

Amesbury Innovation High School

Hybrid Plan - 2020

Please note the only changes to this plan are as follows:

- Timing and cohort participation to our schedule, which is located on the final page of this document.
- The document has been modified to meet the specific needs of the AIHS building.
- Redundancy of certain items have been removed.

Please note:

- The Hybrid Schedule submitted in August, as well as this version, include both **remote learning and in person learning** Monday, Tuesday, Thursday, and Friday. Wednesday is asynchronous learning.
- The shift in scheduling is from 2 full days in person/2 full days remote, to 4 days half in person/half remote for each student.
- This schedule allows all students to have access to learning **all day** in class 4 days per week. AIHS students will benefit from the consistency of daily, in person instruction and support by more frequent attendance.
- Recent internet bandwidth upgrade from 35 to 600 allows live streaming for the remote cohort, providing learning for both cohorts simultaneously.
- At this time, the maximum number of students in the building is 25. The maximum in person class size is 9.

TIMELINE:

Monday, October 19, 2020 - 9th Grade ONLY

Tuesday, October 20, 2020 - 10th Grade ONLY

Thursday, October 21, 2020 - 11th Grade ONLY, Cohort A in morning session, Cohort B in the afternoon session

Friday, October 21 -12th Grade ONLY, Cohort A in morning session, Cohort B in afternoon session

Monday, October 24 - Full Hybrid Schedule including all AIHS students

Daily Operations

Mask Policy	<ul style="list-style-type: none"> ● All students and staff are required to wear a mask/face covering that covers their mouth and nose each day, without exception. ● Families are responsible for providing masks/face coverings. There are masks available at school in the event the student arrives without a mask/face covering. ● For those students who refuse to follow the mask policy, the family will be called while the student waits in a designated area. If the student continues to choose not to comply, the student will be sent home.
Physical Distancing Policy	<ul style="list-style-type: none"> ● Students and staff maintain a minimum of 6 feet of physical distance while in school. ● Desks are arranged in rows facing the same direction, spaced a minimum of 6 feet apart, edge to edge.
Signage	<ul style="list-style-type: none"> ● Signage is placed on floors to show direction and indicate 6 foot social distancing. ● Bathrooms have signage for proper hand sanitization, as well as touchless paper towel and soap dispensers. ● Classrooms have signage for mask wearing and social distancing. ● Offices have appointment sign-up sheets on doors in the event a staff member is indisposed and a student is in need. When the staff person becomes available, the student will be called from class or a designated wait area in the school.
COVID Isolation Space & Nursing	<ul style="list-style-type: none"> ● An isolation room has been designated for students or staff that exhibit any signs of illness associated with COVID. ● The AIHS nurse has all required PPE. ● The AIHS nurse will assess any student or staff person when ill, and decide next steps. ● COVID compromised students will exit through the middle doors that lead out of the isolation room.
Protocol for Illness	<ul style="list-style-type: none"> ● Students and staff follow plans developed by the district nurses following the guidance from the state, DESE, and the CDC. <ul style="list-style-type: none"> ○ Health Protocols Prior to Coming to School ○ When a Student or Staff Member Becomes Ill ○ Illness of Students and Staff During the School Day ○ Infection Control Measures
Travel & Quarantine	<ul style="list-style-type: none"> ● AIHS will adhere to travel guidelines issued by the state of Massachusetts. If a student or staff member travels out of state, those guidelines for re-entry will be followed.

Field Trips	<ul style="list-style-type: none"> • Staff and students will be limited to local outdoor field trips and will adhere to all district safety guidelines. • Virtual or pre-recorded field trips are permitted.
Family Expectations	<ul style="list-style-type: none"> • Families are expected to screen their child(ren) each day prior to sending them to school. • Specific communication to families regarding a daily review and monitoring of Covid symptoms has been developed “AIHS COVID Symptoms/Procedures” and will be distributed on a frequent basis. This information is also on the AIHS website, as well as covid testing resources and current CDC and DESE recommendations. This information is updated as needed by the AIHS nurse. • Families are expected to communicate with the school when their child(ren) is/are not feeling well and/or communicate with the school nurse if a child or children has/have been diagnosed with COVID-19 or exposed to someone who has been diagnosed. • Families are expected to keep their child(ren) at home when displaying any possible symptoms of COVID-19 or other transmittable illnesses and notify the school as soon as possible.
School Events/ Co-curricular Activities	<ul style="list-style-type: none"> • All School Events adhere to district and state safety protocols regarding size of group, social distancing and mask wearing. • Students are permitted to participate in extracurricular activities and adhere to all safety regulations as during the school day, mask wearing, social distancing, cleaning. • AIHS students participate in athletics and extracurricular activities at Amesbury High School and will follow all guidelines set forth by Amesbury High School.
Classroom & Office Configuration	<ul style="list-style-type: none"> • Desks are placed 6 feet apart and face the same direction. • Outdoor spaces are available for teaching and learning, and individual one to one meetings. • Offices are spaced according to safety guidelines. Students wait outside offices until permitted to enter. • Offices have appointment sign-up sheets on doors in the event a staff member is indisposed and a student is in need. When the staff person becomes available, the student will be called from class or a designated wait area in the school.
Breakfast/Lunch	<ul style="list-style-type: none"> • Students are in the building only 2 hours per day, and therefore eat prior to coming to school or after school. • Grab and Go Lunch and Breakfast are delivered each day from AHS. Students in Cohort A and B can take a Grab and Go lunch and breakfast for the next day upon dismissal.

