

# HCS HYBRID MODEL

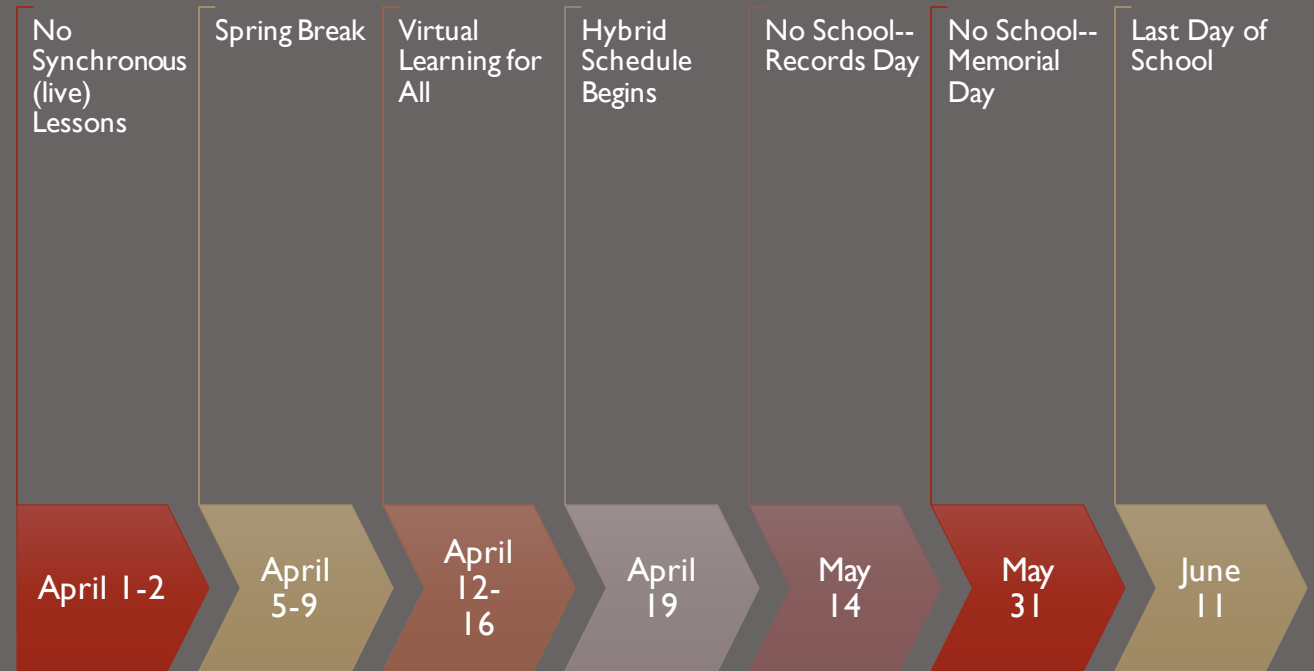
Meeting #2—March 31, 2021



# AGENDA

- Introductions and Welcomes
- Hybrid Timeline
- HCS Pledges
- Arrival and Dismissal
- Hybrid Weekly Schedule
- Enrichment
- School Supplies
- Technology
- Medication
- Q&A

# HYBRID TIMELINE



## HYBRID MODEL BASICS

- Students will be divided into three concurrent groups—Full-time Distance, Hybrid A (in-person Mon/Tues), and Hybrid B (in-person Thurs/Fri).
- Students continue in their current class, with their current teacher, regardless of the model they selected.
- Teachers will instruct both groups of students simultaneously, whether the teacher is in school in person or teaching remotely. This may mean that some students in school will receive instruction from a teacher who is remote; these students will be monitored and assisted in person by classroom assistants.
- Both Full-Distance and Hybrid students will interact with each other and their teachers four days each week. Hybrid students will attend school in-person two days each week.
- Special Education services and Tier 3 interventions may be provided in person and/or virtually.

# STAFF PLEDGE



## Highland Community School Staff Pledge

We know we are all part of the Highland community and we commit to modeling behaviors for our students that keep the community safe. To demonstrate our commitment to a safe reopening of our school, we promise to:



### Practice and Model Good Hygiene

I will model good hand hygiene by washing my hands for 20 seconds and using soap, using hand sanitizer, and catching coughs and sneezes in an elbow. I will keep my masks sanitary with frequent washing.



