Casey Middle

Hyflex Model Information

October 7, 2020

Timeline for Re-entry

5th and 6th grades

Students who are hybrid return to Casey in person

Oct 13th

7th and 8th graders

Students who are hybrid return to Casey in person

Oct 19th

Schedules

Key

- 👤 : Hybrid In-Person
- 💻 : Hybrid
- 📶 : Fully Remote
- 🖥️ : Wednesdays (Synchronous homeroom/home base experience followed by asynchronous and independent learning)

Casey Hybrid Student Groups:

Group A: Last Name A-L

Group B: Last Name M-Z

Group C: English Language Learners

Group D: District Self-Contained Special Education Students

Fully Remote- Students who receive classroom instruction from home.

	Monday	Tuesday	Wednesday	Thursday	Friday
Group A	👤	👤	🖥️	💻	💻
Group B	💻	💻	🖥️	👤	👤
Group C	👤💻	👤💻	🖥️	👤💻	👤💻
Group D	👤💻	👤💻	👤💻	👤💻	👤💻
Fully Remote	📶	📶	🖥️	📶	📶

01.

Continuity of Instruction

Not "live streaming"

- Teachers customize instruction and engagement based on student needs
- Students at home will be actively engaged by their teacher, not just watching what is happening in the classroom
  - Synchronous, asynchronous, and independent
  - Large group, small group, and individual
- Teachers are engaging in professional learning that allows them to gain tools and strategies to simultaneously engage and provide instruction to students who are in the classroom as well as students learning remotely
- Teachers will make strategic decisions on how to best address lesson objectives using synchronous and asynchronous methods
- Technology system testing is an essential component
- Ensuring technology items are in place prior to implementation

What is the hyflex model?

*This information has been taken from the Frequently Asked Question page found on the district website.

Casey Weekly Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Day 1

Regular Schedule | Day 2

Regular Schedule | Remote Learning for All Students'

8:55-9:20 Homeroom (Attendance)

9:25-10:00 Remote learner only office hours starting 10/21

Asynchronous Learning Activities | Day 1

Regular Schedule | Day 2

Regular Schedule |

What happens on Wednesday?

- All Students log on remotely to homeroom from 8:55-9:20am

- Students must attend homeroom to counted as "present" for the school. Students not in attendance will be marked absent from the school day unless parents have contacted the attendance office.

- Fully remote learners will be able to access their teachers for academic conferences from 9:25-10:00am each Wednesday starting on Oct 21st.

- After homeroom and academic conferences, students will engage in asycrhochours work for ALL A Day and B Day classes . Students will work independently on learning activities and assignments that teachers will provide.

How do student and parents access weekly assignments?

A Landing Page will be located on WITS. Here you will find a weekly calendar and assignments. This will function like an electronic agenda. CLICK HERE FOR THE LANDING PAGE

Students go click on the google classroom view to easily see all their google classrooms at once.

Teachers will utilize G-suite and Google Classroom, Zoom, Google Meet and other technologies to provide instruction.

Grading:

- Grades will be entered into WITS. This allows students and parents to know where they stand.
- We will use the established grading and reporting system used prior to March.

- The marking periods are as follows:

▶Quarter 1: September 8 - November 13

▶Quarter 2: November 16 - January 29

▶Quarter 3: February - April 16

▶Quarter 4: April 19 - June 23

Grading
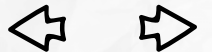
Additional Instructional Information can be found our district website

CLICK HERE TO ACCESS

COVID-19 HEALTH QUESTIONNAIRE

DATE: _____

NAME OF STUDENT _____

1). Has your child experienced symptoms of COVID-19 such as fever (temperature of 100°F or above) or chills, body aches, cough, shortness of breath, sore throat, nasal congestion or runny nose, nausea, vomiting, diarrhea, or loss of taste and/or smell in the past 14 days? Please answer "yes" only if your child is experiencing a new onset of symptoms OR your child is experiencing a change in symptoms from his/her baseline if he/she has a known pre-existing medical condition (e.g. asthma, allergies).

