



**Walt Whitman High School
Reference Guide
Remote and Hybrid Learning Models
2020-2021 School Year**



Walt Whitman High School Hybrid Instruction Model



To comply with social distancing guidelines, we will begin the school year with approximately 50% capacity of our student population in person, as the other 50% attend classes remotely. The schedule will assist parents with child care scheduling by providing set days within the week when students are in-school and at home.

Walt Whitman Bell Schedule Hybrid Model

Period 1	7:30am - 8:10am
Period 2	8:14am - 8:54am
Period 3	8:58am - 9:38am
Period 4	9:42am - 10:22am
Period 5	10:26am - 11:06am
Period 6	11:10am - 11:50am
Period 7	11:54am - 12:34pm
Period 8	12:38pm - 1:18pm
Office Hours	1:20pm - 2:10pm

**Dismissal will occur at 1:18PM, buses will leave at 1:23PM.*

Note: Bell schedule is subject to change slightly based on the need to extend start, passing and end times to ensure social distancing.

Important Information for Hybrid Instruction Model

1. Students will attend school in-person based on the attached calendar. Students in the Group A cohort will attend every Tuesday and Thursday. Students in the Group B cohort will attend every Wednesday and Friday. Both Groups will alternate in-person attendance on Mondays. To simplify, a calendar will be provided each month (see below).
2. Students who are not attending school in person are required to log in to Google Classroom at the beginning of each period, based on their student schedule and the bell schedule to the left. Each day, students will be either “live-streaming” into the classroom or viewing pre-recorded assignments through Google classroom. In all, both students in person and at home are receiving the same content material each day
3. Students at home will have an opportunity to ask questions of their teachers during the course of the day.

Class Breakdown

To establish the most balanced break in population, each grade (9-12), and therefore each class, was broken down by alphabet. However, due to the complexity of the High School, some schedules needed to be altered to ensure safe distancing protocols, moving away from this alpha schedule. We ask that you please review your child's schedule on the Infinite Campus Portal (beginning on August 24th) to know what day they are assigned to (Group A/Group B).

To further ensure proper placement, student identification cards will be marked to designate Group A or Group B.

Structure

In-Person (Hybrid) Learning Day

While maintaining social distancing, students will follow their schedule to all 8 periods of instruction (Day 1/Day2). This schedule is based upon the set days of the week assigned to each group (Groups A/B).

Remote (Hybrid) Learning Day

Students during their remote days will follow all 8 periods of instruction at their regularly scheduled times utilizing specific forms of direct instruction.

In all learning modes, attendance will be regularly taken to ensure all students are present, both virtually and physically. Students at home must remain active through timed activities. Three main modes of instruction will be utilized, but not limited to:

- A. Live Video Conferencing
- B. Pre-Recorded Lesson: The lesson is recorded in advance by the teacher and will be posted at the start of the student's class to ensure attendance.
- C. Video Recording of the Live Classroom Lesson: All recording of classes must be posted by mid-period of the assigned class period.

Student Attendance During Online Instruction

In order to maintain academic rigor, teachers will take attendance at the start of each class for both in person students and remote learners. To be marked present, those at home must be visible on their web camera or active with their assigned Google classroom session to gain credit for the class.

Under New York State Law, pupils must attend school every day while enrolled, unless there are necessary causes for absence, such as personal illness, death in the family or religious observance.

In the event of absence, it is recommended that a parent or legal guardian call the Attendance Office (812-3840) to advise us of the reason for the absence.

All work must be completed up within the time set by each teacher. Students receiving a mark of “incomplete” for any work run the chance of receiving a “0” for the work if not completed in a timely fashion and this will result in course failure. If a student is absent near the end of a marking period and it is physically impossible to make up the work, an incomplete may be given until the work is satisfactorily completed during the next marking period. Note that a grade of incomplete cannot be issued at the completion of the fourth marking period due to incomplete or missing class work.

Dress Code

While in school, masks are to be worn at all times throughout the building. Students should never share masks. Teachers will periodically instruct ‘mask breaks’ but only when students are seated at their desks and behind their ‘sneeze guard’ partitions. Mask breaks will last for a few minutes and will be monitored by the classroom teacher. In terms of proper dress, it is expected that students adhere to the current procedures and policies set in the student handbook regardless of whether they are in live instruction or on a remote platform. Pajamas are not acceptable attire when attending classes online.

Lunches/ Cafeterias

To further social distancing protocols during lunch periods, students have been assigned to various locations which include cafeterias or other classrooms (assignment appears on student schedule). In all cases, students are seated at individual student desks, separated by at least 6 feet, and students will be instructed as to the individual procedures relevant to their particular locations on the first days of school. As in previous years, all students will be scanned into the cafeterias using their student ID. This ensures that the student is reporting to the proper cafeteria/lunch area during their scheduled period. It is expected that even during lunch, all students must be wearing a mask when not eating. There will be a modified menu of food items to ensure proper safety in preparation, presentation, and pick-up. Although students will be allowed to eat outside the cafeteria while wearing masks, no sporting activities are allowed.

