

PHS Reopening 2020



INTRODUCTION

Plainfield High School's reopening plan focuses on providing all students and staff a safe and healthy teaching and learning environment. The PHS Reopening Plan is modeled after the Plainfield School District Plan as well as the State of Connecticut, CDC, and Local Health guidance. Below you will find detailed information related to safety, communication, as well as the three reopening models: In Person Blended Learning, Hybrid, and Remote Learning.

SAFETY




Face Masks/Face Coverings



- All students and staff members are required to wear face masks/face coverings that completely cover the nose and mouth while in the building and on the bus unless medical documentation is provided.
- Students who fail to comply with wearing a mask will meet with administration and will be assigned to remote learning.
- Parents/Guardians are to provide a face mask or face covering for their children, however additional face masks will be available if needed.

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| | <p>Students are encouraged to bring two face masks/face coverings daily. A face mask/covering of at least 2-layers is recommended</p> |
| <p style="text-align: center;">Student Work Stations</p>  | <ul style="list-style-type: none"> ● Desks will be set up to maintain 6 ft social distancing where feasible. ● Desk shields will be provided for each student workstation to provide an extra layer of safety. ● Students will sanitize their workstations at the end and beginning of each class period ● Students are to bring their own school supplies (pens, pencils, notebooks, calculators, etc) in order to minimize sharing of materials.. |
| <p style="text-align: center;">Sanitization</p>  | <ul style="list-style-type: none"> ● Bathrooms will be cleaned twice daily ● High touch surfaces will be disinfected periodically throughout the school day ● Students will disinfect their workstations at the end and beginning of each class period ● Hand Sanitizing Stations will be set up throughout the school ● Students are encouraged to bring a bottle of hand sanitizer |
| <p style="text-align: center;">Health Screening</p>  | <ul style="list-style-type: none"> ● Parents/Guardians will be required to screen their children/guardians prior to leaving for school for signs/symptoms of Covid 19. Any child with a temperature of 100.0 F or higher is required to remain home and will not be permitted to return until being fever free without the use of fever reducers for at least 24 hours. Other potential symptoms of Covid 19 include shortness of breath or difficulty breathing, cough, chills, sore |

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| | <p>throat, loss of taste or smell, nausea, and vomiting. Additional details as well as a self-checker can be found on the CDC website: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html</p> <ul style="list-style-type: none">• Teachers and staff will monitor students throughout the school day for signs/symptoms of Covid-19. Any student demonstrating signs will be sent to the nurse for a more thorough evaluation including a temperature check. An isolation room has been set up for students demonstrating symptoms to rest until a parents or guardian arrives to pick them up.• Teachers and staff will conduct a self check daily prior to entering the school building. If any signs or symptoms including fever (above 100.0 F) are present the staff member is to stay home and report the illness to the school principal. Teachers and staff cannot return to work until they are fever free for at least 24 hours. |
| <p style="text-align: center;">School Signage</p>  | <ul style="list-style-type: none">• Signs emphasizing social distancing will be placed throughout the school.• Floor markings showing the traffic flow direction will be placed on the floors throughout the school. |

ONE-WAY TRAFFIC ONLY



THIS STAIRWELL
DOWN.




In case of the
emergency,
stairwell is
two-way.



- Signs will be posted to reflect the flow of traffic both within the hallways as well as in the stairwells.
- Main Stairwell
 - Up Only before school and during passing time
 - Down Only during dismissal
- End Stairwells
 - Down Only before school, during passing time, and during dismissal
- Back Stairwell
 - Two Way Traffic
 - One Up Lane and One Down Lane throughout the entire day.
- Hallways
 - Two Way Traffic
 - Floor Markings and Signs will be posted reflecting direction of traffic flow based upon the students next class.
 - For example students on the bottom floor that need to get to the second floor for their next class will travel towards the main stairwell to go up to the second floor. If students are on the second floor and need to go to the first floor they will travel down to the end stairwell in the hallway of their first class and go down to the first floor.