<p>Transportation/ Arrival & Dismissal/ Visitors</p>	<p>Transportation:</p> <ul style="list-style-type: none"> • Students requiring district transportation are transported to and from school according to state guidelines, including mask/face covering & social distancing. • Designated drop off/pick up areas are indicated in the parking lot for the school van & personal vehicles. <p>Arrival/Dismissal:</p> <ul style="list-style-type: none"> • Students enter and exit the school through designated doors and stairways and go directly to classrooms. <p>Visitors:</p> <ul style="list-style-type: none"> • Visitors will call from outside the building upon arrival before permitted to enter.
<p>Hallway Transitions</p>	<ul style="list-style-type: none"> • Hallways are divided down the center with 2 directions designated by arrows. • Stairways are unidirectional. • When students change classes, movement is in one direction throughout the building. Staff is in the hall to guide this process. Students are socially distanced as they are released from classes.
<p>School Security & Safety</p>	<ul style="list-style-type: none"> • All school security and safety protocols including the locking of doors and limited building access points, as well as evacuation, lockdown, and stay in place practices will be followed. Fire drills are mandated and building evacuations will take place. In the event of an actual security threat or emergency evacuation, the immediate physical safety of the staff and students will take precedence.
<p>Cleaning and Sanitizing Protocols</p>	
<p>Classroom Hygiene</p>	<ul style="list-style-type: none"> • Desks are placed 6 feet apart. Students will remain 6 feet from one another while in class. • Students will use hand sanitizer as they enter and exit the classrooms. • Any use of shared classroom materials are placed in the USED BIN for sanitation. • Classrooms are sprayed down after each Cohort leaves for the day including all surfaces, doorknobs & supplies.
<p>Chromebook Cleaning</p>	<ul style="list-style-type: none"> • Students travel with Chromebooks from class to class throughout the day. • Chromebooks are cleaned when students are done for the day.

<p>Hand Washing & Sanitizing Guidance</p>	<ul style="list-style-type: none"> • Students and teachers exercise hand hygiene regularly throughout the day, including upon arrival to school, before eating, before putting on and taking off their masks, before dismissal and before entering and exiting a classroom, after coughing and sneezing and when teacher deems appropriate. • When handwashing, individuals should use soap and water to wash all surfaces of their hands for at least 20 seconds. • Hand sanitizer with at least 60% ethanol or at least 70% isopropanol can be used when hand washing is not feasible. Hand sanitizer should be applied to all surfaces of the hands and in sufficient quantity that it takes 20 seconds of rubbing hands together for the sanitizer to dry. • Sanitizing stations are located in the hallway. • Students sanitize their designated desk areas in each classroom at the end of class.
<p>Bathrooms/Water Fountains</p>	<ul style="list-style-type: none"> • Students and staff sanitize their hands when entering and exiting bathrooms. • Water fountains are not accessible for students. Students should bring water bottles to school. • Students wait on marked spaces for their turn in the bathroom. • Gloves, disinfecting spray, and trash barrels are available in the individual bathrooms.
<p>Air Quality</p>	<ul style="list-style-type: none"> • Air purifiers are in each learning space and office in the building. • Windows will remain open, weather permitting. Fans will be added to classrooms to keep air moving.
<p>Teaching and Learning</p>	
<p>Educational Technology</p>	<ul style="list-style-type: none"> • Google Classroom along with associated apps are used by all teachers. • All classes are recorded, live streamed and posted on Google Classroom for each class. • All students have access to an assigned chromebook in school. • Students in need of a device have been assigned a chromebook for use at home and school.
<p>Learning Platforms</p>	<ul style="list-style-type: none"> • Google Classroom with G Suite upgrade and associated apps is used school wide.
<p>Curriculum</p>	<ul style="list-style-type: none"> • All existing curricula are implemented and modified as necessary to meet the needs of in person and remote learners. • Students are educated on how the AIHS Remote and Participation Rubric relates to their online learning.

