

Sheldon High School Hybrid Model

Introduction:

In the midst of difficult circumstances brought on by the COVID-19 pandemic, the District and Sheldon have made decisions about how the school community will act during the remainder of the school year. This document represents how the school will be organized and proceed as we enter into the hybrid environment.

PLEASE NOTE: INFORMATION AND GUIDANCE IS CHANGING FREQUENTLY. THE FOLLOWING INFORMATION IS BASED ON THE BEST INFORMATION AND PLANNING THAT WE HAVE AT THIS TIME.

Basic Tenets:

The safety of our staff and students is the most important priority. In these unprecedented times we need to organize our school community in a way that keeps everyone as safe as possible. This is done by creating guidelines that are clear and can be easily followed. We also believe that keeping the guidelines as simple as possible will aid in people's ability to follow those rules and understand their philosophical underpinnings.

- **Empathy:**
 - As we move forward one of our guiding principles is that we act with empathy. We will acknowledge peoples' feelings and preferences, and will be sensitive to those who you may not agree with us. In these polarizing times this is important as we work through the effects of this world wide pandemic.
- **Be Courteous:**
 - Another important principle is that we are courteous of other people's space, whether in classrooms, offices, or in common areas. Please remember that others need to be able to work around you, and so we encourage practices, such as students using headphones during independent work time or modeling social distancing protocols, so that others can work at their maximum level of efficiency.
- **Getting back to Yes:**
 - We want to say yes to many things during hybrid, and yet we still have restrictions, so use common sense in all you do: Model appropriate mask-wearing and social distancing
 - Keep right
 - Keep moving
 - Keep masked when on 4J property
 - 6' recommended distance as much as possible

Schedule:

The District has adopted a schedule for hybrid that matches the current CDL daily schedule in large part.

A/B Days:

- Period 1 and 4 - 8:30-9:50
- Period 2 and 5 - 10:00-11:20
- Period 3 and 0 - 11:30-12:50
- Zoom Office Hours 1:30-2:30 (different on Wednesdays)

Cohort 1 meets in-person on Mon/Tues (A and B days) and Cohort 2 meets in-person on Thurs/Fri (A and B days)

Cohort 2 meets on Zoom on Mon/Tues (A and B days) and Cohort 1 meets on Zoom Thurs/Fri (A and B days)

Cohort Vocabulary:

- O (Online Only) students will be on Zoom for all classes
- CO = Cohort 1 (in-person & online)
- OC = Cohort 2 (online & in-person)
- Advisory (online only) will be on Wednesday in 5 day weeks
- Cohorts are generally based on last name A-L and M-Z
- Cohort naming convention: 'Cohort 1' and 'Cohort 2'

Time	Monday		Tuesday		Wednesday	Thursday		Friday	
	Period	Class Composition	Period	Class Composition	Period	Period	Class Composition	Period	Class Composition
8:30-9:50	1 Sync.	Cohort 1 (A-L) In-Person	4 Sync.	Cohort 1 (A-L) In-Person	Advisory Zoom 10:15-11:00	1 Sync.	Cohort 2 (M-Z) In-Person	4 Sync.	Cohort 2 (M-Z) In-Person
		Cohort 2 (M-Z) Zoom		Cohort 2 (M-Z) Zoom			Cohort 1 (A-L) Zoom		Cohort 1 (A-L) Zoom
		Full Online Zoom		Full Online Zoom			Full Online Zoom		Full Online Zoom
10:00-11:20	2 Sync.	Cohort 1 (A-L) In-Person	5 Sync.	Cohort 1 (A-L) In-Person	Period 1,2,3,4,5,0 Asynchronous	2 Sync.	Cohort 2 (M-Z) In-Person	5 Sync.	Cohort 2 (M-Z) In-Person
		Cohort 2 (M-Z) Zoom		Cohort 2 (M-Z) Zoom			Cohort 1 (A-L) Zoom		Cohort 1 (A-L) Zoom
		Full Online Zoom		Full Online Zoom			Full Online Zoom		Full Online Zoom
11:30-12:50	3 Sync.	Cohort 1 (A-L) In-Person	0 Sync.	Cohort 1 (A-L) In-Person		3 Sync.	Cohort 2 (M-Z) In-Person	0 Sync.	Cohort 2 (M-Z) In-Person
		Cohort 2 (M-Z) Zoom		Cohort 2 (M-Z) Zoom			Cohort 1 (A-L) Zoom		Cohort 1 (A-L) Zoom
		Full Online Zoom		Full Online Zoom			Full Online Zoom		Full Online Zoom
1:30-4:00	Async.	All Period 1,2,3 Students	Async.	All Period 4,5,0 Students		Async.	All Period 1,2,3 Students	Async.	All Period 4,5,0 Students