### Limit Social Contacts

I will not expand my social circle and will avoid all large gatherings. Wherever possible, I will tighten my circle to reduce exposure.



### Keep Distance From Others

I will stay 6 feet from others not in my bubble. I will not gather with others on school grounds.



### Follow Travel Guidelines

If travel outside of Wisconsin is absolutely necessary, my family will quarantine for 10 days.



### Wear a Mask

I will model proper mask wearing and wear a mask outside of school hours when I am in public.



### Complete Daily Health Screenings

I will take my temperature each morning, and if I am feeling ill, I will alert school administration and stay home from work.



### Highland promises to:

- Keep disposable masks and other PPE stocked and available for our staff
- Limit in-person meetings and other staff gatherings. Weekly level and team meetings, all-staff meetings will continue to take place over zoom.
- Ensure that cleaning supplies are readily available and that our school is disinfected nightly.
- Regularly inspect our HVAC, replace filters at regular intervals.
- Follow CDC and local health guidance regarding safe operations of our building.
- Keep an open dialogue with all members of our school community on practices and procedures to keep our school safe.

Staff signature

# FAMILY PLEDGE



## Highland Community School Parent Pledge

We know we are all part of the Highland community and we commit to modeling behaviors for our children that keep our family and community safe. To demonstrate our commitment to a safe reopening of our school, we promise to:



### Limit Social Contacts

Our family will not expand our social circle and will avoid all large gatherings. Wherever possible we will tighten our circle to reduce exposure.



### Practice and Model Good Hygiene

I will model goodhand hygiene by washing my hands for 20 seconds and using soap, using hand sanitizer, and catching coughs and sneezes in an elbow. I will keep my family's masks sanitary with frequent washing and send my child to school with backups in their backpack.



### Keep Distance From Others

I will stay 6 feet from others not in my family and support my student in their pledge to maintain distance outside of school I will not gather or allow my family to gather on school grounds when not otherwise permitted.



### Follow Travel Guidelines

If travel outside of Wisconsin is absolutely necessary, my family will quarantine for 10 days.



### Wear a Mask

I will model proper mask wearing and require my student to wear a mask outside of school hours when they are with others outside our immediate bubble.



### Complete Daily Health Screenings

I will take my child's temperature and fill out a health screener for each child in my family every morning. To make it easier, I can download the Kinsa app for our school!



### Follow New Drop-off and Pick-up Procedures

Staggered start times add complexity to school staff's job and are crucial to maintaining school safety. I commit to having my student(s) at their assigned door ready to enter at their assigned time, picking my student up at their assigned time, and not lingering on school property. I will model social distancing at drop off and pick up and not congregate with other parents.



sign here

# STUDENT PLEDGE



## Highland Community School Student Pledge

I promise to keep my friends and family safe by:



### Learning New Rules

I know school will be different and promise to listen to my school leaders and teachers and trust and follow their directions, even if the rules are new to me.



### Washing My Hands

Throughout the day, I will wash my hands frequently for 20 seconds and use hand sanitizer.



### Keeping My Distance

I will stay 6 feet from classmates and adults - school will have floor stickers and my teachers and school staff will help me!



### Covering my sneeze or cough

I will keep my mask on when I need to sneeze and can always change into a clean one! AND sneeze into my elbow.



### Wearing a Mask

I will wear mask on my nose and mouth at all times, except when it's time to eat.



### Telling a grown-up if I'm feeling sick.

Whether it's a teacher or parent, I will always tell someone so they can help take care of me, even if I just feel a little sick.