Chromebook Repairs

Chromebooks have been supplied by the district as an educational tool and are therefore expected to be utilized on a consistent basis. These are the devices that should be used to connect with the teacher when participating in Google Meets or when completing assignments through Google Classroom. As such, it is vital that all student Chromebooks are in good working order. Should any student have an issue with a Chromebook during hybrid instruction, they are to report to the Library during their lunch period. If fast troubleshooting is not able to solve the issue the student will be supplied with a temporary loaner Chromebook. In approximately two weeks from the exchange, the student will receive a pass to return to the Library for their repaired Chromebook. Students who experience Chromebook issues while at home should contact Dr. Muller's office at 631-812-3850.

Should any student have an issue with logging onto their email or their school account, they should report to Dr. Muller's office in room 225.

Electronics Policy

While participating in a Google Meet, students must adhere to the following:

- Students must have their camera on so that the teacher can see them for the duration of the Google Meet. No icons or pictures are allowed. This will allow the teacher to properly log attendance of students.
- Students should be aware that they are on camera and should be dressed appropriately, according to our dress code (see above).
- The use of inappropriate language will not be tolerated, either verbally or in written form.

Bathroom Usage

To maintain a safe and healthy environment and allow for a deep cleaning of restrooms, only certain restrooms will be open during the school day, according to the schedule below.

<u>Periods</u>	<u>Location</u>
Periods 1-3	200 wing outside Student Services and 400 wing
Periods 4-6	200 wing outside South Cafe and 500 wing outside room 512
Periods 7-8	300 wing and 600 wing outside room 632

All students will be scanned into and out of the bathrooms throughout the school day. Should a student not have an ID they will be sent to the main office to get one. In order to socially distance, no more than two students will be allowed in a bathroom at any given time. All students must be wearing a mask when in the hallways and when in the bathrooms.

Identification Cards

As in the past, students are required to carry their identification cards on their persons, at all times, from the time they enter the school building until the time they exit. With students wearing masks throughout the building and the need to socially distance, this requirement is even more important this year. Students are to present such cards at any time they are asked to do so by any school staff member, including when entering the cafeterias, when paying on the cafeteria line, and when utilizing bathrooms. Procedures for receiving cards and their re-issuance are the same as listed in the student agenda book.

Visitors

This year, visitors to the school building will be severely limited. For example, parents/guardians and other individuals will no longer be able to 'drop off' items to students during the school day unless these items are essential to the success of the student's academic day. Parents dropping off academic-related items and/or picking up students early will be vetted in the front horseshoe driveway. You are asked to pull up to either the Main or PAC entrance and remain in your vehicles, awaiting a staff member.

Life Skills and ENL Classroom Settings

Within the hybrid setting, there is a need to provide a more structured setting for students within the ENL or Special Education population. In cases where we can maintain social distancing protocols, students within these settings will be provided a more intensive academic program:

Life Skills: In the hybrid model, students within the Life Skills program will be given the opportunity to follow their everyday physical schedule for "in person" classes. This schedule will allow all core subject areas, electives and related services, to be provided to the students within the Life Skills program within a normal school setting.

ENL (Newcomer): A select group of ENL Newcomers will also be provided everyday physical instruction, when possible.

WALT WHITMAN HIGH SCHOOL HYBRID MODEL - SEPTEMBER 2020 SCHEDULE

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
9/7		9/8		9/9		9/10		9/11	
No School Labor Day		day 1		day 1		day 2		day 2	
		Group A	Group B	Group A	Group B	Group A	Group B	Group A	Group B
		In- Person	Remote Learning	Remote Learning	In- Person	In- Person	Remote Learning	Remote Learning	In- Person
MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
9/14		9/15		9/16		9/17		9/18	
day 1		day 1		day 1		day 2		day 2	
Group A	Group B	Group A	Group B	Group A	Group B	Group A	Group B	Group A	Group B
Remote Learning	In- Person	In- Person	Remote Learning	Remote Learning	In- Person	In- Person	Remote Learning	Remote Learning	In- Person

MONDAY 9/21		TUESDAY 9/22		WEDNESDAY 9/23		THURSDAY 9/24		FRIDAY 9/25	
day 2		day 1		day 1		day 2		day 2	
Group A	Group B	Group A	Group B	Group A	Group B	Group A	Group B	Group A	Group B
In-Person	Remote Learning	In-Person	Remote Learning	Remote Learning	In-Person	In-Person	Remote Learning	Remote Learning	In-Person

MONDAY 9/28		TUESDAY 9/29		WEDNESDAY 9/30		THURSDAY 10/1		FRIDAY 10/2	
No School Yom Kippur		day 1		day 1		day 2		day 2	
		Group A	Group B	Group A	Group B	Group A	Group B	Group A	Group B
		In-Person	Remote Learning	Remote Learning	In-Person	In-Person	Remote Learning	Remote Learning	In-Person

Student schedules are always consistent on Tuesdays through Fridays; Mondays alternate each week

The All-Virtual Student Group follows remote learning guidelines every day

The All In-School Student Group follows in-person guidelines every day

The next month's schedule (follows same format) will be released 2 weeks in advance, each month

Walt Whitman High School All-Virtual Remote Instruction Model



Should there come a time when we have to resort to a purely virtual model for all students (temporary building shutdown), the expectation is that 100% of the students will conform to a remote learning model, seamlessly with their same instructors. The schedule designed will follow our typical Day 1/Day 2 schedule to allow all full and half year courses to be instructed equitably.