Guiding Principles:

- **Check the SHS website!!**
 - There will be clear information and information regarding hybrid practices website and doors for cohort and day information.

- **Check in/Check out; Contact Tracing; Know your Building Entry Points**
 - Students will have visual checks each day as they arrive in one of 4 locations - two in the front of the school (**Doors 1 - at the front of the school & 42 - near Ms. Sitton's room**) and two in back (**Doors 34 - near Ms. Youngblood's room & 21 - PE entrance by the black gate**). They will also have a class check-in by teachers.
 - Two questions will be asked to each student
 - How are you feeling?
 - Is that any different from the last day or two / 48 hours?
 - If a student indicates they do not feel well, the teacher will call the front office immediately and have the student wait for an adult in the hallway, but will be supervised at all times. The school will do a further screening with nursing or trained staff & contact family.

- **Hallway Traffic**
 - Keep right (of the blue line)
 - Keep moving from point A to point B
 - Keep masked
 - 6 ft apart as much as possible (remember you are considered a close contact if you are closer than 6ft for a cumulative time of 15 minutes or more)
 - Hand sanitizer stations set up in central locations around the school

- **Main Building Bathrooms - Max 5!**
 - Do your business and get out.
 - Students may only access bathrooms throughout the day / We will be adding / keeping the gang bathrooms near the science hall reserved for staff use only, but there will not be any cleaner in these bathrooms as there will be in other staff only bathrooms.
 - Portable rooms will have a building/bathroom swiper card to get back into the building to access a bathroom.

- **Still no visitors!**
 - Only staff and students and authorized building personnel at this time; family members, friends, parents are still not allowed to enter the building. In order to limit risk of exposure and minimize traffic in school buildings, the District is limiting access in our buildings. **Currently**, volunteers and visitors will not be permitted in school buildings. Parents/guardians will not be able to visit classrooms.

- **Arrival**
 - Mask Up when you arrive on campus!
 - The earliest bus with SHS students will arrive at: 7:50 am for regular students.
 - Prior to 8:15 AM only the front door (door 1) will be open and be monitored by a staff member. There will be a sign in procedure at all locations where students will be in the school prior to 8:15. Students needing to be let into the building prior to 8:15 will proceed to the library (we have a 20 person maximum here). We may have another location - the cafeteria depending on how many students that need this service.
 - At 8:15, There will be 4 doors through which students may enter in the morning before school. **(Doors 1 - at the front of the school & 42 - near Ms. Sitton's room) and two in back (Doors 34 - near Ms. Youngblood's room & 21 - PE entrance by the black gate).** A staff member must let students into the school at these locations to perform a visual screening / do not open these doors or any other doors in the school for other students at any time as we need staff members to do visual screenings of all students. If you come to school after the start of the school day, you must enter through door number 1 in the front of the school.
 - At 8:15 students will be allowed to make their way to their classrooms.
 - If students come to school after 8:30 they must enter door number 1.
 - If you drive to school, you will need a parking pass and park similar to previous years. There will be no charge for this parking pass. Please mask up as you get out of your car and head into the building.
 - All doors will remain locked throughout the day.