### I will keep up my safe behaviors outside of school too!

Even when not in school, I will mask and social distance with those not in my family so we can all stay safe.



student signature

Behavior	Student Action When Corrected	Staff Documentation
Student not wearing mask/wearing mask incorrectly	<u>Fixes</u> behavior right away	No action necessary
Student not following social distancing policy	<u>Fixes</u> behavior right away	No action necessary
Student not following COVID bathroom policy	<u>Fixes</u> behavior right away	No action necessary
Behavior	Student Action When Corrected	Staff Documentation
Student not wearing mask/wearing mask incorrectly	Student ignores teacher's or staff's direction or talks back then fixes behavior after second reminder	Complete incident report. Phone call home from classroom staff.
Student not following social distancing policy	Student ignores teacher's or staff's direction or talks back then fixes behavior after second reminder	Complete incident report. Phone call home from classroom staff.
Student not following COVID bathroom policy	Student ignores teacher's or staff's direction or talks back then fixes behavior after second reminder	Complete incident report. Phone call home from classroom staff.
Behavior	Student Action When Corrected	Staff Documentation
Student does not follow a COVID protocol after repeated reminders.	Behavior continues without improvement or needs constant reminders.	Call the office for classroom support, admin will remove student from class for hallway discussion.  Phone call home from Executive Director.  Student may be sent home for remainder of the school day.
Student receives three phone calls home for not following COVID procedures/protocols.		Behavior meeting with parents - student will be placed on a behavior contract - may be removed from in person instruction.



# ARRIVAL AND DISMISSAL

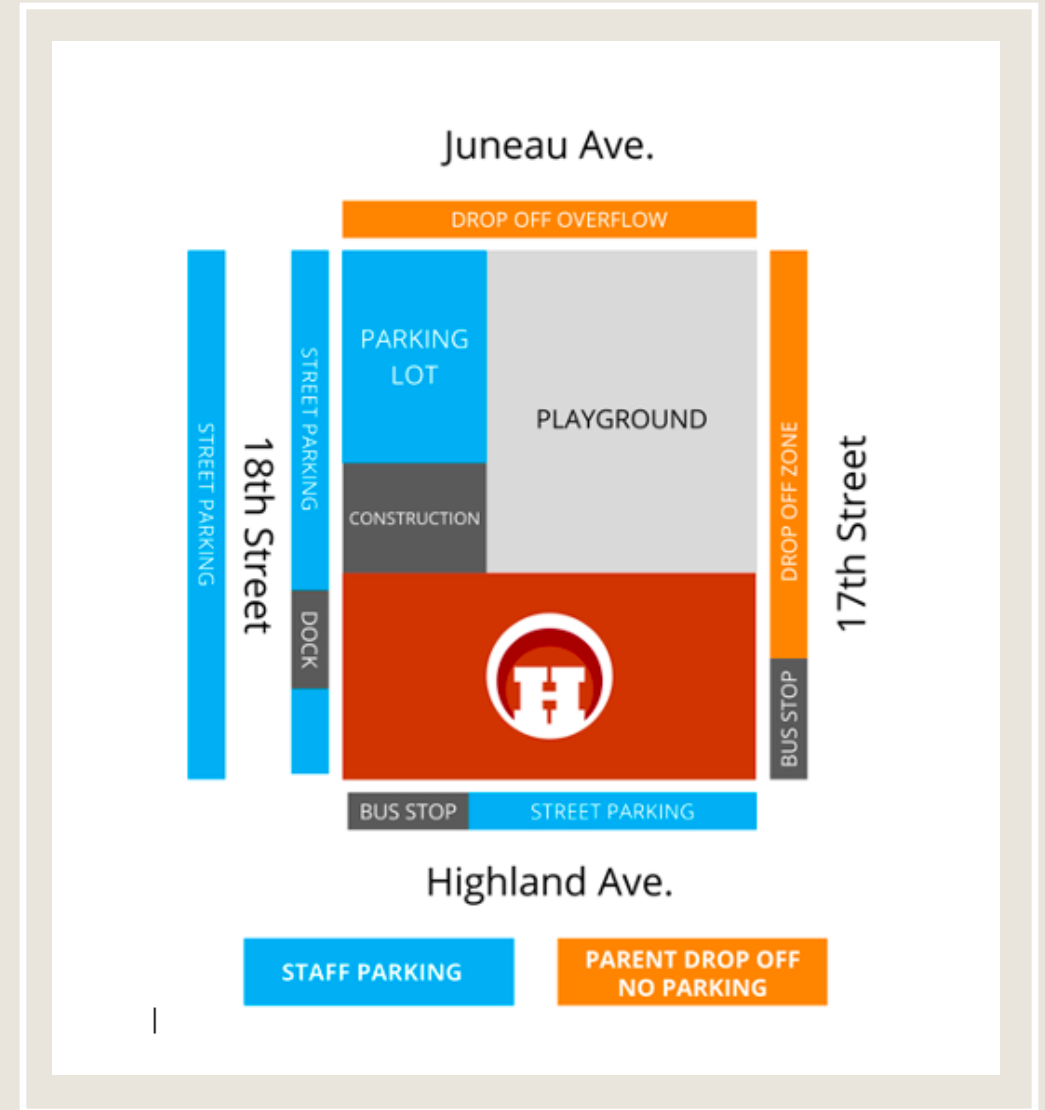
Family members will not be permitted inside the building during drop-off and pick-up times.