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|  | <ul style="list-style-type: none"> ○ Students need to bring a backpack to use throughout the school day as lockers will not be assigned in order to increase spacing within the hallways |
| <p style="text-align: center;">Hydration</p>  | <ul style="list-style-type: none"> ● Students are encouraged to bring a water bottle to school daily. It is important for students to remain hydrated. ● Water Bottle Filling stations will be available, however water fountains will be disabled due to safety concerns. |

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| <p>COMMUNICATION</p>  | |
| <p>Administration</p> | <ul style="list-style-type: none"> ● Weekly or Bi-Weekly updates via email, school messenger, announcements, or the district website will be provided to student families and staff related to Covid 19 and any changes to school plans as well as any subsequent safety issues or concerns ● Reopening Plans and Revisions will be posted to the PHS website |
| <p>Teachers/Staff</p> | <ul style="list-style-type: none"> ● Teachers will host course materials on Google Classroom |

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| | <ul style="list-style-type: none"> ● Weekly Learning Objectives and Assignments will also be posted in Google Classroom as well as on the Remote Learning Platform. ● Teachers will update ASPEN gradebooks bi-weekly ● Teachers will reach out to students and parents with any behavioral or academic concerns as well as inform school counselors and administration as needed |
| Students/Parents | <ul style="list-style-type: none"> ● Students and parents are encouraged to reach out to school administration with any concerns or questions related to the school Reopening plans. ● Students and parents are encouraged to contact teachers with any academic concerns ● Students need to self-advocate and seek extra academic help from their teachers when needed |

DAILY IN PERSON INSTRUCTION MODEL




This model is designed with the anticipation of every student attending school everyday while following public health and safety protocols including mask wearing, social distancing, and proper hygiene.

In order to limit daily contact amongst students and staff PHS has transitioned from an AB Block schedule to a 4x4 Block Schedule. This change in schedule reduces the number of students and staff members each student interacts with on a daily basis. In this model students will take a maximum of four courses during the first semester and another set of four courses during the second semester. The 4x4 Block schedule is the best cohorting model for high schools to

implement. Each student will interact with 4 teachers throughout the first semester instead of 8 and will only have a maximum of 80 classmates instead of up to 160 using the A/B Block model.

A blended learning approach will be utilized with content delivered both in person as well as hosted online in Google Classroom. Teachers will utilize Google Classroom as well as complete a weekly learning template outlining the weekly objectives and assignments to be posted online.

Students who will be participating in remote learning will be required to follow the same time schedule below. For remote learners recordings of lessons will be posted to Google Classroom or classes will be live-streamed.

| Plainfield High School Schedule 2020-2021 | |
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| Block 1 | 7:15 - 8:30 |
| Block 2 | 8:35 - 9:50 |
| Block 3 | 9:55 - 11:55 |
| A Lunch | Lunch 9:55 - 10:25 |
| | Class 10:30 - 11:55 |
| B Lunch | Class 9:55 - 10:25 |
| | Lunch 10:25 - 10:55 |
| | Class 11:00 - 11:55 |
| C Lunch | Class 9:55 - 10:55 |
| | Lunch 10:55 - 11:25 |
| | Class 11:30 - 11:55 |
| D Lunch | Class 9:55 - 11:25 |
| | Lunch 11:25 - 11:55 |

Block 4**12:00 - 1:15**

Below is a detailed description of some of the daily procedures that will occur within the 4x4 Block Model.

