

Updated Family Information for WJSHS Hybrid Reentry

Cohorts:

- Cohorts have been finalized based on survey responses and additional communication between families and the administrative team.
- Any students with an unidentified learning model due to non-responses have been classified as remote students.
- All students electing the hybrid model have been placed into cohorts based on last name or parent request. The cohorts and in-person days are:
 - Cohort **A**: Last names A-K; in-person Tuesdays and Wednesdays
 - Cohort **B**: Last names L-Z; in-person Thursdays and Fridays

Bell Schedules for In-Person Days:

Grades 7&8 Bell Schedule

Period	Times
1	7:30-8:30 (Cleaning from 8:30-8:35)
2	8:40-9:25 (Cleaning from 9:25-9:30)
3	9:35-10:20 (Cleaning from 10:20-10:35)
4	Grade 7 - 1st Lunch: 10:30-10:55; Class: 11:00-12:00 (Cleaning from 12:00-12:05) Grade 8 - Class: 10:30-11:30 (Cleaning from 11:30-11:35); 3rd Lunch: 11:40-12:05
5	12:10-12:55 (Cleaning from 12:55-1:00)
6	1:05-1:55 (Cleaning from 1:55-2:00)

Grades 9-12 Schedule

Block	Times
1	7:30-8:50 (Cleaning from 8:50-8:55)
2	9:00-10:20 (Cleaning from 10:20-10:25)
3	Group 1 (2nd lunch) - Class: 10:30-11:00; Lunch: 11:05-11:30; Class: 11:35-12:35 (cleaning from 12:35-12:40) Group 2 (4th Lunch) - Class: 10:30-12:05 (Cleaning from 12:05-12:10); lunch: 12:15-12:40
4	12:45-1:55 (Cleaning from 1:55-2:00)

Classroom Setup and Cleaning Protocol:

- **Classrooms**
 - DESE requires desks to be 3 feet apart within classrooms
 - WJSHS classroom sizes vary greatly causing maximum class capacity with desks 3 feet apart to also vary greatly
- **Classroom Doors and Windows**
 - Per the Westport Board of Health, doors should remain open at all times
 - Windows do not need to be open because there are air purifiers in every room
- **Cleaning Protocols Between Classes**
 - Teachers will spray desks and students will clean desks using paper towels
 - Desktops and chairs should all be cleaned
 - Electronics will be cleaned with alcohol wipes
 - SDS (Safety Data Sheet) sheets needed for students with medical concerns
 - These students should have the SDS sheets reviewed by their physician. Any student who is deemed to avoid contact with the disinfectant spray should stand outside of the classroom while this is being used.
- **Mask Breaks**
 - Mask breaks will be held outside in the general vicinity of where the class would go for a fire drill
 - Mask breaks will be held at the discretion of the teacher and what works best for that class period
 - Teachers may also tape a box on the floor in one section of the room for emergency mask breaks
- **Seating Charts**
 - Every class will have a seating chart for each cohort
 - Seats should not be moved by students

Hallways, Bathrooms, Lunch Schedules:

- **Hallways**
 - Social Distancing stickers are already laid out
 - One-way stairwells have been identified
 - Science Wing (Weight room to science classrooms) - One-way UP
 - Stairwell across from Mrs. Ruel's office - One-way DOWN
 - Stairwell across from Guidance (1st Floor to 3rd Floor) - One-way UP
 - Stairwell near cafeteria - One-way DOWN
 - Administration Stairwell - One-way DOWN
 - Passing times will not be staggered
- **Bathrooms**
 - Bathrooms on the first floor will remain closed at all times
 - Second and third floor bathrooms
 - Classroom teachers will maintain a student name and time log when a student has been granted permission to leave class to use the bathroom.
 - Bathroom duty teachers will log the student name and time when a student arrives to use the bathroom for contact tracing purposes.
 - No more than two students are allowed to enter the bathroom at a time.
 - Students will use the cafeteria bathrooms during lunches
 - Every other stall will be used
- **Lunches**
 - There will remain four school lunches

- First Lunch - Grade 7
- Second Lunch - Grades 9-12 (see lunch schedule below)
- Third Lunch - Grade 8
- Fourth Lunch - Grades 9-12 (see lunch schedule below)
- Students will have to scan the QR code to identify their table and seat in the cafeteria for contact tracing purposes
- Students must keep their masks on at all times except when seated to eat their lunch

