



WILLIAMSVILLE NORTH HIGH SCHOOL

1595 Hopkins Road, Williamsville, NY 14221 phone (716) 626-8500 fax (716) 626-8597

October 19, 2020

North Community,

On October 26th, we will move into the Hyflex Model with some students coming into the building two days per week. The 2020-21 year is not what we traditionally think of as school, but we will continue to try to uphold our motto of ***Spartans: Learning Today, Leading Tomorrow***. This document will serve as a resource for all of our families as we progress through the year.

Bell Schedule:

Starting on October 26, all students (Cohorts A, B, C, D & Fully Remote Cohort) will follow the same bell schedule on **(Monday, Tuesday, Thursday, & Friday)**:

Period	Time
1	7:45 - 8:29am
2	8:36 - 9:16 am
3	9:23 - 10:03am
4	10:10 - 10:50am
5	10:57 - 11:37am
6	11:44 - 12:24pm
7	12:31 - 1:11pm
8	1:18 - 1:58pm
9	2:05 - 2:45pm

- On **Mondays, Tuesdays, Thursdays, & Fridays**, when working remotely, students must sign-in to each class for attendance and then follow their regular bell schedule.
- On **Wednesdays**, all students will participate in asynchronous instruction and work. They will still be required to participate in our Spartan Connection Homeroom on Wednesdays. In addition, they should check their Google Classrooms for assignments and work they need to do independently.

Wednesdays in the Hyflex and Remote Schedules:

Wednesdays are a day of asynchronous learning. Attendance will be taken when a student logs on to their mandatory Spartan Homeroom via the Google Classroom or Zoom Meeting Link. The meeting links are sent to students directly from their homeroom teachers. After homeroom, students should review their teachers' google classrooms pages for their assignments for the day.

Day Schedule:

Williamsville North will still follow an A-F Day schedule, but all Wednesdays will not have a letter day attached to it.

Cohort Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
Cohort A (Last name A-L) In-person	Cohort A (Last name A-L) In-person	Cohort A Spartan Homeroom Asynchronous Learning	Cohort A (Last name A-L) Remotely following bell schedule	Cohort A (Last name A-L) Remotely following bell schedule
Cohort B (Last name M-Z) Remotely following bell schedule	Cohort B (Last name M-Z) Remotely following bell schedule	Cohort B Spartan Homeroom Asynchronous Learning	Cohort B (Last name M-Z) In-Person	Cohort B (Last name M-Z) In-Person
Cohort C In-person (ENL students)	Cohort C In-person (ENL students)	Cohort C Spartan Homeroom Asynchronous Learning	Cohort C In-person (ENL students)	Cohort C In-person (ENL students)
Cohort D In-Person (Life Skills)	Cohort D In-Person (Life Skills)	Cohort D In-Person (Life Skills)	Cohort D In-Person (Life Skills)	Cohort D In-Person (Life Skills)

Important Reminders:

- **Daily COVID Questions:** Parents -- please remember to log into WITS each morning to **answer the daily COVID Questions about your child**. This is for all students, not just in-person. You simply click on your child's picture and answer the questions. Please make sure you hit "Submit" when done. Thank you for your attention to this!
- **Attendance:** When a student brings a note from a parent to the attendance office in order to be excused during the school day, this note must be verified by a phone call to the parent before we can release the student. If the parent is out of town or is not able to be reached, **then we cannot release the student**. Please make plans to prevent such a situation.
- **WITS Parent Portal:** All parents and legal guardians are eligible to have their own WITS account. If you have not set up your WITS parent account, you are strongly encouraged to do so at this time. For those unfamiliar with our WITS system, WITS is a place where you can easily navigate your child's schedule, attendance and grades. In order to register for a parent account in WITS you will need to obtain an activation code. You can obtain your activation code by calling the Help Desk at 626-8058 between the hours of 9 am and 3 pm. We hope you find this WITS feature beneficial and easy to use.

In-Person Information

Required Mask/Face Coverings:

Gaiters, bandanas or masks that have a one-way valve will not be allowed to be used as facial coverings while on-campus. Students and staff who are wearing one will be supplied with an approved mask or face covering and will have to wear that instead.

Mask Breaks:

The first 5 minutes of Periods 2-7 will be designated for non-mandatory mask breaks. Students will also be allowed to remove their masks for lunch.

Hallways and Stairways:

Students will not have access to lockers during the school day. In addition, lavatories will not be open during passing time. Stairways are also designated as "up-only" and "down-only" to help with the flow of traffic.

Arrival and Dismissal Procedures:

Williamsville North has added additional arrival and dismissal procedures for all students participating in Hyflex learning to maintain proper health and safety procedures.

Bus Arrival – Main Entrance (Bus Loop) – Door #1 Updated:

Doors will open at 7:05am. All students will enter through the main entrance, and after processing through the temperature check line, will report to the following locations (***see next page and map on page 6**) where they will be supervised until the building opens at 7:35 a.m. Students will then be released to go to their 1st period classes.

Arrival by Drop-off or Student Drivers – Door #34 Updated:

Students will enter through Door #34 (Hopkins Road) and after processing through the temperature check, will report to the following locations (*see below and map on page 6) where they will be supervised.

- Last Names A – F – Auditorium
- Last Names G – L – Cafeterias
- Last Names M – R – Auditorium
- Last Names S – Z – Cafeterias

Students who arrive after 7:35am should report directly to their 1st period class after having their temperature screened.

Early Release & Study Halls for Grades 11 and 12:

For safety reasons, there are no “free mods” this year. All students have been assigned to a study hall each period they don’t have a class. If your child wants a lunch scheduled, WITSmail your guidance counselor and the study hall will be replaced with lunch. If you are the parent of an 11th or 12th grader and would like them to have early release, send an email to tflanagan@williamsvillek12.org as soon as possible.