PHS Detailed Daily Schedule

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| <p>7:00 - 7:15 Arrival to School/Breakfast</p> | <ul style="list-style-type: none"> ● Two busses at a time are released for students to enter the school building ● If students are getting breakfast they are to go directly to the Cafeteria where there will be a one way entrance with 6 ft markings on the floor in order to assist students in social distancing. Once students receive their breakfast they will report to their period 1 class to eat their breakfast. Students are responsible for placing all garbage in the classroom garbage can as well as disinfecting their workstation. ● If students are not getting breakfast they are to report directly to their period 1 class. ● Students will utilize backpacks to hold their belongings. Lockers will not be issued in order to limit socialization and to increase spacing within hallways. |
| <p>7:15 - 8:30 Block 1</p> | <ul style="list-style-type: none"> ● Upon arrival students will sanitize their workstations ● Each desk will have a desk shield to provide additional protection for students. ● At the end of Block 1 students will be asked to sanitize their workstations in preparation for the transition to the next class. ● Once the bell rings students will follow floor markings as well as signs to move to their next class. Teachers, staff, and |

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| | <p>administrators will be in the hallways to monitor social distancing.</p> <ul style="list-style-type: none"> ● If students need to use the restroom they will sign out and proceed to the restroom closest to the classroom. A maximum of one student will be allowed out of an individual classroom at a time. |
| <p>8:35 - 9:50 Block 2</p> | <ul style="list-style-type: none"> ● Once students enter the classroom they will sanitize their workstation for additional safety. ● Daily announcements will be made ● At the end of the period students will be asked to sanitize their workstations in preparation for the transition to the next class. ● See Block 1 for additional Details |
| <p>9:55 - 11:55 Block 3 and Lunch</p> <p>A Lunch</p> <ul style="list-style-type: none"> ● Lunch 9:55 - 10:25 ● Class 10:30 - 11:55 <p>B Lunch</p> <ul style="list-style-type: none"> ● Class 9:55 - 10:25 ● Lunch 10:25 - 10:55 ● Class 11:00 - 11:55 <p>C Lunch</p> <ul style="list-style-type: none"> ● Class 9:55 - 10:55 ● Lunch 10:55 - 11:25 ● Class 11:30 - 11:55 <p>D Lunch</p> <ul style="list-style-type: none"> ● Class 9:55 - 11:25 ● Lunch 11:25 - 11:55 | <ul style="list-style-type: none"> ● Class <ul style="list-style-type: none"> ○ Once students enter the classroom they will sanitize their workstation for additional safety. ○ At the end of the period students will be asked to sanitize their workstations in preparation for the transition to the next class. ○ See Block 1 for additional Details ● Lunch <ul style="list-style-type: none"> ○ An additional lunch wave has been added in order to reduce the number of classes assigned to each lunch wave. ○ Any student purchasing lunch will report to the cafeteria using the middle hallway or back stairwell. Students will need to practice social distancing and follow the directional arrows and floor markings to get their lunch. ○ Students will be eating lunch in the cafeteria. ○ Students who bring their own lunch will report directly to the cafeteria to eat their lunch. ○ No passes will be issued to any other areas of the school unless a student has been issued a lunch |

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| | <p>detention</p> <ul style="list-style-type: none"> ○ Students are only to remove their mask once seated. ○ Students will exit the cafeteria using the exit near the gymnasium. |
| 12:00 - 1:15 Block 4 Class | <ul style="list-style-type: none"> ● Once students enter they will sanitize their workstation for additional safety. ● At the end of the period students will be asked to sanitize their workstations in preparation for the transition to the next class. ● See Block 1 for additional Details ● Students will remain in their Block 4 class until they are dismissed |
| 1:15 - 1:30 Dismissal | <ul style="list-style-type: none"> ● Students will be dismissed in waves (bus number/drivers/walkers/parent pick up) using the intercom system. Students are to leave their classroom and report directly to their dismissal areas. |


HYBRID LEARNING MODEL



This model includes all safety aspects of the Daily In Person Model with reduced numbers of students in the school building and on busses on any given day. An A/B model which will be adapted to include remote learning where applicable will be implemented. Students in classes will be divided into two cohorts, Group A and Group B. Students who have been designated as Group A student will attend on “A” days and will complete work at home during “B” days. Students who have been designated as a Group B student will attend school on “B” days and will complete work at home during “A” days. Within this model students will be interacting with teachers in person a minimum of twice per week.