Quarter 3 Lunches for Grades 9-12

	Tuesday/Thursday (C Block)	Wednesday (A Block)	Friday (B Block)
Second Lunch	<ul style="list-style-type: none"> ● AP US History ● English 10 Honors ● English 9 ● English 9 Honors ● Spanish 1 ● World History ● Computer Design 101 ● Edgenuity ● Focus ● Google Apps ● Spanish Independent Study ● Multimedia II 	<ul style="list-style-type: none"> ● Computer Science Essentials ● English 10 ● English 11 Honors ● English 9 ● Portuguese 4 Honors ● US I Honors ● World History ● World History Honors ● Edgenuity ● Focus ● Senior Project Tutorial 	<ul style="list-style-type: none"> ● English 10 ● English 11 ● Portuguese Independent Study ● Portuguese 3 Honors ● Spanish 4 Honors ● US I ● US II Honors ● Digital Music ● Edgenuity ● Tech Fluency
Fourth Lunch	<ul style="list-style-type: none"> ● Biology 9 Honors ● Biology 9 ● Chemistry ● Dual Enrollment ● Environmental Science ● Geometry ● Geometry Honors ● Precalculus Honors ● School to Career ● Statistics ● AP English 12 ● Band ● PE 11/12 ● Theatre Arts 	<ul style="list-style-type: none"> ● Algebra 1 ● AP Calculus ● AP Psychology ● Biology ● Boatbuilding ● Dual Enrollment ● Geometry ● Geometry Honors ● Advanced Fitness and Training ● AP English 11 ● Art Independent Study ● Choir ● Government ● Intro to Art ● PE 9/10 	<ul style="list-style-type: none"> ● Algebra 1 ● Algebra 2 ● AP Biology ● Biology 9 Honors ● Dual Enrollment ● Marine Science ● Precalculus ● Film as Literature ● History of Rock and Roll ● PE 9/10 ● Sculpture and Ceramics ● Wildcat Productions

Student Discipline, Safety Drills, Drop Off & Pick Up:

- **Discipline**
 - Detention → Tuesday-Thursday from 2:15-3:15 PM
 - Saturday School → twice a month from 8:00-10:00 AM
- **Drop Off and Pick Up Schedule**
 - Morning Drop Off
 - Students who arrive to school on the bus will exit the buses and go to the cafeteria or the auditorium if drop off occurs between 7:00 and 7:25 AM, or directly to class if drop off occurs at 7:25 AM

- These students will enter through the door closest to their first period class (Cafeteria, Main Office, or Gymnasium)
 - Students who are dropped off, drive, or walk to school will not be allowed in the building until 7:00 AM
 - Students will socially distance in the cafeteria (Grades 9-12) or Auditorium (Grades 7-8)
- Afternoon Pick Up
 - Bus dismissal will take place in the front of the building
 - Loop 1: 2:00 PM
 - Exit the building from the door closest to their last period class (Cafeteria, Main Office, or Gymnasium)
 - Loop 2: 2:05 PM
 - Exit the building from the door closest to their last period class (Cafeteria, Main Office, or Gymnasium)
 - Students who are picked up, drive, or walk home will be dismissed at 2:00 PM
 - These students will exit from the North cafeteria entrance
 - Pickup should happen at this North entrance. Families should drive around the back of the building to pick up students.

Nurse's Office and COVID Protocols:

● **Nurse's Office Traffic**

- In order to limit traffic in and out of the nurse's office, each classroom will be provided with a small first aid kit including bandaids and antiseptic wipes that can be used inside of the classroom. Each classroom will also be provided with gloves by the district. A bag of two masks will be provided in the event a student soils their mask during class or has a malfunction.
- Students should be sent for:
 - Excessive bleeding, fever, vomiting, difficulty breathing, rash, bee sting, broken bones, trauma to head or unexplained changes in demeanor.
- Prior to sending a student to the nurse notify the main office to inform them that a student will be sent to the nurse's office. The main office will then contact the nurse. This will allow the nurse to put on appropriate PPE before seeing the student. The student will be asked to wait in the hall to clear the office if necessary.

● **Suspected COVID Cases, Positive Cases, and Contact Tracing**

- If the student is suspected to have COVID-19 symptoms, they will be placed into quarantine inside the isolation area of the nurse's until they are dismissed.
- PLEASE NOTE- NO ONE is considered a close contact until the student produces a positive COVID-19 test result.
- If and when an individual DOES test positive, please be assured that contact tracing will begin immediately. Close contacts ONLY consists of individuals that were within 6 feet of the positive individual for longer than 10-15mins. The contact tracing is handled by the Board of Health.
- Confidentiality is essential. Please be assured that only staff members who are required to be informed of a positive case will be informed. Everyone has a right to privacy.
- If you are a close contact to an individual that has tested positive, you will be informed ASAP. You will not be told the individuals name due to HIPAA Laws.

Hybrid Attendance and Instruction:

- **Attendance**

- Attendance must be taken every class period for both the in-person and the remote students and recorded in the student management system.
- This means that remote students will still log into Google Meets for attendance and instruction.
- Attendance Codes:
 - Hybrid
 - Present on Cohort Day
 - Absent on Cohort Day - U
 - Remote
 - Present on Remote Day - PR
 - Absent on Remote Day - AR

- **Hybrid Instruction**

- Live-streaming
 - Teachers will provide direct instruction to students both in-person and remotely through Google Meets by sharing the screen and also projecting the screen using the LCD projector.
 - The Massachusetts Department of Secondary and Elementary Education requires a minimum of 35 hours of synchronous instruction to all students over a 2 week period.

**Please note that all this information is subject to change based on the evolving COVID pandemic.*