Students and families should remain in their vehicles as they proceed through the drop off line until staff is available to receive them.

The line will wrap around the building to a **screening zone on 17<sup>th</sup> street** where students will be dropped off after passing the health check.

Siblings should **arrive** at the youngest child's arrival time.

Siblings should **depart** at the latest time for their family.



# ARRIVAL



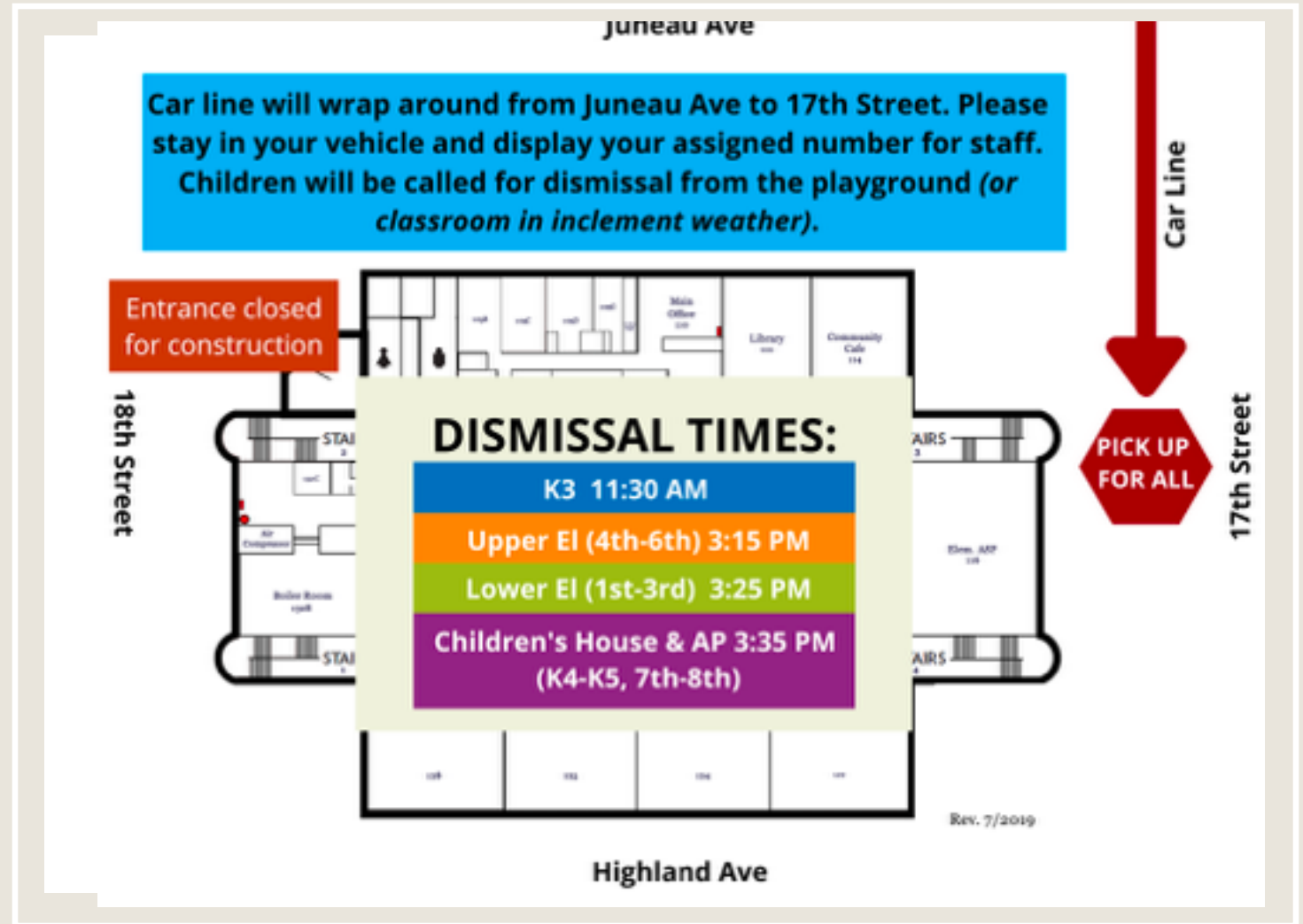
- Upper EI (4<sup>th</sup>-6<sup>th</sup>) 8:00 am
- Lower EI (1<sup>st</sup>- 3<sup>rd</sup>) 8:10 am
- Adolescents(7<sup>th</sup>- 8<sup>th</sup>) 8:20 am
- Children's House (k3-k5) 8:20 am

