

PLAINWELL HIGH SCHOOL

Back To School Expectations 2020-2021

Two Learning Models:

- 1) Full Virtual Learning 2) Hybrid (Part time on Campus)

Note: PHS reserves the right to update this document at any time as new challenges or changes unfold from either the State, Staff, Students or Parents.

PHS VIRTUAL LEARNING & REMOTE START

Daily Instructional Schedule - Synchronous Virtual Schedule - Phase Four Remote Start for 2020

PHS DAILY SCHEDULE		
<u>1st Period</u>	8:00 - 8:45	(45 Minutes)
<u>2nd Period</u>	8:50 - 9:35	(45 Minutes)
<u>3rd Period</u>	9:40 - 10:25	(45 Minutes)
<u>BREAK</u>	10:25 - 11:00	(35 Minutes)
<u>5th Period</u>	11:00 - 11:45	(45 Minutes)
<u>LUNCH</u>	11:45 - 12:30	(45 Minutes)
<u>6th Period</u>	12:30 - 1:15	(45 Minutes)
<u>4th Period - THSS TIME</u> (Teachers Office Hours) Individual Teachers will be available to help with students who received NCR from 3rd Tri last year. Students will also be able to complete the Introduction to Online Learning Classroom Requirement.	1:20 - 2:25	(55 Minutes)
AM TECH CENTER: Departs PHS: 7:40 AM, Depart Tech Center: 10:25 AM PM TECH CENTER: Departs PHS at 11:15 AM, Departs Tech Center: 2:00 PM		

Expectations in Fully Virtual School Model:

TOPIC	STUDENTS	PARENTS/GUARDIANS	TEACHERS
<p>General</p>	<p>Students will attend class Monday through Friday for all 6 periods each day.</p> <p>Students should be ready to learn. and devices charged.</p> <p>Students will have school materials available to complete school work and Chromebooks charged and in use.</p> <p>Attendance will be taken by the teacher for all class periods. Unexcused absences will be recorded and students who reach the Maximum Number of Days Absent are subject to non-credit for the course.</p> <p>Students will remain visible on video with the teacher during instruction. Students will be mute or unmute per the teacher instructions.</p>	<p>Students that are ill will not be sent to school.</p> <p>Create a space free of distractions at home for your student to complete work.</p> <p>Create a regular routine for your student to be successful.</p> <p>Parents will call or email the attendance line if their child cannot attend school due to sickness, family emergencies, etc.</p> <p>Attendance Phone Number: (269) 685-2430</p> <p>Attendance Email Address: attendancephs@plainwellschools.org</p>	<p>Teachers will work contractual hours and provide instructional support and academic capacity per the students' academic schedule.</p> <p>Teachers will be on campus each day, regardless of learning format unless an Executive Order indicates otherwise.</p> <p>Teachers will track daily attendance by class period in Infinite campus.</p>
<p>Academic Systems</p>	<p>Students will attend and pass the course - Introduction to Online Learning.</p> <p>Students will use the Learning Management System - Agilix - Buzz and the Brigham Young University (BYU) curriculum if applicable to complete coursework.</p> <p>Students will complete coursework assignments and homework as provided by the teacher.</p> <p>Follow Academic Ethics Guidelines:</p> <ul style="list-style-type: none"> ● Follow teachers' directives concerning individual and group assignments. ● Helping a fellow student to understand a concept is wonderful. Sharing or giving answers is not allowed. 	<p>Check the parent portal on Infinite Campus to review your student's progress on academics and attendance.</p> <p>Encourage your student to complete their work.</p> <p>Ensure that your student has the proper technology necessary and available to complete classes.</p>	<p>Teachers will use <u>Google Meet</u> to hold virtual classes with students.</p> <p>The Learning Management System for the high school is the Agilix-Buzz provided by BYU and be in place and all teachers are ready to use in a blended or virtual environment by September 2nd. .</p> <p>Teachers will use a variety of response methods during instruction to maintain high levels of student engagement.</p> <p>Class periods will last 45 minutes each school day. Classes can include direct instructions, guided practice, independent practice and breakout rooms.</p> <p>Each teacher will create videos of lessons as needed for instruction but not less than 1x per week.</p> <p>Post grades in Infinite Campus once a week.</p>