☐ No   ☐ Yes

2). Is your child's temperature 100 degrees Fahrenheit or greater today?

☐ No   ☐ Yes

3). Has your child tested positive for COVID-19 in the past 14 days?

☐ No   ☐ Yes

4). Has your child had contact with anyone confirmed or suspected of having COVID-19 in the past 14 days?

☐ No   ☐ Yes

5). Has your child traveled internationally or to a state with widespread community transmission of COVID-19 per the NYS Travel Advisory in the past 14 days?

☐ No   ☐ Yes

If you checked YES to any of the above questions, please STOP and notify administartion immediately

PARENT SIGNATURE: _____

Before learning occurs

02.

START!

At Home Health Screening
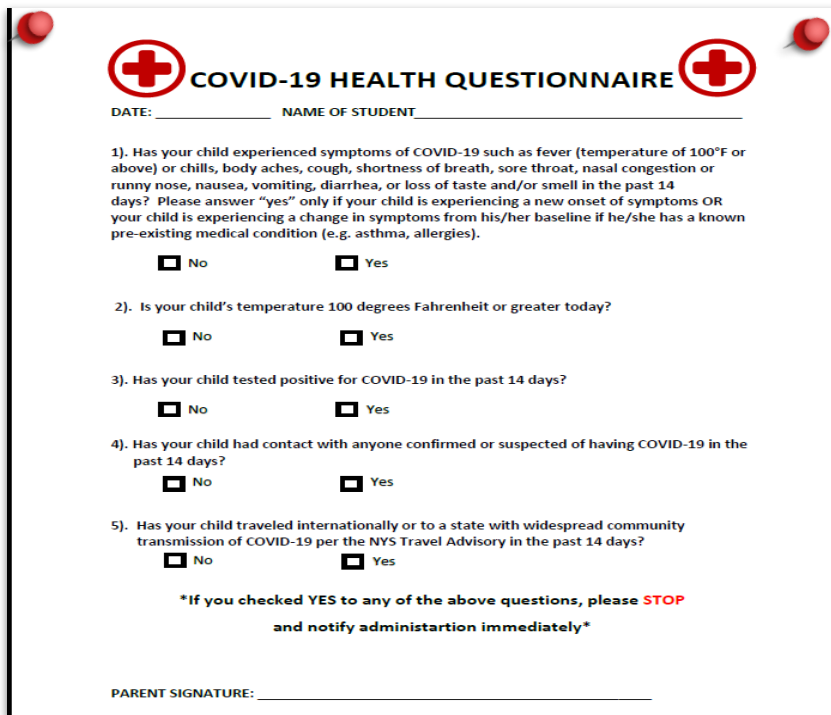
Complete for
Remote <u>and</u> In person

- Take your child's temperature prior to in person and remote learning.
- Complete the Health Questionnaire on WITS.
- If your child is healthy send them to school or have them participate in remote learning.
- If you answer YES to any questions on the questionnaire **DO NOT send your child physically school**, please call the attendance office.
  - If your child is healthy enough to participate in **remote learning instead of in person learning** this day, please let the attendance office know.
  - If you have a remote learner and you answer yes, but they are healthy enough to participate in online learning, please let the attendance office know.

Health Screening

- Sample of Health Questionnaire

COVID-19 HEALTH QUESTIONNAIRE

DATE: _____ NAME OF STUDENT_____

1). Has your child experienced symptoms of COVID-19 such as fever (temperature of 100°F or above) or chills, body aches, cough, shortness of breath, sore throat, nasal congestion or runny nose, nausea, vomiting, diarrhea, or loss of taste and/or smell in the past 14 days? Please answer "yes" only if your child is experiencing a new onset of symptoms OR your child is experiencing a change in symptoms from his/her baseline if he/she has a known pre-existing medical condition (e.g. asthma, allergies).