	<ul style="list-style-type: none"> • Daily staff check-ins provide immediate feedback for differentiation and individualized instruction for students. • There are online and offline components to student work. Packets are distributed/returned each week. • Student work is graded and returned promptly to keep students engaged and accountable. • When a student is identified as struggling academically, the teacher will schedule a meeting either in person or remotely with the student, and family if necessary, to provide additional support.
Academic Schedule	<ul style="list-style-type: none"> • The AIHS Hybrid Schedule is attached below. All students have half day in person/half day remote, Monday, Tuesday, Thursday, and Friday. Wednesday's, students will participate in asynchronous learning, activities, and individual academic meetings. • Time is allotted in the schedule for cleaning and movement between classes. • Recorded lessons will be posted on Google Classroom for absent students. • All assignments for the week are posted on Google Classroom in an organized, consistent manner by 5pm Sunday evening. • Individual Academic Support and/or Small Group Learning is scheduled: <ul style="list-style-type: none"> ○ Each day from 1:40 to 2:30 ○ Wednesdays
Grading	<ul style="list-style-type: none"> • Students are graded on all work using the normal grading scales for AIHS. • Students remote by choice have the same expectations as "in-person" students.
Attendance	<ul style="list-style-type: none"> • Students are required to attend all classes, both in school and remote. See AIHS Hybrid Schedule below. • Attendance is taken for in person and remote learners. • The Remote Attendance and Participation Rubric is used by teachers. • If a student is absent, the family should contact the school as soon as possible. In the event a family/parent does not contact the school, the secretary contacts the family/parent. • If a student has 3 unexcused absences, an attendance meeting will be held with the principal and/or guidance counselor, family and student.
Formative & Summative	<ul style="list-style-type: none"> • Teachers administer formative assessments regularly to determine gaps in knowledge.

Assessments	<ul style="list-style-type: none"> • Specific arrangements for secure remote testing have been developed.
Professional Development	<ul style="list-style-type: none"> • The first ten(10) days of school was used to provide professional development for staff. • All staff received training on the District Reopening Plan prior to the start of the school year. This includes best practices for remote/hybrid learning, new systems (School Brains, Google upgrade), and time to plan for remote/hybrid learning. • Staff received training from school nurses on mitigation procedures, personal hygiene, signs and symptoms of illness, the referral process for students requiring mental health support, and the use and disposal of health and safety supplies. • Staff continues to meet on scheduled Professional Development Days to improve learning, scheduling, individual student progress.
Communication	<p>SCHOOL STAFF:</p> <ul style="list-style-type: none"> • Daily check-ins with staff will continue. Topics include changes in COVID policy, classroom expectations, and student progress. • An attendance system has been developed to monitor student participation in class, either remote or in person. This system allows quick response when additional classroom support is needed or students are absent or leave class. <p>FAMILIES:</p> <ul style="list-style-type: none"> • The principal has regular communications with families and students including updates to curriculum, procedures & protocols, student engagement, district updates, etc. • Weekly Google Classroom updates are sent to families. • Families will be provided guidance and instruction on how to use School Brains, as soon as possible. • Referrals are made to Pettingill when necessary. • In person and virtual meetings with students and families are conducted as needed regarding behavior, attendance, academic progress. • Periodic surveys for students and families are conducted and provide useful feedback about progress.
Specialized Subjects	
Fine Arts and Physical Education	<ul style="list-style-type: none"> • AIHS follows DESE Guidelines for Courses Requiring Additional Safety Considerations (July 24, 2020). • Activities take place on Wednesdays.

Student Support Services

Mental Health/SEL

- Students can access therapeutic support from the principal and/or adjustment counselor at any time.
- AIHS continues to work with Pettingill to provide additional services to students in need.
- When a student is identified by staff as needing emotional support, the principal or adjustment counselor will check in with the student.
- Support groups will be created by the adjustment counselor depending on the particular needs of the students.
- A log is kept by the adjustment counselor of all meetings.
- The adjustment counselor will reach out to each family via phone weekly to check-in.
- SEL class will be taught according to schedule:
9th - Quarter 1
10th - Quarter 2
11th - Quarter 3
12th - Quarter 4
- SEL skills are reinforced in all classrooms.

Special Education

- Please refer to the Special Student Populations section of the District Reopening Plan.
- Students on 504 Plans continue to receive all accommodations identified in their plans.

AIHS Hybrid Learning Schedule - 2020

Wednesday - All students will learn asynchronously and attend scheduled academic meetings. Activities will remain remote.

Staff will participate in PD & planning.

Cohort A - Morning Schedule - 8:30 to 10:35 - IN SCHOOL

Afternoon Schedule - 11:25 to 1:30 - REMOTE

Cohort B - Morning Schedule - 8:30 to 10:35 - REMOTE

Afternoon Schedule - 11:25 to 1:30 - IN SCHOOL

MONDAY & THURSDAY				TUESDAY & FRIDAY				WEDNESDAY	
		COHORT A	COHORT B			COHORT A	COHORT B	ALL STUDENTS Asynchronous Learning	
8:30 to 9:30	Block 1	In person	Remote	8:30 to 9:30	Block 3	In person	Remote	8:30 to 11:00	Individual Academic Meetings/ Async Learning
9:35 to 10:35	Block 2	In person	Remote	9:35 to 10:35	Block 4	In person	Remote		
10:35 to 11:25	Lunch & Cleaning	-	-	10:35 to 11:25	Lunch & Cleaning	-	-	11:00 to 12:00	Activities
11:25 to 12:25	Block 3	Remote	In person	11:25 to 12:25	Block 1	Remote	In person	12:00 to 1:30	Individual Academic Meetings/ Async Learning
12:30 to 1:30	Block 4	Remote	In person	12:30 to 1:30	Block 2	Remote	In person		
1:40 to 2:30	Block 5 Work Study/ Credit Recovery	Remote	In person	1:40 to 2:30	Block 5 Work Study/ Credit Recovery	Remote	In person		