

## **Sussex Academy - High School Reopening School Plan**

### **Our Guiding Principles:**

#### **#1 Keep Everyone Safe**

- Developing a school day schedule to minimize contact/exposure
- Survey with decisions for in-person and remote options
- Use the DOE guidelines to guide planning efforts particularly for any in-person instruction

#### **#2 Provide an Excellent Educational Experience**

- Use survey and perceptual data to influence 20-21 planning efforts
- Develop a comprehensive, continuous professional learning plan to prepare staff for providing the best educational experience possible
- Leverage learning platforms to provide seamless and equitable learning opportunities
- Prepare our instructional program to meet the educational needs of all students both online and in-person
- Create a schedule that allows for a possible transition back to everyday brick and mortar instruction
- Provide live, synchronous remote instruction for all students

#### **#3 Support Students and Staff Socially and Emotionally**

- Develop a comprehensive action plan based on SEL competencies and input from planning committee so everyone feels safe, socially and emotionally connected to one another and learns self-care methods
- Connect students to their teachers and classmates
- Commit to building school community
- Provide mental and behavioral health support
- Preserve meaningful in-person and virtual events

### **Guiding Principle 1 - Keep Everyone Safe**

Sussex Academy has decided to move forward with a hybrid model for school re-opening. Staff will begin staff development days on August 24, 2020. Students' first day of classes will begin, Monday, September 14, 2020.

#### **New schedule**

In an effort to truly minimize the amount of contact staff and students have with one another, we have decided to implement a 4x4 schedule for the 20-21 School Year. A sample of the schedule is below. We will use the sample schedule to start re-building the teacher and student schedules. Any modifications or changes will be communicated as we begin scheduling and notice any barriers we may need to address. It is regretful and not ideal that we can not use the same schedule communicated in June. However, please know we are making every effort to build a plan that

adheres to our guiding principles and meets the DOE guidelines. Additionally, it is important to share that once we receive survey results back with families locking in their decision, we could very well have to split our students into two groups (cohort 1 attends face-to-face on Monday and Tuesday and remotely on Thursday and Friday and cohort 2 attends face-to-face on Thursday and Friday and remotely on Monday and Tuesday).

Sample Time	FALL SEMESTER					SPRING SEMESTER					
	Mon	Tues	Wed	TR	Fri	Mon	Tues	Wed	TR	Fri	
8:20 – 9:40	Pd 1	Pd 1	Planning Office Hours	Pd 1	Pd 1		Pd 5	Pd 5	Planning Office Hours	Pd 5	Pd 5
9:50 - 11:10	Pd 2	Pd 2			Pd 2	Pd 2		Pd 6		Pd 6	
11:20 - 1:10	1st Lunch/ Pd 3	1st Lunch/ Pd 3	Add'l Support  *No students in bldg unless pre-scheduled	1st Lunch/ Pd 3	1st Lunch/ Pd 3		1st Lunch/ Pd 7	1st Lunch/ Pd 7	Add'l Support  *No students in bldg unless pre-scheduled	1st Lunch/P d 7	1st Lunch/ Pd 7
11:20 - 1:10	Pd 3 & 2nd Lunch	Pd 3 & 2nd Lunch			Pd 3 & 2nd Lunch	Pd 3 & 2nd Lunch		Pd 7 & 2nd Lunch		Pd 7 & 2nd Lunch	
1:20 - 2:50	Pd 4	Pd 4		Pd 4	Pd 4		Pd 8	Pd 8		Pd 8	Pd 8

First lunch: 11:20 - 11:50

Second lunch: 12:40 - 1:10

In this schedule, student’s who choose to come **in-person**, will have 4 classes each day (except Wednesday’s) for an entire semester. Student’s who choose a **remote learning option**, will also be expected to attend all 4 classes each day (except Wednesday’s) - the primary difference is that the remote student will be attending virtually. ***Our staff will be teaching in-person and remote students simultaneously.*** Therefore, please keep in mind when choosing to attend remotely, you must attend virtually each period.

If you are in-person and later decide that you would like to go remote, you have that option. ***However, please note that we will have developed safety plans surrounding a very specific number of students to be in the building and will not have the flexibility to move from remote to in-person until second semester.***

Should the situation arise that we must go fully-remote, this schedule will still be followed for all students.

**Expectations for remote learners:**

- You follow your daily class schedule as if you were in-person

- You wear your uniform and be present and active during remote learning lessons
- You must stay fully remote until the change of semester when you may request to come in-person

### **Classroom Safety - Expectations**

Sussex Academy is committed to keeping all staff and students safe. For those opting in to participate in-person for learning, we have instituted the following practices:

- Classroom doors will remain open (during the school day when classes are in-session) for students and staff to enter without having to touch door handles. A teacher may have their door closed during their planning period.
- Desks will be coordinated to be at 3-ft apart, facing the same direction and assigned to students within the classroom
- Students will be expected to sanitize their desk upon entering the classroom, prior to sitting down (supplies will be provided). All rooms will be equipped with hand sanitizer, and desk cleaning supplies. It is recommended that each student has a back-up mask. However, one will be supplied if he/she doesn't have one.
- Students will be expected to wear masks in the school building and 6-ft of distancing is ideal however, we **MUST** remain 3-ft apart so all activities and transitions, this must be kept in mind and practice. Hallway transitions, students must stay to the right when moving (maintaining 3-6ft of distance). ***Students refusing to wear a mask will have to engage in remote learning.***
- We will have coordinated efforts during lunch for students who have opted-in to participate in the school lunch program. All students will eat lunch during their 3rd period class.
- Staff and students **MUST** stay home if they are experiencing any symptoms of COVID-19
- To the extent possible (and weather permitting), some staff will engage in outdoor teaching and learning activities
- To maintain social distancing, an entry point will be assigned by student based on their first period class
- There will not be locker usage available (at least for the first semester). Therefore, students engaging in in-person learning will be expected to carry their belongings with them.

### **Guiding Principle 2 - Provide an Excellent Educational Experience**

#### **Professional Learning**

Sussex Academy staff is committed to providing the best educational experience for all students regardless if students are in-person or virtual. This level of commitment insists that our staff participate in top-notch professional learning experiences so they can in-turn, provide students with great learning. To that end, our staff will be participating in a plethora of learning opportunities to

use all educational technology platforms, tools and software aligned to their content areas so we are meeting the needs of all Sussex students.

### **Learning Platforms**

Sussex Academy High School staff will use **Zoom** for all virtual and live learning experiences. Classroom experiences will be recorded and available in Schoology for any student who misses a class.

**Schoology** will be used as our learning management platform. Schoology allows our staff to seamlessly communicate and share educational information with students and parents. We will host schoology information sessions for parents to further increase our collective efforts in providing a quality educational experience for all. The information sessions will provide an understanding on how parents can create an account that is associated with their child's account to garner an understanding of their activity and experiences.

**GAFE (Google Apps for Education)** will also be used as it integrates with Schoology as well. GAFE allows teachers to work asynchronously with students and parents, share videos, assessments, and create training/courses

### **Use of Wednesday's for extended and supportive learning opportunities**

Sussex Academy High School staff will be available on Wednesday's to provide open office hour opportunities, extended and supportive learning opportunities in an effort to meet the needs of all Sussex learners. A portion of this day will also allow Sussex staff to work in their professional learning communities to learn from one another, share best practices and engage in professional learning activities. A teacher schedule will be developed and shared so teachers and parents know availability.

### **Communication and feedback loops**

It is important to our educators that we are constantly professionally growing from feedback and communication from our students and parents. To that end, we will be developing opportunities for students and parents to communicate with us on a weekly basis. This data will be used to refine professional learning opportunities as well as immediate adjustments needed to teaching and learning when warranted. All gradebooks will be updated **weekly**.

### **Weekly check-ins**

Sussex Academy will implement a protocol/process to alert academic/school counselors of students who may be in need of additional academic and/or emotional support. Implementation of this protocol will ensure we are addressing needs most immediately.

### **IB/AP preparations/accommodations**

While we do not know of any decisions being made from IB or College Board relative to any adjustments on their end, Sussex Academy is committed to continue quality teaching and learning for our IB and AP students. We will not lose any instructional time implementing a 4x4 schedule.

However, not knowing when students will take exams and such, we are prepared to provide additional support for any gaps or additional support needed for students participating in these programs. Every Wednesday throughout the school year is built-in time to support and each teacher will work individually and/or collectively to assure students are prepared.

### **Special Education preparations/accommodations**

Full-Time special education students will have an opportunity to be in-person or remote. Related services, such as occupational therapy, physical therapy, speech-language therapy, vision support, hearing support, and orientation and mobility, will be provided as much as possible when students are in-person. For students selecting live, remote instruction each day, related services will be provided via Zoom. Service delivery and frequency will be discussed and documented in IEPs as appropriate. For students requiring one-one support, these supports will be provided in-person and/or via zoom. IEP teams will review available data, discuss options, and make recommendations as appropriate for the delivery of these related services. Section 504 Accommodations Students with Section 504 Plans will have their accommodations provided in both in-person and live, remote instructional programs. Plans may need to be revised to address accommodations specific to these diverse educational environments.

### **English Language Learners**

Sussex Academy English Language Learners will have an opportunity to be in-person or remote. Each student's schedule and planned support will be developed based on assessment data and input from student's and their families.

### **Guiding Principle 3 - Support Students and Staff Socially and Emotionally**

Sussex Academy is committed to promoting self-care, equity and access to supports and healthy connectedness and relationships with one another to live our best lives. In order to achieve this, we have a team developing plans to ensure we are following the Social-Emotional competencies generated by a committee from the Department of Education. The pandemic has put tremendous stress on all stakeholders and our staff is working diligently on plans to support our learning community for the Fall.

This is in part why we selected the schedule we did. Our schedule allows staff to truly focus on the needs of a smaller cohort of students, work collaboratively with their colleagues and participate in continuous professional learning opportunities. Our schedule also supports our students to focus on a smaller number of classes and engage more deeply and connect with their teachers and fellow students.

As we continue to develop our comprehensive plan to bolster our efforts surrounding the best social and emotional supports, we will continue to share.

