

Franklin Academy High School



Reopening Plan
2020-2021

Introduction:

Upon the conclusion of the District Reopening Committee, the Franklin Academy High School Reopening Committee began meeting to determine how best to implement the [District Reopening Plan](#). Below you will see headings related to various aspects of our daily operations. While not all-encompassing, this document has been designed as a means to further clarify reopening at Franklin Academy. Please note that this is a living document and will be updated as necessary.

Student Arrival:

Students may begin arriving at school at **9:30 am** each day that they are scheduled to be in attendance for in-person instruction. We ask that no students are dropped off or walk to school earlier than this time as we are unable to hold students as we have in the past in our cafeteria or auditorium.

Bus Students:

- Students riding an MCSD bus will have their temperature checked prior to boarding the bus according to the [District Reopening Plan](#).
- Upon arrival at school, students will be dropped off at Door 1 (main doors) and will enter through the center set of doors.
- Staff will be present to assist students into the building.

Student Walkers:

- All students will have a temperature screening prior to entering the building as described in the [District Reopening Plan](#).
- All student walkers will enter the building through Door 14 (located near the end of the building) after being screened.
- If your child records a temperature greater than 100.0 degrees, we will bring them to our Isolation room for a follow-up screening by our school nurse. We ask that parents are available by phone for 20 minutes after drop-off or student arrival in the event that their child needs to be sent home.
 - Please ensure that your child has an accurate number by which to reach you daily.

Parent/Guardian Drop-off:

- All students will have a temperature screening prior to entering the building as described in the [District Reopening Plan](#).
- *Due to the new drop-off location for bus students, we ask that Parents/Guardians utilize our parent dropoff loop to drop off their child(ren).*
 - Parents/Guardians will enter from State Street and pull up to waiting staff members who are present for the temperature screenings. This will allow

parents/guardians to know immediately if their child(ren) has/have a temperature above 100.0 degrees.

- After being screened, parent/drop-off students will enter the building via the technology doors. Staff will be present to help guide students.

All Students:

- After entering the building all students will report directly to their designated classroom.
- Students who have pre-ordered breakfast, or are in need of breakfast will travel through the service line prior to reporting to their designated classroom and will eat in the room.

Staff Arrival:

Instructional staff will report to the building by 8:15 am each day. Support staff may have adjusted schedules in order to accommodate district needs. All staff should enter the building through the Main Lobby Doors at their designated report time.

Daily Student Check-Ins:

Teachers will post available office hours for students to access.

Breakfast/Lunch:

As per the [District Reopening Plan](#), students will pre-order their breakfast and lunch so that it is ready upon their arrival. Breakfast will be grab-and-go as students arrive at school after 9:30 am. Students will eat their breakfast in the classroom. Lunches will also be consumed in the classroom with the option to eat outside left to the discretion of the staff member providing supervision. Staff will escort students down to retrieve their pre-ordered lunch on a rotating basis during the middle block of the day from 11:45 am until 1:15 pm. All students will leave the room in order to keep our cohort of students together and ensure the supervision of students. Lunch movement will be in a one-way directional format in order to ensure social distancing in the hallways and to keep an orderly lunch schedule.

Staff will have a 30-minute uninterrupted lunch during this middle block with supervision being provided by both support staff and instructional staff who have time in their schedule. Swing spaces will be designated in the building for staff to eat their lunch while appropriately physically distanced.

Vending machines will be taken offline until further notice.

Hybrid In-Person Day Schedule:

As described in the [District Reopening Plan](#), Franklin Academy High School will follow a Hybrid Cohort Model schedule in order to limit the mixing of students. All students who elect for the Hybrid Model will attend class in person two days a week. Regardless of Cohort days, the diagram below represents the currently designed schedule that will be implemented. If a student has an open block of time in their schedule they will be assigned to a virtual learning lab, separated by team to work on their assignments.