Walt Whitman All Virtual Remote Bell Schedule

Period 1	7:30am - 8:00am
Period 2	8:10am - 8:40am
Period 3	8:50am - 9:20am
Period 4	9:30am - 10:00am
Period 5	10:10am - 10:40am
Period 6	10:50am - 11:20am
Period 7	11:30am - 12:00pm
Period 8	12:10pm - 12:40pm
Office Hours	1:00pm – 2:00pm

Important Information for the All Virtual Remote Instruction Model

1. Students will attend remote based learning sessions shown on the calendar shown below.
2. Just as in the Hybrid Model, all students are required to log in to Google Classroom/Meets at the beginning of each period, based on their student schedule and the bell schedule to the left.
3. All students will have the opportunity to ask questions of their teachers during the course of the day through either “office hours” (1-2 pm), during their lunch period, or during their actual classroom instructional time.
4. The same rules and procedures apply to students within the Remote Learning and Hybrid models (See dress code and behavior under Hybrid)

Structure

- Live Remote Learning (ie. Google Meet) will be implemented daily to introduce and support new learning.
- Structure: Day 1- Periods 1-8 & Day 2- Periods 1-8. Live instruction will begin at 7:30am where all students will be required to sign in for a 30-minute active lessons.
 - Teachers will be available for “mandatory” office hours through Google Meets, Monday through Friday, between 1:00 pm and 2:00 pm, providing students with the opportunity to get individualized attention and remediation.
- All live meetings will be mandatory for students and will count as a participation grade within their average.
- Attendance must be taken by all academic subjects and assigned classes.
- Regular numerical course grading will be in effect for all course subjects.

Co- Teaching Classrooms

With regards to ICT classes, the general educator and the special education educator will coordinate and conduct separate learning activities, breaking the class into smaller groups during live instruction. Within these activities, both teachers will continue to instruct new material to students. These student groups will be integrated, combining both regular and special education students and will be adjusted/adjusted to fit the needs of the lesson/student.

Student Academic Instructional Support

To further support the learning needs of students with AIS, Math Lab, Writing Lab and various other supports, school personnel will be available during periods where students are off from academic coursework, or assigned to AIS services, to assist via Google Meets. In these sessions, students have the opportunity to work on topics that may require assistance, further supporting the continuity of learning.

WALT WHITMAN HIGH SCHOOL ALL REMOTE LEARNING MODEL

SEPTEMBER 2020 SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9/7	9/8	9/9	9/10	9/11
No School Labor Day	day 1	day 2	day 1	day 2
	All Students	All Students	All Students	All Students
	Virtual Instruction	Virtual Instruction	Virtual Instruction	Virtual Instruction
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9/14	9/15	9/16	9/17	9/18
day 1	day 2	day 1	day 2	day 1
All Students	All Students	All Students	All Students	All Students
Virtual Instruction	Virtual Instruction	Virtual Instruction	Virtual Instruction	Virtual Instruction

WALT WHITMAN HIGH SCHOOL ALL REMOTE LEARNING MODEL

SEPTEMBER 2020 SCHEDULE

MONDAY 9/21	TUESDAY 9/22	WEDNESDAY 9/23	THURSDAY 9/24	FRIDAY 9/25
day 2	day 1	day 2	day 1	day 2
All Students	All Students	All Students	All Students	All Students
Virtual Instruction	Virtual Instruction	Virtual Instruction	Virtual Instruction	Virtual Instruction
MONDAY 9/28	TUESDAY 9/29	WEDNESDAY 9/30	THURSDAY 10/1	FRIDAY 10/2
No School Yom Kippur	day 1	day 2	day 1	day 2
	All Students	All Students	All Students	All Students
	Virtual Instruction	Virtual Instruction	Virtual Instruction	Virtual Instruction

Questions/ Comments

While we understand that this is a tremendous amount of information to process and understand, we want to assure you that the staff at Walt Whitman is committed to assisting all our families during this difficult time. We encourage you to contact us at any time to ask questions as to make this learning transition as seamless as possible and provide the best instruction to our students. If you would like to speak to someone, please call the WWHS Main Office at 631 812-3800. We will be happy to assist you. Thank you again for your sustained patience during this time and I am sure that together we will experience a successful academic year for our students.



**CREATING THE
LEADERS OF TOMORROW**