For remote learners recordings of lessons will be posted to Google Classroom or classes will be live-streamed.

Below is an example of a Hybrid Learning Schedule. Alternative models may be developed or implemented.

| | | Potential Hybrid Learning Schedule | | | | |
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| | | Monday Group A | Tuesday Group B | Wednesday Group A | Thursday Group B | Friday Remote |
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| Block 1 | 7:15 - 8:30 | | | | | PLEASE SEE PHS REMOTE LEARNING SCHEDULE FOR THE TIME PERIODS FOR EACH BLOCK AS WELL AS VIRTUAL |
| Block 2 | 8:35 - 9:50 | | | | | |
| Block 3 | 9:55 - 11:55 | | | | | |
| A Lunch | Lunch 9:55 - | | | | | |

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| | 10:25 | | | | <u>OFFICE HOURS</u> |
| | Class 10:30 - 11:55 | | | | |
| B Lunch | Class 9:55 - 10:25 | | | | |
| | Lunch 10:25 - 10:55 | | | | |
| | Class 11:00 - 11:55 | | | | |
| C Lunch | Class 9:55 - 10:55 | | | | |
| | Lunch 10:55 - 11:25 | | | | |
| | Class 11:30 - 11:55 | | | | |
| D Lunch | Class 9:55 - 11:25 | | | | |
| | Lunch 11:25 - 11:55 | | | | |
| Block 4 | 12:00 - 1:15 | | | | |

Plainfield High School REMOTE LEARNING 2.0 MODEL



The Remote Learning model will be fully initiated if and when it is determined that the Plainfield School district must close for a significant period of time due to safety concerns related to Covid-19. Within this model all students will be learning from home with additional individualized supports as needed including academic as well as social and emotional support.

In order to ensure all students are provided with the best education possible students will be provided with a chromebook in order to access educational materials as well as virtual learning sessions. The school district will also work with families who do not have internet access to ensure access is available through the use of hotspots.

In order to improve the distance learning program within the Plainfield Public School system a District Level Advisory Committee was formed in July of 2020. The advisory committee consisted of a variety of educational stakeholders including 21 teachers, 8 students from Plainfield High School, 3 parents, and 7 administrators. The committee held virtual Zoom meetings in order to review parent survey data, student feedback, and teacher feedback based upon the distance learning model implemented during March 2020 in order to develop a robust District Remote Learning 2.0 plan. The district plan was utilized to develop the Plainfield High School Remote Learning Model.

Remote Learning Plan

The Remote Learning 2.0 Plan consists of six subsections which were identified through an analysis of survey data as well as through advisory discussions. The subsections include Communication, Remote Learning Platform and Resources, Remote Learning Expectations, Live/Recorded Virtual Remote Learning, Technology/Remote Learning Professional Development, as well as Plan Review and Revision Process.

8/27/2020

| <u>Communication</u> | |
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| Remote Learning Webpage | <ul style="list-style-type: none"> ● Updated Weekly with Remote Learning Course Frameworks (Google Form) and Communications |
| Parent/Student | <ul style="list-style-type: none"> ● Webinar/Recorded Video Orientation <ul style="list-style-type: none"> ○ Student/Family Expectations ○ Technology Support Information ○ Social Emotional Support Services ○ Teacher/Administration Expectation Overview ○ Examples of student work spaces ● Virtual Open House ● Virtual Parent/Teacher Conferences |
| Teacher Orientation and Updates | <ul style="list-style-type: none"> ● Virtual Faculty Meetings <ul style="list-style-type: none"> ○ Orientation Meeting <ul style="list-style-type: none"> ■ Teacher Expectations ■ Student/Family and Administration Expectation Overview ○ Monthly Faculty Meetings <ul style="list-style-type: none"> ■ Updates Provided |
| School Messenger Notifications | <ul style="list-style-type: none"> ● Bi-weekly Updates from Principal or designated administrator at the school level ● Bi-weekly Updates from Central Office |
| Weekly Updates from School Administrators | <ul style="list-style-type: none"> ● Video/Letter/Email posted to Remote Learning Website as well as School District Website |