☐ No   ☐ Yes

2). Is your child's temperature 100 degrees Fahrenheit or greater today?

☐ No   ☐ Yes

3). Has your child tested positive for COVID-19 in the past 14 days?

☐ No   ☐ Yes

4). Has your child had contact with anyone confirmed or suspected of having COVID-19 in the past 14 days?

☐ No   ☐ Yes

5). Has your child traveled internationally or to a state with widespread community transmission of COVID-19 per the NYS Travel Advisory in the past 14 days?

☐ No   ☐ Yes

If you checked YES to any of the above questions, please STOP and notify administartion immediately

PARENT SIGNATURE: _____

At Home Health Screening

COVID-19 Health Questionnaire Questions:

1. Has your child experienced symptoms of COVID-19
2. Is your child's temperature 100 degrees Fahrenheit or greater today?
3. Has your child tested positive for COVID-19 in the past 14 days?
4. Has your child had contact with anyone confirmed or suspected of having COVOD-19 in the past 14 days?
5. Has your child traveled internationally or to a state with widespread community transmission of COVID-19 per NYS Travel Advisory in the past 14 days?

Health Screening Protocols

Click on each post-it to access the information.

Taking Temperature at Home

District Temperature and Health Screening Protocol

When to Keep your child home

Secondary Screening

All students will have their temperature scanned upon entry to the building.

This will be a touchless temperature screening on students hands.

Face Coverings

What is appropriate?

- A cloth covering that fits properly and covers the nose and mouth.
- Gaiters, bandanas and vented masks are not permitted.

Before you leave home for in person learning

☑ Health Questionnaire completed

☑ Mask (1 extra in a ziploc bag)

☑ Charged chromebook

☑ Homework

☑ Ready to have fun and learn

START!

Arrival

Dismissal

Visitors

03.

SCHOOL BUS

SCHOOL'S OPEN!

DRIVE CAREFULLY AND WATCH OUT FOR KIDS

STOP

Riding the Bus

Transportation: Frequently Ask Questions

- https://www.williamsvillek12.org/news_detail_T2_R379.php

Keeping Kids Safe On The Bus

- https://cms5.revize.com/revize/williamsvilleschools/Departments/Communications/2020-2021/STA-Keeping%20Students%20Safe%20on%20the%20Bus-v1.2.pdf

Student Arrival
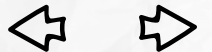
Temperature Scanner
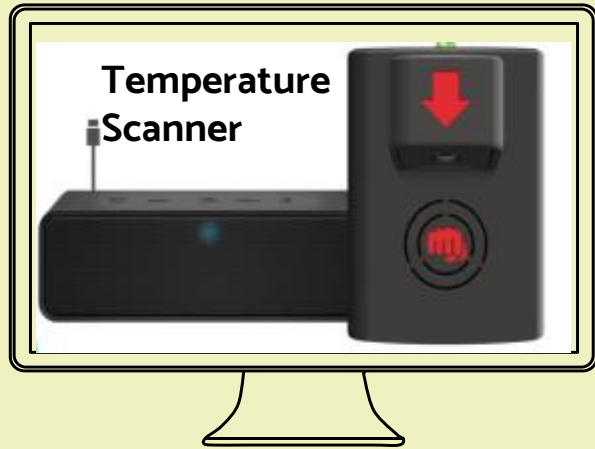
On-time Arrival

Bus Loop Drop Off
- Buses will be offloaded one at a time
- Students will approach the Main Entrance to complete their temperature scan
- Students must maintain 6' of social distance

Parent Drop Off
- Students will be dropped off near the music entrance **(Door 6)** in the back of the building to complete the temperature scan
- Students must maintain 6' of social distance

Students Arriving During the School Day

 If a student is arriving to school late, the parent/family member will drop the student off in the front bus loop. The students will enter the building through the Main Office Door and stop at the Attendance Desk, which has been placed in the Library. The student will sign in and be sent to class.