<p>Communication</p>	<p>Communication with teachers:</p> <ul style="list-style-type: none"> • Check and respond to emails from each teacher daily. • Write emails and class communication in correct English. Use appropriate grammar and punctuation. Use complete sentences. • Be positive in communication. <p>Attend your teachers' office hours as directed.</p>	<p>Communicate and check-in with your student's teachers as needed.</p>	<p>Teachers will maintain daily and weekly contact with their students and report to administration of any students who are not engaging in online classes.</p> <p>Teachers will respond to phone calls and emails within the same calendar day if possible but not longer than 24 hours.</p> <p>Teachers will be available during 6th period for "office hours" in the THSS period.</p>
<p>Behavioral & Mental Health Supports</p>	<p>Students are expected to demonstrate academic integrity and incidents of cheating will be handled per the student handbook rules.</p> <p>Students are expected to actively participate during class sessions.</p> <p>Students will avoid negative behaviors towards others in person, online, in social media and in emails.</p> <p>Students are to be fully clothed during class periods.</p> <p>The student services office will be open for phone calls and by appointment only with any mental health concerns you have as a student.</p> <p>Students can expect their school counselor to reach out to them and check on them.</p>	<p>Contact your school office, counselor or teacher if you need assistance with anything so that we can problem solve together.</p>	<p>Teachers will refer students with mental health concerns to their respective counselor.</p> <p>Teachers will follow mandated reporting law.</p> <p>Teachers will practice heightened awareness of mental health cues of students and report any concerns.</p>
<p>Hygiene & Safety</p>	<p>The staff at PHS wants all students to remain safe and healthy in their homes in order to be prepared for on campus learning. Please reach out to your counselor or teacher if you have any health concerns.</p>	<p>The Main School Office will not be open to the public/visitors/parents, etc.</p>	<p>Teachers will self screen for COVID each day prior to coming to school.</p> <p>Teachers will follow Sanitation Protocols.</p>

PHS HYBRID LEARNING

(Current projected Start Date 10/1. To be re-assessed on 9/21 by BOE)

Instructional Schedule:

Students have been assigned to either Group A or Group B. Follow the on campus versus virtual weekly schedule below:

STUDENTS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Group A	Face to Face	Virtual	Virtual	Face to Face	Virtual
Group B	Virtual	Face to Face	Virtual	Virtual	Face to Face
Tech Center	Tech Center students attend 5 days per week, same schedule as last year. There will be bussing to and from the High School to the Tech Center; however, you need to find your own ride home on days where you are not scheduled to be at the High School.				

Daily Schedule:

(Hybrid Schedule/Phase 4)

PHS DAILY SCHEDULE		
<u>1st Period</u>	7:40 - 8:38	(58 Minutes)
<u>2nd Period</u>	8:43 - 9:45	(62 Minutes)
<u>3rd Period</u>	9:50 - 10:48	(58 Minutes)
<u>1st Lunch</u>	10:48 - 11:13	(25 Minutes)
<u>THSS</u>	11:18 - 12:16	(58 Minutes)
<u>THSS</u>	10:53 - 11:15	(22 Minutes)
<u>2nd Lunch</u>	11:15 - 11:40	(25 Minutes)
<u>THSS</u>	11:45 - 12:16	(31 Minutes)
<u>THSS</u>	10:53 - 11:51	(58 Minutes)
<u>3rd Lunch</u>	11:51 - 12:16	(25 Minutes)
<u>5th Period</u>	12:21 - 1:19	(58 Minutes)
<u>6th Period</u>	1:24 - 2:26	(62 Minutes)
AM TECH CENTER: Departs PHS: 7:40AM, Depart Tech Center: 10:25AM PM TECH CENTER: Departs PHS at 11:15AM, Departs Tech Center: 2:00PM		