Remote Learning Platform and Resources

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| Remote Learning Website | <ul style="list-style-type: none"> ● Weekly Remote Learning Frameworks (Google Doc/Form) ● Attendance Check in Form ● Student Expectations ● Weekly Communications ● Virtual Learning Schedule <ul style="list-style-type: none"> ● See PHS Schedule Below |
| Online Course Platform | <ul style="list-style-type: none"> ● Google Classroom <ul style="list-style-type: none"> ○ Hosts all virtual learning content, resources, and links to supplemental learning websites (Ex. Remind App, Edmodo, Khan Academy) |
| Teaching and Learning Resources | <ul style="list-style-type: none"> ● CT Learning Hub ● Resource Website ● Supplemental Resources |

Remote Learning Expectations

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| Administrators | <ul style="list-style-type: none"> ● Clearly communicate expectations to all educational stakeholders ● Communicate with staff weekly via email and hold virtual staff meetings at least once per month ● Communicate with students and families weekly via email, student messenger, or video posted to remote learning platform ● Contact students and families regarding participation, disciplinary issues, etc ● Monitor teacher completion of weekly learning templates as well as periodically check in on virtual class sessions ● Establish virtual Advisory program to check in on students in order to increase student involvement <ul style="list-style-type: none"> ○ Assign each teacher/staff |
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| | <ul style="list-style-type: none"> <ul style="list-style-type: none"> member 10 - 12 students to check in on weekly <ul style="list-style-type: none"> ○ Develop incentive program for active student participation ● Provide teachers/staff and families with individualized support ● Determine what technology resources (Chromebooks, hotspots, etc..) are needed for each student/family as well as a plan to roll out technology. ● Develop Remote Learning Opt-Out Form to include the ability to record students within Live Learning Sessions. Recorded videos would be posted to Google Classroom only. Parents who wish to have their children not video recorded have the option of having the child attend the session without video and participate via chat. |
| <p>Teachers/Staff</p> | <ul style="list-style-type: none"> ● Complete weekly Remote Learning Framework with objectives and assignments listed to be posted to the Remote Learning Platform to increase communication with parents using either Google Doc/Google Form ● Take daily attendance in ASPEN ● Develop meaningful and impactful lessons/assignments while minimizing busy work to increase student engagement ● Consistent implementation of grade/subject level curriculum by all grade/subject level teachers ● Host course materials and assignments on Google Classroom <ul style="list-style-type: none"> ○ Post weekly assignments at the beginning of the week using the assignment feature with set due dates ○ Develop uniform/consistent due dates with an adequate amount of time provided for |


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| | <p style="text-align: center;">students to complete assigned work</p> <ul style="list-style-type: none"> ● Establish mechanisms to track student participation ● Update gradebooks bi-weekly in Aspen ● Teachers communicate with students/families with academic, participation, or behavioral concerns. <ul style="list-style-type: none"> ○ If via email please cc school counselors, if by phone email counselor. Note all attempts on communication log. ○ After two unsuccessful teacher attempts please notify the school counselor who will then contact students/families. ○ Guidance will inform administrators of the concern, attempts made to communicate with students/families and an administrator will contact families after two additional unsuccessful contact attempts have been made by guidance counselors or Support Service Staff. ● Communicate with administrators and school counselors with persistent concerns regarding students or severe behavior issues. ● Keep track of student and parent communications via an online contact log. ● Host daily virtual sessions, including class instruction, office hours, or extra help, in order to increase face time with students <ul style="list-style-type: none"> ○ The length of sessions will be determined at the school level to meet the developmental needs of students. ○ Recording of Learning Sessions |
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| | <p>Options</p> <ul style="list-style-type: none"> ■ Record live learning sessions and then post recordings to Google Classroom. ■ Pre-Record learning sessions posted to Google Classroom followed by Live review sessions in order to provide flexibility for families. <ul style="list-style-type: none"> ● Provide an appropriate amount of work with adequate time to complete assignments ● Host open office hours to provide small group and individual student/family support <ul style="list-style-type: none"> ○ Zoom/Meets, Google Voice, Google Chat ● Consider providing incentives for students to increase participation in remote learning activities including Live Virtual sessions. |
| <p>Students/Families</p> | <ul style="list-style-type: none"> ● Students attend all Virtual Live Meeting Sessions with video (unless opt out form is completed) and audio in an appropriate location within the house <ul style="list-style-type: none"> ○ Students/Families setup workspaces for students ● Students engage in Virtual Live Meeting Sessions by taking notes, asking questions, etc.... ● Students submit assignments by due date to be assessed using teacher grading policies ● Students grades are based upon analysis of completed work by the teacher in relation to learning objectives as well as participation in all aspects of remote learning including virtual class sessions. |