Time	M/Tu	Th/F
9:30 am - 9:45 am	Student Arrival Procedures and Breakfast	
Period 1 9:45 am- 11:45 pm	Course 1 or 3 <u>or</u>	Course 1 or 3 <u>or</u>
Period 2A 12:35 pm- 1:15pm	PE	PE
11:50 am- 12:30 pm	Lunch A	
12:35 pm- 1:15 pm	Lunch B	
Period 2B 11:50 pm- 12:30 pm	PE <u>or</u>	PE <u>or</u>
Period 3 1:20 pm- 3:20 pm	Course 2 or 4	Course 2 or 4
3:20 pm- 3:30 pm	Student Dismissal	

Blocks:

Over the course of two days, students will experience four blocks consisting of Math, Science, Social Studies, English Language Arts (ELA), and elective courses. These courses will have 2.0 hours of instructional time broken up by mask breaks during the block.

Important Considerations:

To reduce the movement of students throughout the course of the day we will generally have students remain in their classrooms Block 1/2 or Block 2/3 for instructional purposes and to eat lunch or eat lunch and instructional purposes. This will be done under the supervision of staff to ensure proper physical distancing protocols.

Workload and Hardware Expectations for Hybrid and Remote Instruction:

Franklin Academy High School Improvement Committee has met to determine the best practices for independent work for students that provides equity across grade levels and teams to achieve the desired essential learning targets. Guidelines for homework workload can be found in the Board of Education Policy Manual 8440-R. Students and parents or guardians are encouraged to advocate for students that are struggling or have a need in meeting course requirements.

Students are expected to keep district assigned chromebooks in good working shape and fully charged in preparation for participation. Students are expected to have their device with them at all times.

In order to keep both learning and communication progressive during the semester and in the event of changes during said semester, whether in a remote or hybrid situation, **all students are required to log on to their scheduled course at the start time of that class through Google Classroom.** *Parents and guardians are strongly encouraged to accept invitations to join their student's Google Classrooms in order to receive information about student classwork.*

Hybrid Remote Instruction Schedule:

All teachers will provide students with scheduled times (office hours) that they will be available through Google Classroom.

Full Remote Instruction Students:

Students electing for full remote instruction are required to participate in all scheduled class period time and if their teacher requests another virtual meeting for students who are struggling, and should then begin working on any assignments posted in Google Classroom for each subject area.

Beyond this time, students can schedule individual meetings with their teachers as needed and especially on Wednesdays when all students and staff are operating remotely. If available, the

Student Support Times will be offered by a faculty member who has Virtual Instruction as a part of their work schedule.

Students should respect Google Meet sessions just as they would a regular classroom session at Franklin Academy. Students should abide by the high school dress code and make every effort to join their Meets from an appropriate environment or setting that minimizes noise and/or distractions.

Please see the [District Reopening Plan](#) for additional information.

School Closure - FULL Remote Instruction School-Wide:

In the event that the District or Franklin Academy High School is required to close, students and staff are expected to continue following the Hybrid Cohort Schedule that has been implemented. Students who would normally be receiving in-person instruction will join live Google Meets during their scheduled class time to meet with teachers. The duration and frequency of the Google Meets will be at the discretion of the teacher based on the need of students in the classroom. While we encourage all students to participate fully in the lesson, we understand that some students have limited internet availability. Staff will include instructional support and possibly recorded video lessons for students who are unable to join a live class and have previously informed the staff member. Students who are on 100% remote instruction under the direction of a 100% remote staff member will be participating in Remote Instruction. Students that are participating in a Google Meet, virtually, are expected to abide by the expectations put forth in the student handbook as though they are physically present in the classroom.

Grading

Students will receive a numerical grade for each course based on the average of work for the quarter. The only exception is that a freshman's first quarter report card grade may not be less than a 55. This reflects the traditional grading policy that is reflected in the student handbook.

Special Education and Related Services:

All aspects of a student's IEP or 504 Plan will be implemented to the best of our ability through coordination with service providers, special education teachers, and families.

For Resource Room services, any in-person Resource Room will also include a Google Meet to support students working remotely. The times for these meetings will be communicated to both students and parents/guardians.