Student Parking:

Students will now park in the Hopkins Road Lot and enter the school at Door #34. **Only students who responded “Yes” to the survey are permitted to park.** See page 7 for more information on student parking.

Students dropped off or picked up during the day:

The Main Entrance – Door #1 should be used for students who are dropped off during the school day or who are being picked-up early.

Visitors to School:

Non-essential visitors, including parents, will not be permitted to enter the building without prior permission from administration. Meetings will be held virtually whenever possible.

Essential visitors will be allowed in the building only by appointment.

- Check in at the *main door entrance (door #1)* to complete a COVID-19 assurance questionnaire via entry camera and buzzer system.
- Temperature screenings will be conducted. No visitors will be allowed to enter the building with temperatures of 100.0 F or higher.

Dismissal Procedures:

Classes will be dismissed according to a schedule created by room location and hallway capacity. Students will not be using lockers, so they should head directly out of the building as we dismiss. Dismissal will be done over the PA System.

Digital Citizenship & Remote Expectations & Etiquette:

Lessons being delivered remotely should not be recorded by students and/or shared publicly. The online learning classroom is intended for Williamsville North students to participate in. Any parent questions should be directed to teachers outside of the online classroom time. We encourage parents to continue to support their children by allowing them to independently attend synchronous class periods and assisting with homework and assignments outside of class time.

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 upon adhering to these expectations. Participants in video conferences and everyone in the vicinity of the video conference will:

- wear clothing that is 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.
- 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.



Williamsville North High School



Morning Entry Procedures

Before school, students will report to the following locations:

Last names beginning with **A – F**: **AUDITORIUM**

Last names beginning with **G – L**: **CAFETERIAS**

Last names beginning with **M – R**: **AUDITORIUM**

Last names beginning with **S – Z**: **CAFETERIAS**

School doors will open at 7:05 a.m. daily

Students will be released at 7:35 a.m. to report to their 1st period class

Door #34

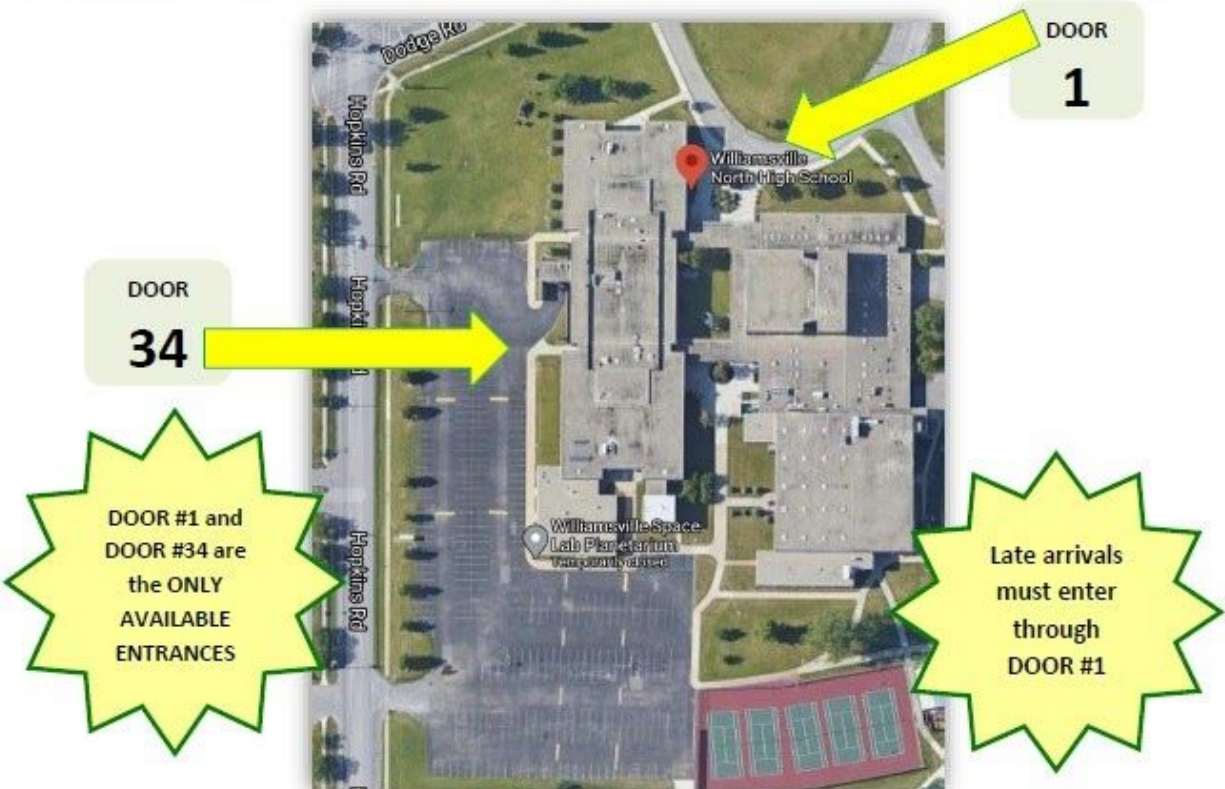
Hopkins Road Entrance

Student drivers and morning drop-off ONLY

Door #1

Main Entrance

Bus drop-off AND dropping off / picking up students during the day



Important Links:

[Middle & High School Frequently Asked Questions](#)

[COVID-19 Education Information](#)

[Free & Reduced Lunch Application](#)

[Health/Wellness Tips & Information](#)

[Williamsville SEPTSA Information](#)

[Williamsville North Webpage](#)

[Williamsville North PTSA](#)

[Williamsville North Guidance Office](#)