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| | <p>Individual teacher grading policies will be instituted.</p> <ul style="list-style-type: none"> ● Students adhere to all school policies including dress code and behavioral policies ● Students/Families advocate for themselves by contacting teachers, counselors, and administrators when necessary |
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| <u>Live/Recorded Virtual Remote Learning</u> | |
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| Virtual Learning Platforms | <ul style="list-style-type: none"> ● All live virtual class sessions will take place using Google Meets (preferred) or Zoom. ● Live sessions will be recorded or pre-recorded sessions will be utilized followed by Live follow-up sessions (including open office hours when needed) to provide anytime/anywhere access to students and families. |
| Remote Learning Schedule | <ul style="list-style-type: none"> ● See Plainfield High School Remote Learning Schedule Below ● Live sessions are to take place within the assigned time slot for a minimum of 30 minutes and a maximum of 45 minutes, except for AP classes who can meet for up to an hour. |

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| 2020-2021 | PHS Remote Learning Schedule |
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|  | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|--|-------------|-------------|-------------|-------------|
| 7:15 - 8:10 | Teacher Planning/Open Virtual Office Hours | | | | |
| 8:20 - 9:20 | 1 | 1 | 1 | 1 | 1 |
| 9:30 - 10:30 | 2 | 2 | 2 | 2 | 2 |
| 10:40 - 11:40 | 3 | 3 | 3 | 3 | 3 |
| 11:40 - 12:10 | Lunch | | | | |
| 12:15 - 1:15 | 4 | 4 | 4 | 4 | 4 |
| Open Virtual Office Hours | 1:25 - 2:00 | 1:25 - 2:25 | 1:25 - 2:25 | 1:25 - 2:25 | 1:25 - 2:00 |

| Technology/Remote Learning Professional Development | |
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| Teachers | <ul style="list-style-type: none"> ● Resources Website ● Technology PD <ul style="list-style-type: none"> ○ Google Suite (Google Classroom, Google Docs, Google Slides, Google Keep, Google Updates, etc.) ○ Online Learning Tools and Programs for Educators (Ex. Edpuzzle, Remind, ...) ○ Virtual Platforms including Google Meets and Zoom ○ Interest based ● Subject Specific Remote Learning PD Opportunities ● SEL PD <ul style="list-style-type: none"> ○ Proactive Support for Students and Families |
| Parents | <ul style="list-style-type: none"> ● Parent Academy <ul style="list-style-type: none"> ○ Video related to how to navigate the Remote Learning Platform, highlighting the |

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| | <p>content on the Platform including Remote Learning Frameworks.</p> <ul style="list-style-type: none"> ○ Video related to how to navigate Google Classroom ○ Video related to how to set up an appropriate workspace |
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| <u>Remote Learning Plan Review and Revision Process</u> | |
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| <p>Periodic Review and Revision of Plan based upon feedback from staff, students, and parents</p> | <ul style="list-style-type: none"> ● Monthly surveys for parents, teachers, and students. ● Open Google Form for Feedback and suggestions posted to Remote Learning Platform |