Expectations in Hybrid/Phase 4 & 5 School Model :

TOPIC	STUDENTS	PARENTS/GUARDIAN	TEACHERS/STAFF
General	<p>Students will attend school two days a week in person.</p> <p>On virtual days, students should be ready for school and devices charged.</p> <p>Materials available to complete school work.</p> <p>Be in attendance for onsite and offsite (online) courses.</p> <p>Know your academic schedule by day and location.</p>	<p>Parents/Guardians will prescreen their child(children) each day prior to coming to school.</p> <p>Students that are ill will not be sent to school.</p> <p>Create a space free of distractions at home for your student to complete work.</p> <p>Create a regular routine for your student to be successful.</p>	<p>Teachers will self screen for COVID with the pre-established screening questions and take their own temperature before entering the school building. Teachers are expected to stay home if they are sick.</p> <p>Teachers will work contractual hours and provide instructional support and academic capacity per the students' academic schedule.</p> <p>Teachers will be on campus each day, regardless of learning format unless an Executive Order indicates otherwise.</p>
Academic Systems	<p>Follow Academic Ethics Guidelines:</p> <ul style="list-style-type: none"> ● Follow teachers' directives concerning individual and group assignments. ● Helping a fellow student to understand a concept is wonderful. Sharing or giving answers is not allowed. ● Practice academic honesty at all times. 	<p>Check the parent portal on Infinite Campus to review your student's progress on academics and attendance.</p> <p>Encourage your student to complete their work.</p> <p>Ensure that your student has the proper technology necessary and available to complete classes.</p>	<p>The Learning Management System for the high school is the Agilix-Buzz provided by BYU and in place and all teachers ready to use in a blended or virtual environment by August 28.</p> <p>Each teacher created a video per week.</p> <p>Post grades in Infinite Campus once a week.</p>
Communication	<p>Communication with teachers:</p> <ul style="list-style-type: none"> ● Check and respond to emails from each teacher daily. ● Write emails and class communication in correct English. Use appropriate grammar and punctuation. Use complete sentences. ● Be positive in communication. 	<p>Communicate and check-in with your student's teachers as needed.</p>	<p>Communication Expectations - respond to phone calls and emails daily where possible up to 24 hours.</p> <p>Set up Zoom meetings instead of face to face meetings with the following:</p> <ul style="list-style-type: none"> ● Students ● Parents ● Staff ● Admin to staff

	Attend your teachers' office hours as directed.		
Behavioral & Mental Health Supports	Avoid negative behaviors towards others in person, online, in social media and in emails.	Contact your school office, counselor or teacher if you need assistance with anything so that we can problem solve together.	Mental Health Supports Available and all teachers know how to send students for help.
Hygiene & Safety	<p>Students have been pre-screened for COVID using the school's standard questions and have a normal body temperature of 98.6 F. before leaving home entering the school.</p> <p>All Students must practice personal hygiene and wellness safety:</p> <ul style="list-style-type: none"> ● Wear a mask at all times. ● Wash hands in between classes. ● Do not share items with others (i.e. pencils, water bottles, etc.). ● Avoid loitering in hallways, lockers, bathrooms, etc. ● Dress according to school dress code onsite and online. ● Carry personal hand sanitizer and use as needed. 	<p>No Classroom visitors will be allowed in buildings.</p> <p>The Main School Office will not be open to the public/visitors/parents, etc.</p> <p>Be sure your student has everything they need prior to getting to school. Separate arrangements would need to be made if you need onsite personal assistance. For example, there is not dropping off food, items, etc.</p>	<p>Teachers will self screen for COVID each day prior to coming to school.</p> <p>Teachers will follow Sanitation Protocols.</p> <p>Teachers will monitor/enforce student logistics protocols.</p> <p>Teachers will monitor the hallway at the end of each plan period.</p> <p>Minimize visiting other areas of the school; such as, front office, student services, and each other's classroom.</p>