ALL EXCUSE NOTES WILL BE SUBMITTED VIA WITSMAIL THIS YEAR.

Student Arrival
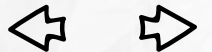
Dismissal

On-time Dismissal
- Walkers and those being picked up will be dismissed first, remaining students will be dismissed by bus number to reduce hallway density

Early Dismissal
- Anytime a student needs to be picked up prior to dismissal, the parent or family member will remain in their car at a designated area in the parent drop off loop. The parent will call the Main Office to inform us they are here. The attendance clerk will call the classroom, the teacher will send the student to the Main Entrance.
- Ill students will be released in a similar fashion. The parent will call the Health Office to inform us they are here. The student will exit via the 6th grade wing near the bus loop.

Student Teachers and Volunteers

- Until further notice, we will not be admitting student teachers or family members/volunteers (class presentations, etc..) into the building

Parents/Families Arriving for Meetings

- When a meeting cannot be facilitated virtually, anyone arriving for an in-person meeting will buzz in at the front door, state their purpose for being here, and will be advised to wait in the double door area until a staff member greets them and escorts them to their meeting location.

Visitors

STOP

NO VISITORS

With Limited Exceptions

Drop Off of Student Supplies/Lunches

- In the event that a student needs a forgotten item brought to school, the family member will buzz in at the front door, state their purpose for being here, and will be directed by the Main Office staff to leave the item in a specific location on a drop-off shelf near the Main Entrance. If the parent/family member is dropping off medication or medical paperwork, the nurse or another staff member will meet the parent between the double doors to retrieve the materials.

Materials Drop Off

What will everyone's day look like?

- Everyday will start with the pledge to the flag in homeroom. Homeroom will be synchronous for the online and in person learners.

- ALL students, remote and in person students will follow their schedule throughout the school day.

- All students will be required to report to homeroom at 8:55am. This is where daily attendance will occur.

- The teacher will start the class synchronously, where students in person and in the online setting are being taught together. Students will then follow teacher's instructions to complete synchronous or asynchronous work for the class period.

- All students have already been issued agendas. We encourage students to use them.

Important Information for **remote** days

- Students will follow their schedule throughout the school day.

- If you are 100% online or if it's your two at home days due to the hyflex model, you **DO NOT** report to Clinics and Study Halls.

What will an in person day look like?

- Students will follow their schedule throughout the school day.

- Students will report to all classes including clinics and study halls.

- Students must maintain 6 feet of social distancing. On average our classrooms can accommodate approximately 12-16 students per class.

- During class change students will be in the hallways. Students will follow the directional hallway signage

What will an in person day look like?

Hand sanitation stations will be throughout the school as well as in every classroom.

- We will follow the recommended times for hand washing as guided by the CDC. This includes upon entering the building/classroom, before eating or preparing food, prior to dismissing for the school day, after using the restroom, after an individual blows their nose, sneezes, or coughs, after touching shared equipment/materials/items, after recess and physical education class, and before and after providing routine care for another person who needs direct assistance.

What will an in person day look like?

- **No Student Lockers:** To maintain health and safety standards we will <u>NOT</u> issue lockers to students at this time. Students should plan to carry a backpack throughout the day.   During the first week of school teachers will help students organize materials so they know what to store in their classrooms, supplies to keep at home, and materials they need to carry to class each week.

- Students may also carry a water bottle on their pack. Water fountains will be turned-off, but the bottle-filling stations will remain on.

- Locker usage will be revisited with colder weather.

What will an in person day look like?

- During PE, Chorus and Band students will be 12 feet apart. Specialized masks will be worn by students during these times (Specialized band masks will be given to students to put at the end of their instruments to reduce spread).

- Students will NOT change for PE at this time. Locker rooms are closed.

