building**
- **Hand sanitizing stations are located on all four floors of the building and the basement**
- **Masks, hand sanitizer and other PPE will be provided to staff and students as needed**

Classroom Setup

District Guidelines

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

North High School Guidelines

- Desks have been set up to allow for six feet social distancing
- Desks must remain facing the white board and can not be rearranged
- Students will be assigned a seat and may not change the seat. This is to ensure proper contact tracing in the event of an infection.



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

North High School Guidelines

- Students must bring to school everyday their own school issued chromebook fully charged.
- Students will be issued pencils, pens and a planner in the event they need to write anything down.

These must be stored in backpacks that students will carry with them. None of these may be shared with another student.

- Any supplies for classes will be issued individually to students for their use only. There will be no sharing of supplies for any reason.

Student Transitions

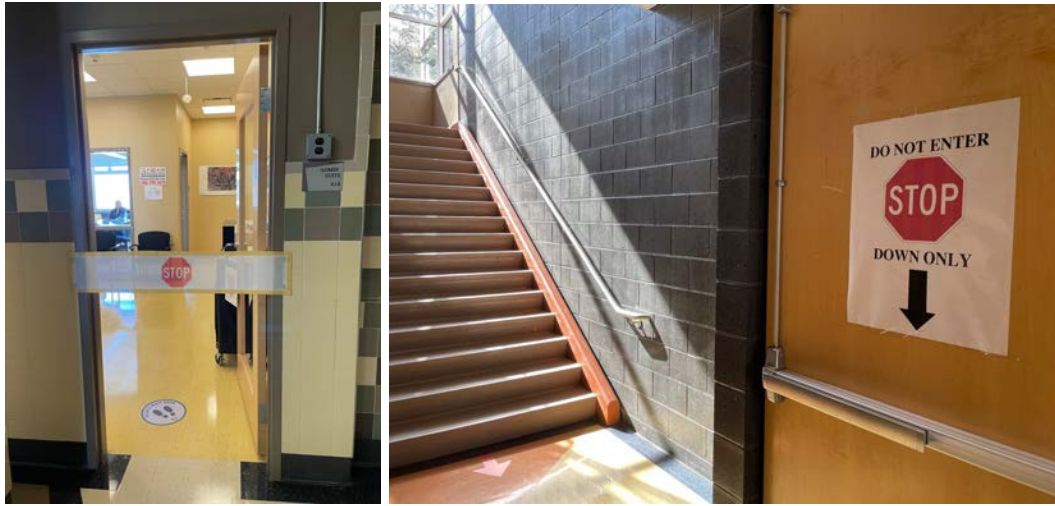
District Guidelines

- 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

- The ten minute passing period will remain in effect to allow for transitions.
- Students will be dismissed by a teacher at the end of class
- All students will exit classes by walking to the right and following signage and arrows which are on the floors.
- 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.
- Stairways have been designated either up or down with appropriate signage.





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

North High School Guidelines

Arriving By Bus:

- All students will be required to wear a mask on the bus at all times and sit in their assigned seat
- Students on buses will be dropped off one bus at a time in front of the cafeteria
- Upon entering the cafeteria students will sanitize their hands and if they do not have a mask will be given one in order to proceed into the building.
- Students will proceed through cafeteria doors, take a Grab and Go breakfast and move towards the up stairwell by the custodians office and go to their first period classroom.

Arriving by Car:

- Drop off should be no earlier than 7:05 AM if a parent is dropping them off at school. If a student is driving themselves they should arrive no earlier than 7:05 AM. Doors will not be opened until 7:05.
- Students should be dropped off by the stop sign at the end of the school driveway and walk into the front door.
- Upon entering through the front door students will sanitize their hands and if they do not have a mask one will be given to them in order to enter the building.
- Students will take a Grab and Go breakfast and proceed up the stairs to their first period class.

