

## High School Hybrid School Day

**We understand this is not an ideal school year but we would like students, parents, and staff to know that everyone's safety is our number one priority. This plan strictly follows the guidelines that were issued to schools by New York state.**

### **Before School Starts Each Day**

1. All students attending in person and staff should do an online self-screening before coming to school. (More information will follow on this soon.) Parents should call the attendance office if a student is not able to attend school or their online classes for the day due to one of our excused absences noted in the student handbook.
2. At 7:15, doors open for students to start arriving. Bus drop will be between 7:20-7:40. Students driving should arrive between 7:40 and 7:50. Masks must be worn on the bus at all times.
3. The Self-Screening report goes to the Secretaries and Administrators - Please have screening done by 7:00 am
4. Parents can drop students off starting at 7:15 but we ask that you please do your best to arrive between 7:40 and 7:50.
5. All students will use auditorium doors to enter the school
6. Two staff members will be checking names off as students arrive. If they've been screened prior to arrival, they will be admitted into the building. If they haven't been screened they will be screened by the staff members in the lobby before being allowed to enter the building.
7. Students who do not meet the criteria to pass the screening will be escorted to the nurse's office for further evaluation. Parents will be notified if a child needs to be picked up.
8. Students who pass screening will go directly to the auditorium and sit 3 seats apart until 7:40 and then get released to their first block by grade level every 2 minutes starting with the freshmen.
9. At 7:40, Mr. Roberts will be in the cafeteria where AM BOCES students will report for homeroom. Students will be dismissed to their bus for BOCES at 8:00.
10. At 7:40 all staff will be in their rooms with their first block class
11. There will be no lockers this year so students will be allowed to carry backpacks to keep their belongings.
12. Announcements will begin at 7:57 with first block beginning promptly at 8:00

## **In Between Periods**

1. There will be 7 minutes between blocks
2. Students and staff should always walk on the right side of the hallway
3. Teachers will be monitoring the hallway between blocks ensuring that there is no congregating of students during this time
4. Students are encouraged to use the bathroom in between periods, however they must go to their next class first and sign out to use the bathroom even though it is in between periods. There must be records of every student to allow for contact tracing if necessary. There should not be more than 3 people in a restroom at a time. If there are 3 upon arrival into the bathroom, then a line should form outside the door with students 6 feet apart.
5. If a student needs to go somewhere such as the counseling office, or to another teacher's room, they must carry their agenda planner with them as their pass
6. Water Bottle filling stations are allowed to be used, so we encourage students to bring their own water bottles to use and fill as needed. The regular drinking fountains will be turned off.
7. All students must report to study hall first and then sign out to library, help periods. Etc. The only exception is restricted study hall students should report directly there.
8. More information for inbetween periods will be discussed during the student orientation

## **During Class Periods**

1. Students that have opted to participate in remote learning will not be put into a group. Students who opted for the hybrid model will be put into one of three groups based on last name. We cannot move groups at this time because our classrooms can only hold a certain number of students and we have the alphabet split up so there is an even split in the majority of classes.
  - Group A: A-E
  - Group B: F- L
  - Group C: M-Z
2. (SEE CALENDAR BELOW) Group A will attend school for four days and the other two groups will be remote learning during this time. After four days, group B will attend school and the other two groups will be remote learning. After those four days, group C will attend school and the other two groups will be remote learning. We will follow this pattern until further notice.

3. We will follow a block schedule. The first day of school will be cycle day 1 and we will run periods 1,3,7,9. The second day of school will be cycle day 1 and we will run periods 2, 4, (5 or 6), 8. The third day will be cycle day 2 and we will run periods 1,3,7,9. The fourth day of school will be cycle day 2 and we will run periods 2,4,(5 or 6), 8. We will follow this pattern until further notice. The calendar will always be posted on the high school website.