******Students who are in the online model will participate in lessons and may be able to watch rehearsals.

Mask Breaks

- NYSED recommended mask breaks.

- CDC and DOH recommended masks be worn as much as possible.

- In the WCSD, these will occur in 5 minute intervals at the start of a new subject or transition (max 6 per day) at the direction of the teacher.

- A mask break will also occur during a meal.

Mask Break Schedule (mods subject to change)

5th Grade

Mods
1,6,9, 12,19,24

6th Grade

Mods
1,6,9,16,21,24

7th Grade

Mods
4,7,15,18,21,24

8th Grade

Mods
4,12,15,18,21,24

Health Office Changes

Isolation Room

Existing Health Office

Students and staff suspected of having COVID-19 or a contagious illness based on CDC guidelines will be sent to the Isolation Room to be evaluated.

Health/Med. Office

Mr. Harding's old office

For medication distribution.

As well as
(bandaids, injury, inhaler, losing a tooth, etc)

Hallways

3a.

➪
START!

Follow the Signs

Follow the Signs

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:

Cough | Fever | Chills | Muscle pain

Shortness of breath or difficulty breathing* | Sore throat | New loss of taste or smell
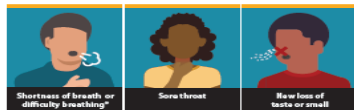
Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

*Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

CDC

cdc.gov/coronavirus

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

6 ft
Stay at least 6 feet (about 2 arms' length) from other people.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.

When in public, wear a cloth face covering over your nose and mouth.

Do not touch your eyes, nose, and mouth.

Clean and disinfect frequently touched objects and surfaces.

Stay home when you are sick, except to get medical care.

Wash your hands often with soap and water for at least 20 seconds.

CDC

cdc.gov/coronavirus

Follow the Signs

What will a hallway look like?

06.

Room
Set- Up

START!

6 feet Apart

ALL Classrooms, The Cafeteria and Hallways

12 feet Apart

When students are:

Singing, Playing in Band and Engaging in Aerobic Activity

Cafeteria

Lunch

- Students will eat breakfast before school in the cafe.
- 30 minute lunch periods will run 4 times a day as per usual
- Students will sit only at individual desks, 6 feet apart from one another in the cafeteria and additional spaces
- Students will wear masks when not seated in the cafeteria (i.e. moving through the lunch line, throwing out garbage) and after finishing their lunch
- Students will be called up individually to avoid large lines and congestion
- School personnel will prohibit sharing of food and beverages.
- Desks will be sanitized after each lunch period

CLEANING PROTOCOL

▶ The District is using CDC COVID-19 approved cleaning supplies. These are different from what we were using and Safety Data Sheets (SDS) are available at every school office

▶ Daily Cleaning

  ▶ High touch areas are cleaned and disinfected several times during a school day (i.e. classroom door handles, lavatory fixtures, hand rails on stairs)

▶ Deep Cleaning

  ▶ Deep cleaning occurs every weeknight and includes classroom desktops and high touch areas in a classroom (door handles, faucets, countertops, light switches)

  ▶ Cleaning supplies will be provided to each classroom for the cleaning of keyboards

Best Practices for Remote Learning

07.

START!

Best Practices & Expectations for Remote Learning

Following is a summary of best practices and expectations for remote learning that were developed in collaboration with a range of stakeholders from the school community, including teachers, parents, building and district administrators. Feedback from parents derived from surveys and parent input were also utilized to inform these best practices. All schools and teachers/educators are expected to utilize the best practices provided.