- **Instructions for going to class / What to bring:**
 - Laptop must be fully charged:
 - Know where your device is at all times as well as its number
 - You are responsible for charging and taking care of your computer
 - Please bring your computer charger
 - Have notebooks, pencils, a backpack/bag, snacks, water bottle and other personal items with you at all times. No lockers will be issued.
 - Cell phone off and away (in class)
 - Approved Face Coverings worn at all times (over nose and under chin - no gaiters or vented masks or bandanas)
 - Clear all desk areas for sanitization at the end of class
 - Upon exiting class, stay to the right of blue tape and keep moving.

- **Moving in the halls / transitions**
 - Keep right (of the blue line)
 - Keep moving from point A to point B
 - Keep masked
 - 6 ft apart as much as possible (remember you are considered a close contact if you are closer than 6ft for a cumulative time of 15 minutes or more)
 - Hand sanitizer stations set up in certain centralized locations

- **Bathroom use**

- Main building bathrooms have a 5 person max occupancy; use every other toilet or urinal when possible.
- Do your business, wash up and get out.
- The bathroom by the science wing will be just for staff use - all other bathrooms in the main building will be accessible throughout the school day.
- Bathrooms will be cleaned regularly by custodians throughout the day.

- **Lockers / locker rooms / backpacks**

- Lockers and locker rooms will not be used during this time - you use backpacks, please put on the back of your classroom chair or under your desk. Backpacks should not be piled in a corner.

- **Food and Drink / Purposeful Drinking & Eating**

- We want students and staff to be hydrated. We encourage you to bring a water bottle to fill at the regular filling stations around school - drinking fountains will not be available to drink from - as always maintain 6ft distance while waiting to fill. Drinking will be allowed in class as long as it is purposeful: open container, mask off, drink, mask on (takes about 2-10 seconds max).
- There is no eating at school outside designated areas and times.
 - The last 5 minutes of each class period will be reserved for a purposeful eating/snack break.
 - Eating - What is purposeful eating?
 - Designated and planned time for safe eating
 - Students sitting & not moving around the room
 - 6ft distanced
 - Adults at door supervising
 - Eating areas must be cleaned after use (SHS staff will complete this)
 - Mask off / eat / mask on.
- **Grab & Go Breakfasts & Lunches**
 - lunches be available at 12:50 pm and 11:20 am respectively on A and B days at the end of the school day
 - Wait to eat until you are off school grounds or in a car and social-distanced 6ft apart.
 - If you are staying for zero period, please do not eat until you leave for the end of the day, or if your teacher has set up a designated eating area and time.
 - On Mondays and Thursdays (the first A day of each cohort group) we will deliver breakfasts to each room.
 - On each student contact day of the week (all A & B days - M, T, Th, F on a typical week) students can pick up grab & go lunches for that day/breakfast for next day near the front doors of Sheldon at the back of the bicycle lock up area under the eaves. The table will be ready with food

no later than 12:45 on A days (usually M & Th) and 11:15 on B days (usually T, F)

- **Masks / Face coverings:**

- Please mask up when you arrive on campus or are getting out of your car to come into the building.
- “Face covering” means a cloth, polypropylene, paper or other face covering that covers the nose and mouth and that rests snugly above the nose, below the mouth, and on the sides of the face. **Face coverings with valves, and gaiter or bandanna type face coverings, are not permitted.** Face coverings shall be worn correctly and consistently by all staff. Individuals may remove their face coverings only while working alone in a private individual workspace not shared with other people and when eating. Staff will work with their building or site administrator to determine what spaces have been identified for eating within the building. Staff may not eat with students, must be well away from other staff members when eating and must clean their eating space when done. Face coverings must be worn both indoors and outdoors. A new or cleanly washed face covering should be worn each day.
- If for some reason, you do need a short break to re-adjust your mask or blow your nose, cough, etc. Check with your teacher. Expect they will tell you to proceed to the outside courtyards - either in our main courtyard or the courtyard in the science area (enter back in through the door near C hall) to readjust your mask. If you need further accommodations, please see an administrator.