Student Lockers & PE Locker Room:

At this time, students will not utilize lockers. All students will bring their belongings into their Block 1 classroom and leave them in a designated location in the room until the block is over. When students transition to their next block they will bring their belongings and again leave them in the designated location for those blocks. We are limiting our supplies list to essential items so that students carry only the necessary materials with them each day to school.

The Physical Education Locker Rooms will also be offline until further notice and students will not be required to change for PE.

Water Fountains:

All Franklin Academy water fountains have been upgraded at this time. Water bottle filling stations will remain active, however, the drinking fountain portion of our water fountains has been taken offline for the safety of our students.

Restrooms:

Restroom usage will continue as normal with additional sign-out requirements to ensure safe social distancing of our students. No more than one student will be permitted to leave a room at a time to use the restroom. Students will be encouraged to wash their hands on a regular basis, so all sinks will remain operational. Students will also be encouraged to utilize sanitizing stations located in the hallways prior to entering the bathrooms. Our cleaning staff will post a schedule of cleaning that will be visible to all students and staff. Students will be asked to utilize the restrooms based on their location, the restroom closest to the class that they have left.

Office Visits:

Nurses Office:

Due to the varied needs of our building relating to student medical concerns, any students needing to see the nurse will follow the protocol below:

1. Student will ask the teacher/support staff member to complete the Nurse Visit Form
2. The Nurse will receive notification of the requested visit and call the room when available to see the student

Guidance Office:

1. Students who need to visit the Guidance Office will inform the teacher or support staff member of their need to visit the Guidance Office.
2. The staff member will call the Guidance Office Secretary.
3. The Guidance Office Secretary will inform the student's School Counselor of the student's request for a visit, and time will be scheduled for the visit if it is not a crisis situation.
4. School Counselors will continue with their annual appointments with students and will conduct these meetings either in person during the virtual learning lab time or online through a Google Meet.

Main Entrance Vestibule:

1. Students who need to visit the main entrance vestibule will inform the teacher or support staff member of their need to visit the main entrance vestibule.
2. The main office vestibule may ask to have them report to the Welcome Center based on the situation.

Assistant Principal's Office:

1. Students who need to see the Assistant Principal will inform the teacher or support staff member of their need.
2. The staff member will call the Assistant Principal's Secretary.
3. The Assistant Principal's Secretary will inform the Assistant Principal of the student's request for a visit, and time will be scheduled for the visit.

Student Dismissal:

Students will be dismissed at **3:20 pm** each day that they are scheduled to be in attendance for in-person instruction in a wave fashion (see below).

Bus Students:

- Students riding a MCSD bus will be dismissed from the classroom by announcement when confirmation is received that busses are waiting in the bus lane.
 - It is expected that Franklin Academy will have two waves, and students will remain in class until their bus wave is announced.
- We ask that all bus students exit the building via Door 16, custodial lot, to board their bus in an orderly and timely fashion. No students should be waiting in the hallways.

Student Walkers and Parent/Guardian Drop-off:

- All walkers and parent/guardian drop-off students will be released in a wave fashion as described below:
 - 12th Grade Students - 3:20 pm
 - 11th Grade students - 3:22 pm
 - 10th Grade Students - 3:24 pm
 - 9th Grade Students - 3:26 pm
- We ask that all **walkers** exit the building via the *Main Lobby Doors, Door 14, Door 16, or Door 17* in an orderly and timely fashion.
- We ask that all **parent/guardian drop-off students** exit the building via the *same doors and proceed to the parent/guardian pick-up location* in an orderly and timely fashion.
- All students should immediately leave school grounds. No students should be waiting in the hallways.
- From the time a student arrives on campus and leaves campus they must have their mask on. The only exception to this would be students that ride a bus, they must wear their mask from the time they board the bus at home and arrive back home at the end of the day.

Committee Membership:

Brandon Pelkey Brian Doe Rozzie Poirier Christine Connolly Sharon Plante Nathaniel Hathaway Lily Ianaconi Kim Bruso	Kurt Munson Angela Trombley Lisette Maguire Dustin Stover Alicia Perrigo Danielle Keating Darby Dupree Kathy Bellows
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