

Update 1/28/2021

## **WSCTC HYBRID PROGRAMMING GUIDE**

The West Side Career and Technology Center will operate in a **hybrid mode** effective: January 28, 2021.

### **Students will physically attend school for their CTE program (shop) as follows:**

9/10th grade students will attend CTE programming (session #1) from 7:45-11 am. 11/12th grade students will attend CTE programming (session #2) from 11:00 - 2:30.

### **Hybrid Mode of Instruction**

The hybrid mode of instruction is designed to decrease the number of students physically present at school for safety reasons. It allows our students to receive live, hands-on experience which is essential to well delivered CTE instruction. Academic staff will assist in providing pull-out sessions further resulting in a reduced number of students in the CTE program at one time.

The part-time model allows the class size to be reduced by approximately 50% daily resulting in approximately 18 students physically present in each shop.

Each CTE program (15 total) will instruct students during two separate sessions throughout the day. This separation allows the student body to be essentially split in half, helping significantly reduce hallway traffic, congregation in common areas, and other communal areas commonly used in a school building.

### **Physically-present Hybrid Instructional Days**

The hybrid model will result in approximately 50% of our students present in school in the AM session and 50% of our students on campus in the PM session. Protocols and safety procedures in the building will include:

- Hygiene (e.g. handwashing) education and signage
- Education related to the virus and best practices
- Hand sanitizing stations
- Third-party training for all cleaning staff
- Increased cleaning of surfaces during the school day
- HVAC system adjustments to increase outside air flow
- Assignment of an individual Chromebook for use for the school year
- Preparation and review of Google Classroom to support the need to change modes
- Six feet of distancing to the maximum extent feasible
- Students will wear masks/face shields per orders/directives
- Indoor traffic flow will be managed to decrease large groups of students (in hallways)
- Additional space will be allocated to student lunch resulting in 6 feet of distancing
- An outdoor pavilion-like tent will be erected near the building to increase outdoor space
- Additional outdoor time for students will be included in the daily schedule
- Limited visitor and guest access to schools; parent meetings held via video conferencing

### **Online Instruction for Academic Classes in the Hybrid Mode**

In the hybrid mode, students will receive academic instruction online using a school issued Chromebook and within Google Classroom. Teachers will have the capability to stream live to the group at home to support academic work being completed online via Google Classroom. Live, online streaming as needed will be scheduled with students during the session of the school day they are not in school. Academic teachers will be available in school during students physically live half day sessions to support students in small groups as needed.

#### **Grades 9/10 - Session #1**

Student is transported to school from sending district bus as during typical times. Student arrives and reports directly to the CTE program space (shop). Student lockers will not be used. Students may use assigned program/shop locker or space provided by teacher. Students participate in hands-on vocational education during the hours of 8-11 AM. As needed, academic teacher(s) call upon students present to meet with them to support academic needs being completed online. At 10:40 AM the student prepares for dismissal, receives a “grab and go” lunch to take home and is transported home with a school issued Chromebook. Student completes academic work at home on the Chromebook and receive instruction from the academic teacher between 12:30 - 2:30 PM at home using online resources and scheduled video conferencing/streaming.

#### **Grades 11/12 - Session #2**

Student completes academic work at home on the Chromebook and receive instruction from the academic teacher between 8:00 -11:00 AM at home using online resources and scheduled video conferencing/streaming. Student is transported to school mid-day from sending district bus. Student arrives, receives a “grab and go” lunch and reports directly to CTE program space. Students participate in hands-on vocational education during the hours of 11-2:30 PM. As needed, academic teacher(s) call upon students present to meet with them to support academic needs being completed online. Student will be dismissed at 2:30, transportation provided by sending district. Student will also receive a “grab and go” breakfast prior to boarding the bus.

Teachers providing synchronous, real time, video streaming will have the autonomy to vary streaming methods based on student needs and will prepare students for streaming. Streaming times and opportunities will be communicated to students regularly.

### **Health Screening Form in Hybrid Mode**

Health screening for all those entering a school building or utilizing district transportation is a core component of the reopening plan, and mandated to be completed on a daily basis. Parents are encouraged to make the screening part of the morning routine - assessing the well-being of their child prior to departing home. A fundamental aspect of containing contagious diseases is staying home if you are ill. The *Student Health Screening Form* is located on the district's home page, on the top of the main menu. Paper copies of the form are available in all of the building's lobbies. Data from the forms are confidential - being shared with the school nurse, building principal and central administration.

**Face Coverings in Hybrid Mode**

Face coverings are required for all students upon boarding sending district transportation; extra masks will be available for distribution by the driver. Students are required to continue wearing face coverings as they enter campus, progress to school and while walking in the hallways to their first assigned CTE program. Students are to await instructions from their classroom teacher before removing their face covering, only when socially distant or during approved "mask breaks."