Best Practices & Expectations for Remote Learning

- **A landing page or starting place is utilized for the school's instructional plan.**

  - **Other links/teacher resources are accessible from this location.**

- **A calendar and a weekly/daily plan are provided.**

- **A variety of engaging learning resources and opportunities are provided to students.**

- **Both review and new material are presented.**

- **Direct instruction is delivered. Large group and small group structures are utilized.**

- **Live, pre-recorded lessons and video are utilized.**

- **Print materials are made available.**

Best Practices & Expectations for Remote Learning

- **Interactive lessons are provided.**

- **Meaningful practice is afforded.**

- **Additional supports are provided to students, as needed.**

- **Regular, substantive interaction is implemented daily as a critical component of academic, social, and emotional learning and supports.**

- **Teachers collaborate in a variety of ways regarding best practices, student learning and workloads, instructional plans, and communication to students and families.**

- **Expectations, tasks, and due dates are communicated/posted in a timely fashion.**

  o **Teachers/educators exercise flexibility, understanding, and reasonableness.**

- **A process for assignments/work to be submitted and reviewed is established.**

- **Meaningful feedback to students is provided.**

Best Practices & Expectations for Remote Learning

- Workload and assignments are balanced between and among teachers.

- Formative assessments are utilized to support students and plan instructionally.

- Common grading policies are developed, communicated, and implemented.

- Teachers/educators communicate with their students and families using multiple means (e.g., phone calls, face-to-face, digital tools, emails, notes, etc.) for communication and engagement on a regular basis. A reply or response to parent/student emails is expected in a timely manner (within 24 hours). Video messages are also utilized by teachers/educators and building administrators for communication with students/ parents.

- Messages/updates/reminders from buildings should complement District communication.

- Parents and students direct questions to teachers and the building principal.

Digital Citizenship & Expectations

We are all adjusting to new learning experiences and new types of interactions. We all benefit when everyone shares the same expectations. Everyone is expected to adhere to all District Acceptable Use policies, whether they are using a District-provided device or a personal device.

Students are expected to continue to give their best effort on assignments. They will submit their own work and use online tools appropriately. They will also keep their login information and passwords private, with the exception of sharing them with their parents, guardians, or teachers when necessary.

We will all respect the intellectual property of others. Work created by a student is his or her own intellectual property. Work created by an educator is his or her own intellectual property and/or the intellectual property of the Williamsville Central School District. No work, whether printed, audio, or video, should be shared, published, or duplicated without the author's permission.

There are expectations when interacting in a digital environment that apply to everyone participating in the conference as well as those who may be in the vicinity during the conference. Participation in video conferencing experiences is contingent on adhering to these expectations.

Digital Citizenship & Expectations

Participants in video conferences and everyone in the vicinity of the video conference will:

- wear clothing that would be appropriate for school.
- use language that would be appropriate in a school setting.
- be on time and ready to participate.
- be in an environment conducive for learning, such as at a desk or table or sitting on a couch or chair.
- keep themselves and their devices stationary during the conference.
- respect the direction of the organizer of the conference regarding whether video is on or off and whether mics are on or muted.
- use their own name when signing in to the conference.
- check that the background appearing on screen is free of any items that would not be appropriate in a school setting.

Digital Citizenship & Expectations

Participants in video conferences and everyone in the vicinity of the video conference will:

- ensure that a parent or guardian is aware they will be participating in a video conference.
- notify any household members in the vicinity that a video conference is occurring and that their image may be seen and their voices may be heard.
- be mindful that the chat feature may be visible by other participants.
- respect the privacy of others by not recording or taking pictures of any portion of the conference.
- be aware of background noise and use a headset when necessary to prevent disrupting the conference.
- make their teachers aware of any concerns they have about online interactions.
- be mindful of the attire of any small children who may be in the vicinity of a video conference

Technology: Google Overview

Click the link below for important information about how Google will be used for Online and Hybrid learners.

Parent GSuite EDU

Technology: Chromebooks

If you haven't picked up your chromebook please call the Casey Middle School Main Office at 626-8585.

For Tech Support please contact

Mrs. Shelton at lshelton@williamsvillek12.org

Thanks!

Do you have any questions?
716-626-8585
pdobmeier@williamsvillek12.org
rharding@williamsvillek12.org