**Block 1 - 8:00 - 9:10**

**Block 2- 9:17-10:27**

**Lunch 10:29-11:20**

**Block 3- 11:23-12:33**

**Block 4- 12:40 -1:50**

4. Every student that is doing remote learning should be logging into their chromebook during their scheduled class time as if they were in the classroom for live instruction. Students should share their camera at all times.
5. Teachers will take daily attendance for students in class and for remote learning.
6. We will have an attendance process. Teachers should contact home after the student's third unexcused absence from their class. After 6 absences it should be referred to the counselors and we will have a step by step process in place.
7. Students and teachers should have their mask on and the desks will be six feet apart. Students should be allowed short mask breaks throughout the day when requested. Mask breaks should only take place when students are six feet from anyone else.
8. Any students who feel ill during the school day should be sent to the nurse immediately.
9. Every teacher MUST have a sign out sheet in their classroom for any time a student leaves the room. Teachers should make sure the student is carrying their agenda planner with them when they leave but they do not have to sign it.
10. Classes will be 70 minutes. Students taking AP and Dual Credit classes should expect a normal workload as if we were in school full day.

### **Lunch Period**

1. The entire school will have a common lunch from 10:29 am - 11:20am
2. At the end of 2nd block, Juniors and Seniors will report to the cafeteria. Freshmen and Sophomores will report to the Auditorium.
3. In the cafeteria students should get in line immediately if they are buying lunch and keep their mask on until they are seated. Those students bringing their lunch should sit down and start eating. Masks can be removed once students are in their seats. If a student leaves their seat they must have their mask on.
4. Vending machines will not be available until further notice
5. In the auditorium, students will sit 3 seats apart and have their masks on. Students should not be eating or drinking in the auditorium.
6. There will be a sign out sheet in the auditorium and the cafeteria and any student that needs to go somewhere must sign out and take their agenda planner as their pass.

7. At 10:46, we will do an organized switch. Half the students in the auditorium will go down the academic hallway and cut across the back hallway to the cafeteria. The students in the cafeteria will go down the freshmen hallway and cut across the front hallway by the gym. At this time, PM BOCES students should get on their BOCES bus outside the auditorium doors. At 11:03, we will do another switch with the remaining students who have been in the auditorium the entire time.
8. At 11:20 students will be released to their third block

### **Study Halls**

1. Students are encouraged to do any of their work during study halls.
2. Study halls will be either in a teacher classroom or the auditorium depending on the period
3. A limited number of students will be able to sign out to go to the library **TBD**
4. One male and one female student will be allowed to sign out for the bathroom at a time
5. For study halls in the auditorium students should sit 3 seats apart and as far to the front of the room as possible
6. Students should bring their own headphones to use

### **Restricted Study Hall**

1. RSH will be in the cafeteria this year.
2. The list will be generated Monday and phone calls will be made Monday night for all students that owe work either in person or remotely.
3. The RSH room will also house the ISS students and any students that may need a place to do remote learning due to the absence of a teacher. Supervision students will also be in here if it is not their day for class.
4. Students in RSH should report directly there and the study hall teachers will get a phone call from Mr. Roberts for attendance purposes and to track down students.

### **BOCES students**

1. Students attend BOCES for a variety of reasons.
  - A. PTECH students are permitted to attend BOCES every day. If they need a bus they should arrive in the morning and get on the morning bus based on the procedures listed above.
  - B. AM and PM Career Tech and Mi Tech students are only permitted to attend BOCES on days when they are scheduled to be learning in-person at Holland Patent. On days where they are scheduled to learn remotely the students will also do their BOCES work remotely. Parents do have the option to drive their child to BOCES on days where students are supposed to be remote but there will not be HP transportation. Students should not drive themselves.

- C. Alternative Education students will receive more information soon once we get clarification from BOCES

### **Dismissal**

1. At 1:50 we will begin dismissing students from their last block starting with the seniors. All students need to leave the building immediately. If they are driving they should get right in their car and leave. If they need a bus they should get right on their bus. If they are waiting for a ride they should wait outside the auditorium doors or in the foyer if there is inclement weather.
2. No after school activities will take place in person but most staff will be running their clubs online and we would highly encourage students to continue to be part of these virtually.
3. We have just received word that some sports can take place. Mr. Barlow will be putting out guidance on this as we approach the athletic start date.