**Watch a short video here:**

<https://drive.google.com/file/d/1MMnqmP6JcJXBjhVkb6FM6acbfAD3M5oY/view?usp=sharing>

# DISMISSAL

- K3 11:30 am
- Upper EI (4<sup>th</sup>-6<sup>th</sup>) 3:15 pm
- Lower EI (1<sup>st</sup>- 3<sup>rd</sup>) 3:25 pm
- Adolescents(7<sup>th</sup>- 8<sup>th</sup>) 3:35 pm
- Children's House (k4-k5) 3:35 pm
- Families with multiple children should pick up all their children at the latest time listed. This will ensure all children are outside and ready for a quick pick up.
- If you arrive after 3:45, please park near the loading dock and call the main office. (There will be a sign with the number.) Someone will walk your child out to you.



	Children's House (k3-k5)				Lower Elementary (1-3)				Upper Elementary (4-6)				Adolescent Program (7-8)							
	Daria/ Lindsay	Von/ Ashley	Donna	Mary Claire	Carrie	Alicia	Zac	Yifan	Jenna/ Stephanie	Martha	Megan	Wendy		Justin						
8:00	Screening/Breakfast/Arrival				Screening/Breakfast/Arrival				Screening/Breakfast/Arrival				S/B/A							
8:15					Morning Work Period				Morning Meeting				Morning Meeting				Advisory			
8:30									1 <sup>st</sup> Year Lessons				Indoor Enrichment				Morning Work Period			
8:45																				
9:00																				
9:15																				
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10:45																				
11:00	K3 Dismissal				3 <sup>rd</sup> Year Lessons				Lunch				Morning Work Period							
11:15																	Recess			
11:30	Lunch				Lunch				Lunch				Lunch							
11:45					Afternoon Work Period				Recess/Outdoor Enrichment				5 <sup>th</sup> Year Lessons				Indoor Enrichment			
12:00																				
12:15																				
12:30	Indoor Enrichment				6 <sup>th</sup> Year Lessons				Outdoor Enrichment											
12:45																				
1:00																				
1:15	Outdoor Enrichment				Read Aloud				Clean Up				Dismissal							
1:30									Dismissal											
1:45																				
2:00	Dismissal																			
2:15																				
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3:00																				
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3:45																				

