

Dear Parents/Guardians:

We are excited to begin welcoming back our students for in-person instruction starting the week of November 2 – 6, 2020.

I know the schedule and the calendar are the important parts of my letter, but I ask that you carefully read all of the information being provided. These bullet points include important background information that is used in developing protocols that will allow our students to safely return to our school building.

- **Health and Safety** – There are two main goals related to health and safety that the schedule supports:
 - Our commitment to **returning smaller groups** of students in a deliberate process to ensure we can maintain proper distancing.
 - The need to **reduce the amount of interactions** between students to mitigate any possible spread of COVID-19.
- **Self-Screening** – Your partnership is critical to our school’s ability to continue moving forward in a safe manner. Prior to school each day, we ask you to make sure your student has completed a self-screening process. The process (located as **appendix C** in the Essential Parent Handbook at this [link](#)) is a series of questions you should review every morning related to the health and wellness of your student. I have also attached it with this letter.
- **Cohort Groups** – Students will be divided according to alphabet into two groups called Cohorts. One cohort will attend in-person instruction while the other cohort group works remotely. By separating students in cohort groups, we are able to manage the interactions between students. **The cohorts will be divided by the follow alphabet, according to the last name:**
 - **Cohort 1 – Last name starting with Abbo to Kennedy**
 - **Cohort 2 – Last name starting with Keqaj to Zora**
- **Busing** – Students who are eligible for transportation will receive those services. Information will be shared with you regarding bus routes as the runs are finalized.
- **Lunch Hours** – Lunch time needs to be managed carefully as it is the one time each day where masks can be removed while our students eat. It is therefore extremely important that we are able to distance our students and staff for their protection. We will have five lunch periods, running in half-hour increments from 10:45 a.m. through 1:15 p.m. A student will receive their lunch information from their 2nd and 5th hour teachers sometime next week. If you have special dietary concerns that need to be addressed, please be sure to call our office.
- **Student Support Time** – Built into the schedule is a student support time. This is time for our students to reach out to their counselor, teacher (s) or administrator to ask questions or get further support.

Below are schedules for student, bell times and a calendar.

School Calendar (Through the End of the Semester)

Week of	Monday	Tuesday	Wednesday	Thursday	Friday
November 2*	Cohort 1= In-person Cohort 2= Remote A Block	Professional Development Day No School	Cohort 1 = In-person Cohort 2= Remote B Block	Cohort 1 = Remote Cohort 2 = In-person A Block	Cohort 1 = Remote Cohort 2= In-person B Block
November 9	Cohort 1= In-person Cohort 2= Remote A Block	Cohort 1= In-person Cohort 2= Remote B Block	Remote Day Both Cohorts Are Remote for All Six Classes	Cohort 1 = Remote Cohort 2 = In-person A Block	Cohort 1 = Remote Cohort 2 = In-person B Block
November 16	Cohort 1= In-person Cohort 2= Remote A Block	Cohort 1= In-person Cohort 2= Remote B Block	Remote Day Both Cohorts Are Remote for All Six Classes	Cohort 1 = Remote Cohort 2 = In-person A Block	Cohort 1 = Remote Cohort 2 = In-person B Block
November 23	Remote Day Both Cohorts Are Remote for All Six Classes	Remote Day Both Cohorts Are Remote for All Six Classes	Holiday	Holiday	Holiday
November 30	Cohort 1= In-person Cohort 2= Remote A Block	Cohort 1= In-person Cohort 2= Remote B Block	Remote Day Both Cohorts Are Remote for All Six Classes	Cohort 1 = Remote Cohort 2 = In-person A Block	Cohort 1 = Remote Cohort 2 = In-person B Block
December 7	Cohort 1= In-person Cohort 2= Remote A Block	Cohort 1= In-person Cohort 2= Remote B Block	Remote Day Remote Day Both Cohorts Are Remote for All Six Classes	Cohort 1 = Remote Cohort 2 = In-person A Block	Cohort 1 = Remote Cohort 2 = In-person B Block
December 14	Cohort 1= In-person Cohort 2= Remote A Block	Cohort 1= In-person Cohort 2= Remote B Block	Cohort 1= Remote Cohort 2 = In-Person A Block	Cohort 1 = Remote Cohort 2 = In-person B Block	Exam 1 st & 2 nd
December 21	Exam 3 rd & 4 th	Exam 5 th & 6 th	Break Starts	Break	Break

Examples

- Student with last name of Adams for the week of November 2:
 - Student is assigned to cohort 1
 - The student would follow the A Block schedule on Monday and the B Block schedule on Wednesday in-person, at school.
 - The student would follow the A Block schedule on Thursday and the B Block schedule on Friday, working remotely at home.
 - There is no remote day this week due to professional development.

- Student with the last name of Smith for the week of November 9:
 - Student is assigned to cohort 2
 - The student would follow the A Block schedule on Thursday and the B Block schedule on Friday in-person, at school.
 - The student would follow the A Block schedule on Monday and the B Block schedule on Tuesday, working remotely at home.
 - Student would follow the remote day schedule on Wednesday.

In-person Schedule

A Block Schedule Day		Time	B Block Schedule Day	
1 st Hour		8:20-10:09	4 th Hour	
Student Support Time		10:09-10:38	Student Support Time	
Passing		10:38-10:45		
2 nd Hour with Lunch		10:45-1:15	5 th Hour with Lunch	
A	Lunch	10:45-11:15	Lunch	A
	Class	11:15-1:15	Class	
B	Class	10:45-11:15	Class	B
	Lunch	11:15-11:45	Lunch	
	Class	11:45-1:15	Class	
C	Class	10:45-11:45	Class	C
	Lunch	11:45-12:15	Lunch	
	Class	12:15-1:15	Class	
D	Class	10:45-12:15	Class	D
	Lunch	12:15-12:45	Lunch	
	Class	12:45-1:15	Class	
E	Class	10:45-12:45	Class	E
	Lunch	12:45-1:15	Lunch	
Passing		1:15-1:22	Passing	
3 rd Hour		1:22-3:11	6 th Hour	

Remote Day Schedule for Junior High School Students

During the remote day, students will attend all of their six classes. Below are the times that will be followed:

Junior High Times	Hours
8:20-8:50	1st
8:55-9:25	2nd
9:30-10:00	3rd
10:05-10:35	4th
10:40-11:10	5th
11:15-11:45	6th
11:45-3:11	Prep/student support

Students will carry all of their belongings with them throughout the day as lockers will not be used during this time.

We will work with teachers to ensure that the first days for students provides an opportunity for them to locate their classes, navigate the building and provide them with the support for a successful transition.

If you have any questions, please call our office at 586.797.2700 or reply to this e-mail.

Mr. Shepard