Arriving Late to School:

- Students who are tardy (after 7:20) will stop at the security desk to sanitize their hands, get a mask if they don't have one and sign in.
- Upon signing in students may get a Grab and Go breakfast and proceed directly to their first class with the time stamped pass.

Dismissal

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

North High School Guidelines-Staff will be visible and facilitating the movement of students during this time.

Dismissal by Bus:

- At the end of the day students will remain in their last class until their bus number is called via the intercom.
- Students will use 3ft social distancing when leaving the building masked
- 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 2:15 and the only entrance for athletic practices is in the gymnasium area. The exception will be cheer practice which will enter from the auditorium door.

Students however 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 and lunch will be grab and go or delivered to the classroom
- Breakfast and lunch will be eaten in classrooms or school cafeteria
- Students will maintain six feet distancing while eating

North High School Guidelines

Breakfast:

- No matter which door students enter the building, there will be a Grab and Go Breakfast available for them to select and proceed to their first period class. Time will be given to allow students to eat.
- Trash will be placed in the trash basket and placed outside the door when breakfast is complete.
- After breakfast students will sanitize their hands
- The custodians will come by and collect trash that is placed outside the classroom door and replace bags so food is not spilled in the classrooms.

Lunch:

- Students will be assigned to one of three groups and will rotate through the cafeteria
- When it is their lunch time students will go to the cafeteria, get a Grab and Go lunch and take a seat.
- Students will be assigned a lunch seat in the cafeteria that will be theirs 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 at this time as well.



Recess

District Guidelines

- All elementary schools will have scheduled recess breaks
- Students will wash hands after recess
- Students will be required to keep their masks on and maintain social distancing
- Playgrounds will remain closed during winter months
- Students can take mask breaks during recess maintaining social distancing

North HighSchool Guidelines

- **While secondary schools have no recess built into the schedule, weather permitting students may go outside in an assigned area during the independent block.**

Mask Breaks

District Guidelines

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

North High School Guidelines

- **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

North High 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

North High School Guidelines

- **Only one student per class will be allowed to use the bathroom at a time.**
- **Students will follow a sign-in and sign-out procedure when using the bathroom**
- **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

North High School Guidelines

- Teachers will sign in at the security desk and then check mailboxes before going to their rooms. Be mindful of social distancing as well as your commute time.
- The teacher staff rooms may not be used for lunches. Teachers who share a room have desks that are more than six feet apart.
- Teachers will not have access to refrigerators or a coffee machine. Please pack your lunch in an insulated bag that does not require refrigeration
- Teachers will have access to a microwave. Teachers are responsible for cleaning the inside and outside of the microwave after each use.



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

North High School Guidelines:

- **All persons entering the building must wear a mask.**
- **Visitors will report to the main office**
- **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.**
- **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

North High School Guidelines

- North High School has a mechanical ventilation system -supplemented by the needlepoint bipolar ionization equipment
- Hand sanitizing stations are located on all four floors including the main entrance to the building and the cafeteria
- Hand washing instructions are posted in all student bathrooms and staff bathrooms

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

North High School Guidelines

- Students requesting transportation will have to fill out the bus form
- Students approved for transportation will receive a bus pass once school is in session
- Bus drivers will have lists of approved students for transportation
- Only students approved for transportation can board a bus

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

North High School Guidelines

- Food service will remain the same at North High School
- Families can pick up food from the school cafeteria between 3pm and 6pm daily

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

North High School Guidelines

- The Nurses Office will remain in the School Health Center in room 112G
- The Covid-19 medical waiting room will be located in room 22 which is located in the basement in the back of the building
- The Covid-19 room will be supervised by a school nurse at all times
- Students with Covid-19 symptoms will be escorted to the Covid-19 room by a staff member
- The school nurse will contact the family to come to the school and dismiss their student
- The family will drive to the back of the building where the student will be dismissed through the basement doors.
- The nurses office and Covid-19 room will be disinfected after each student who visits the office and the Covid-19 room

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>

- [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)