**HYBRID  
SCHEDULE**

# WHO IS DOING WHAT?

Alexis	<ul style="list-style-type: none"><li>--will lead SEL lessons for Elementary once a week</li><li>--will create read aloud activity packets for Children's House</li><li>--will support AP on an as needed basis</li></ul>
Barry	<ul style="list-style-type: none"><li>--will lead Outdoor Enrichment for Elementary once every two weeks</li><li>--will work with the AP to produce an adolescent play</li><li>--will provide an outdoor <u>sing-a-long</u> on the playground at the end of the day for Children's House</li></ul>
Elementary Assistants	<ul style="list-style-type: none"><li>--will lead one 30 min session of group games and one hour-long session of art/science/handcraft indoor enrichment per cohort</li><li>--will support one <u>30 minute</u> SEL session per cohort led by Alexis each week</li><li>--will lead one to two sessions of outdoor enrichment per cohort; will support when Barry is leading</li></ul>
CH Assistants/ Co-teachers	<ul style="list-style-type: none"><li>--will supervise outdoor recess/enrichment times</li><li>--will support individual and small group work in the classroom</li><li>--will support an Urban Ecology Center experience in a nearby green space</li></ul>
AP Staff	<ul style="list-style-type: none"><li>--will lead community building and physical fitness activities during indoor and outdoor enrichment times</li><li>--will incorporate work in the hoop house into enrichment times</li></ul>
Jean	<ul style="list-style-type: none"><li>--will create lesson plans for each week with activity ideas</li><li>--will help to gather any supplies needed for planned activities</li></ul>



# Where will Enrichment happen?

Lynden Hill  
Milwaukee  
Urban Tree  
House

Charles Abresch House

Highland  
Gardens Sr Apts

King Park  
Playground,  
sports areas  
& rec center

Windsor Court  
Apartments

1706 W Highland Ave,  
Milwaukee, WI 53233

Highland Park  
Apartments

Milwaukee High  
School of the Arts

The Cozy Victorian

Rehoboth New  
Life Center

W Highland Ave

W Highland Ave

W Highland Ave

W Highland Ave W Highland Ave

Badger Distributing  
of Milwaukee





## INTERVENTIONS AND SPECIAL EDUCATION

- Special Education services and Tier 3 interventions may be provided in person and/or virtually.
- Special Ed Teachers and Interventionists are working diligently to schedule their services within our hybrid parameters.
- No sessions will happen during outdoor enrichment times.
- Indoor enrichment times will be avoided if possible.
- Most sessions will happen within the work period.

### **Children's House**

- Hand pencil sharpener
- 1 pack of pencils
- 1 pack colored pencils
- Crayons
- Scissors
- Pencil box
- Watercolor paint
- Water bottle
- Backpack
- Extra change of clothes
- 2 extra masks

### **Lower Elementary**

- Hand pencil sharpener
- 1 pack of pencils
- 1 pack colored pencils
- Scissors
- Pencil box
- 2 composition books (Yifan and Jenna/Stephanie)
- Watercolor paint
- Ruler
- Yarn
- Water bottle
- Backpack

### **Upper Elementary**

- Hand pencil sharpener
- 1 pack of pencils
- 1 pack colored pencils
- Scissors
- Pencil box
- Watercolor paint
- Yarn
- 2 composition books
- Ruler
- Water bottle
- Backpack

### **Adolescent Program**

- Pencils
- Pens
- Colored pencils
- Scissors
- Pencil box/pouch
- Watercolor paint
- 1 five subject notebook
- Water bottle
- Backpack
- HCS Issued Tech Device and charger
- Earbuds or headphones (optional)



**SCHOOL  
SUPPLIES**



# TECHNOLOGY

Children's House and Lower Elementary students will not need to bring their HCS-issued or personal tech devices to school on most days. The exception is during our testing window for the Forward Assessment (3<sup>rd</sup> grade only) and STAR assessment (2<sup>nd</sup> and 3<sup>rd</sup> grade). These dates will be communicated closer to our testing window.

Use of tech devices for Upper Elementary will be determined by the classroom teacher. HCS issued devices will need to be brought during the testing windows described above.

Adolescent students should bring their HCS issued devices with them each day. If they do not have an HCS issued device, one will be provided for use at school.

## TESTING UPDATE

- 3<sup>rd</sup> thru 8<sup>th</sup> grade students will take the Forward test this year.
- The sessions will be scheduled during work periods around lesson times as much as possible the weeks of April 26<sup>th</sup> and May 3<sup>rd</sup>.
- More info will be emailed as it is available.
- We will talk about Spec Ed considerations at our next meeting.
- The STAR window falls in mid-May



## MEDICATION

- If your child needs daily medications while at school, please call the main office so we can send the needed forms.
- Bring the medications to school the week of April 12<sup>th</sup>.
- Medications will be delivered to the classroom as needed.



QUESTIONS?