- **Departure/Dismissal**

- All students must exit the building at the end of the in-person instructional part of the day - 12:50 A days or 11:20 B days (unless you are waiting for a bus and then you will proceed to the cafeteria).
- Students for individualized groups or LIPI will be let back into the school at door 1 @ 1:30.
- If staff has made arrangements for students to come and see them for individualized instruction or academic help and they want you to come in prior to 1:30, they will let that student in at the front of the school.

- **How to access help?**

- If you need help accessing your counselor, a nurse or if you have any other emergency, let your teacher know and they will contact the front office to make arrangements.
- SHS website is a great resource and can be used to make appointments for your counselors.

- **Food Insecurities?**

- Let your teacher/counselor/school adult know for a confidential access to our food pantry

Cleaning Classrooms / Assigning Seats:

- Students need to be in assigned seats within each classroom. This is required due to contact tracing, as the contact tracers would need to know where all students are sitting to see if there had been close contact with other students in a case of a positive Covid test result. It is very possible that if we can prove where students are sitting, we may be able to help avoid your entire class from being quarantined in the event of an exposure at school.
- At the end of each period the teacher will need to sanitize desk and shared areas. This is done by spraying the cleaning solution, allowing that to stand, and then wiping it down after one minute.
- At the end of the day our custodians will do a complete cleaning of each classroom.

We will be using Purell Professional Surface Disinfectant Spray. This product has a dwell time (amount of time the surface must remain wet for full efficacy) of 1-minute, while still requiring no PPE (gloves, eye protection, etc.) - and this product does not require rinsing on food contact surfaces. This is one of the safest and quickest dwell products on the market. Teachers will be the only people using this product, and students will not be allowed to use this product for cleaning within the classroom.

Grading:

During Hybrid, the district's adopted administrative rule (IK-AR) concerning Grading Options and Definitions is in place meaning letter grades are an option for teachers, students and families.

Please note the following regarding grading practices during Hybrid:

- Receiving a Pass as a grading option **shall** be available for all classes. This option should be clearly noted on the course syllabus. Students must communicate their intent to take the class with a Pass as a grade with the teacher. *Students will be able to select Pass as an option through the last day of the term.* Students and families should consult with their counselor to determine if that grading option is appropriate given their post-secondary plans. We will **NOT** be issuing a grade of F during Hybrid. In the event a student does not earn a passing grade for a class, they will not be awarded credit and they will receive a grade of NP by default.
- All teachers will provide the opportunity ***within each unit of study*** to redo, make up, try again to complete, or attempt to complete work without penalty. Once a unit of study is complete, it is not guaranteed that late work from that unit will be accepted nor factored into a student's grade. The intent of this provision is to ensure students who have not demonstrated proficiency such that they are on track to earn credit as determined by tests, quizzes, homework and work assigned have every opportunity to do so within each unit of study throughout a course. The intent is **NOT** to ensure students who are on track to earn credit are afforded repeated opportunities to earn higher grades.
- During Hybrid, we will **NOT** be administering end-of-course final comprehensive exams covering all content from the entire term. This provision does not apply to Advanced Placement, IB, College Now or similar courses in which administration of end-of-course assessments are beyond the district's control.

- Teachers should take into consideration the variety of ways in which a student can demonstrate content mastery/proficiency beyond the accumulation of points over the course of the term. For example, students can be given the opportunity to demonstrate learning through projects, presentations of learning, performance tasks etc... The intent is to be flexible, within reason, during this challenging time for students and teachers alike.

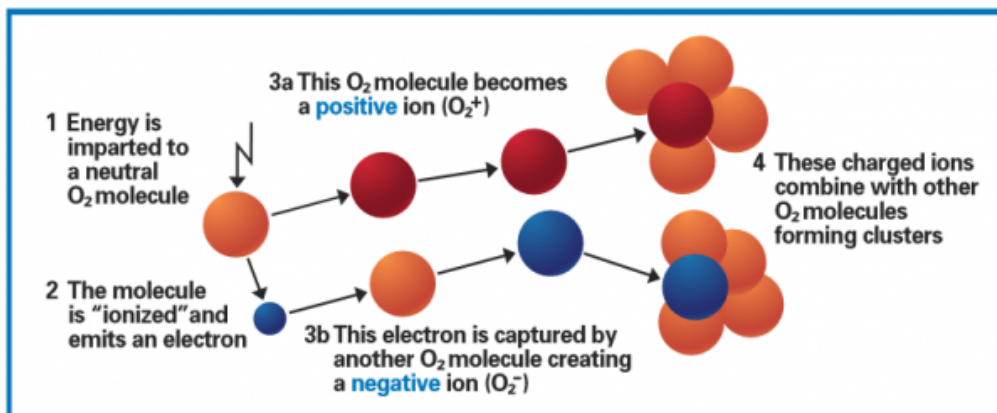
Q & A:

Ventilation System:

- ***What ventilation system changes have been made to improve air quality for the building and classrooms?***

Air-purifying devices have been installed in the ventilation systems at Sheldon to help neutralize and remove viruses and other particles from the air without producing harmful byproducts. The devices use a technology called bipolar ionization (BPI) that is in use in schools, office buildings, airports, hospitals, and other community buildings around the world. Bipolar ionization devices clean the air by producing positive and negative ions, the same ions that nature creates with lightning, waterfalls, ocean waves, sunlight, and other natural phenomena. When the charged ions come into contact with airborne viruses, bacteria, or other particles, they attach to these particles and make them large enough to fall out of the air as dust or be filtered by the ventilation system. Ions attaching to a virus can also cause a chemical reaction on its surface that deactivates the virus. The bipolar ionization devices and other ventilation system changes will reduce airborne pathogens, allergens, odors, smoke, and other particles in the air, creating a healthier indoor air quality environment for 4J students and staff. Note: You will not see these units in your specific classroom, the units were installed into the building's HVAC system.

(See graphic)



- **Where will hand sanitizer be provided?**

Hand sanitizer stands will be placed strategically throughout the building in common spaces, areas such as main entrances, major hallway intersections, before and/or after stairwells in each classroom wing, etc.

- **Can we provide mask breaks for students inside if we maintain appropriate social distancing? Can we have spaces at physical activity breaks for kids to step away and remove masks due to exertion?**
 - “Mask breaks” for individuals are not to be provided on a routine basis. This exception may be provided for individual students on a very limited basis as needed. If a student removes a face covering, or demonstrates a need to remove the face covering for a short period of time, we will:
 - *Provide space well away from peers while the face covering is removed. Students will not be left alone or unsupervised. The designated area or location must be appropriately distanced from other students and of a material that is easily wiped down for disinfection after each use.*
 - *Provide additional instructional supports to effectively wear a face covering.*
 - *The same guidelines and requirements apply for students needing “mask breaks” during passing periods. This should only be done on a very limited basis.*

Meals and Food

- **What meals are available to students?**
 - *ALL MEALS ARE FREE. NO APPLICATIONS.*
 - *Hybrid learners: Breakfast and lunch will be provided for students each day, with the breakfast for the next day included in the lunch. This will mean that on Mondays and Thursdays, we will have a special time to provide breakfast for students as they will have not gotten them the day before.*
 - *Meal box delivery on Wednesdays only (no pickups) (request here: <https://forms.gle/jxMyAZk5TtSU8E4j9>)*
 - *No meal pickup from any site will be provided by the District*
 - *Let us know if you have a family in need of meal support. We will work with our Food Pantry to provide backpacks of food for students to take home.*

Technology:

- **Do students need to bring chargers with them daily?**

Yes. Students should be bringing their device chargers and cables with them. They should bring their device fully charged. Connect with custodians for extension cables and power strips, on an as-needed basis.
- **Will there be backup devices for students who forget theirs?**

Yes. But there is only a limited number of devices and charging cables available for students. It is important to remind families and students to bring devices charged with them to school.