

Partnership
Responsibility
Integrity
Determination
Excellence



Dane Brown, Principal
Matt Corcoran, Assistant Principal
Kathy Silver, Assistant Principal
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Warren Harding High School

WHHS Re-Opening Plan

September 2, 2020

Mission Statement: Warren Harding High School administration, faculty and staff are all dedicated toward the process of re-opening school and doing so in a manner that meets the educational needs as well as doing so safely for all students, staff, families and the community we serve.

All students, staff, and families are strongly encouraged to read the Bridgeport Public Schools Re-Opening Plan and the Remote Learning Expectations for the District, Teachers, Students and Parents. Both of these documents are available on the Bridgeport Public Schools website www.bridgeportedu.net.



A committee of staff have been selected to plan, develop and assess on an ongoing basis the needs of Harding High School during this unprecedented time.

WHHS Re-Opening Committee
<i>Brown- Facilities/Communications:</i>
Baldwin, B.
Cruz, K.
Grasso, A.
Kominos, L.
Lloyd, T.
Palmer, A.
Taylor, K.
Tracy, M. (parent)
Urena, T. (parent)
<i>Corcoran- Scheduling/Teaching and Learning</i>
Cohen, T.
Heery, A.
Jones, J.
Martin, B.
Muniz, J.
<i>Silver- Health and Safety/SEL</i>
Garcia, E.
Menjivar, A.
Palombo, A.
Perachio, C.
Russo, J.
Twohill, T.
<i>Thompson- Specialized populations: (SPED/BIL)</i>
Cassetta, M.
DeRosa, J.
Fogarty, P.
McCloud, R.
Ricart, S.
Waller, L.

Hybrid Schedule

The hybrid schedule will be as follows:

- All students with the last name beginning in the letters A-L will attend Monday and Tuesday in person
- All students with the last name beginning in the letters M-Z will attend Thursday and Friday in person
- All students will be on remote learning on Wednesday

Monday	Tuesday	Wednesday	Thursday	Friday
Students Last Name A-L in School M-Z Remote	Students Last Name A-L in School M-Z Remote	All Student Groups Remote Learning with Teachers	Students Last Name M-Z in School A-L Remote	Students Last Name M-Z in School A-L Remote

Hybrid Schedule for students with an IEP

- **All students with an IEP may attend all 4 days**

Monday	Tuesday	Wednesday	Thursday	Friday
ALL Students with IEP	ALL Students with IEP	All Student Groups Remote Learning with Teachers	ALL Students with IEP	ALL Students with IEP

Hybrid Schedule for ESL/Bilingual students

- **All students who receive ESL or Bilingual services may attend all 4 days**

Monday	Tuesday	Wednesday	Thursday	Friday
ALL ESL/Bilingual Students	ALL ESL/Bilingual Students	All Student Groups Remote Learning with Teachers	ALL ESL/Bilingual Students	ALL ESL/Bilingual Students

Rationale for the Hybrid Model

- With 1200+ students in the high school, maintaining social distancing within classrooms, hallways, cafeteria, and other common gathering spaces would be very difficult if all students returned to school.
- This plan allows us to:
 - adapt to state recommendations for a safe environment at the high school level with more fidelity.
 - implement the cohort model at the high school level, which reduces the exposure on any given day.

- implement the existing BPS curriculum for all students in a meaningful and engaging way.
- Instructional and well-being benefits include:
 - Instruction will take place through a blended learning model, which takes the best aspects for both in-class and distance learning.
 - Teachers and students will see each other in person on a consistent basis and have social interactions with peers.
 - Teachers and students will have the opportunity to meet with support staff throughout the week.
 - Allow students to have access to classroom materials, technology, and educational equipment while meeting state guidelines.

Key Terms

Hybrid learning: Where students and teachers are working both face-to-face in the classroom setting as well as working remotely.

Remote learning: Where students and/or teachers are working entirely online.

Technology

- All students will be assigned laptops as school reopens.
- The school will communicate with families of remote learners in regard to the procedure for obtaining their laptop.
- Students will be responsible for the care of their device.
- Students may not exchange devices with other students.
- Students must return the device at the end of the school year.
- Students will be responsible for charging their laptop after school and bringing it in fully charged.
- Students will not be able to change their seat or move to an alternate location in order to charge their laptop.
- Students will not be permitted to borrow alternative devices if their laptop does not have a charge or if they fail to bring it to school.
- On-site students whose device loses a charge may be permitted to return home and engage in distance learning for the remainder of the day if a parent gives permission for that student to be dismissed.
- All work will be distributed and collected electronically via Microsoft Teams.

- Remote learners are expected to be online and interacting with their scheduled classes in real time.
- Students may choose to bring their own paper and pencil or pen.
- Work done on paper can be photographed and submitted through Microsoft Teams.
- Students may not share any physical materials with any other students.

Attendance

- Attendance will be taken for all students on a daily basis. School attendance policies apply for both in-person and remote learners.
- Parents/Guardians should call the school at (203) 275-2751 and report any sickness which will prevent the child from attending school or participating in remote learning on a given day. If the illness is COVID-19 related, the school administration and nurse should also be contacted immediately.
- Missing work is expected to be completed by all students.
- Students who are absent can access Microsoft TEAMS for their assignments.
- Students who have 5 or more absences in a marking period will earn an attendance failure for the class unless they complete an attendance appeal and that appeal is approved by administration.
- A parent/guardian may write a note to excuse up to 9 days of absences. Students will be marked as 'EAB' --excused absence-- for all classes on those days.
- Any absences after the 9 excused absences may only be excused with the appropriate medical documentation.

Transitions

School Procedures

- Bells will be turned off
- Hallways and stairwells will be one way and marked as such
 - Stairwell 1 Down
 - Stairwell 2 Down
 - Stairwell 3 Up
 - Stairwell 4 Up
- No water fountains
 - No food allowed in classrooms
- Elevators will be utilized as needed by students

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- In an effort to maintain safety, student movement around the building will be extremely limited.
 - 9th and 10th grade students have been placed into cohorts where they will take all of their classes in one room. Cohorts range in size from 18-24 students (this includes those in the classroom and those who are home on remote learning).
 - 11th and 12th grade students have also been placed into full cohorts of similar size, whenever possible.
 - Teachers will be moving around the building to the various cohorts. Students will only be moving in instances where being placed in a cohort was not possible, if they need to move to receive the necessary supports (ELL, Sped, 504, etc.) or if they are taking a unique, advanced courses.
 - Student class assignments/cohorts will be available through PowerSchool. The school can be contacted for student and parent login information.
 - Requests to change cohorts are not being considered at this time.

Dismissal Procedures

- School will dismiss by floor at designated exits:
 - 3rd floor= Door #3
 - 2nd Floor=Door #2
 - Main Floor= Door #3
 - Field Level= Door #10
- Dismissal monitored by security guards at each door to eliminate congregation/students crowding
- Staggered dismissal by 5 minutes each floor

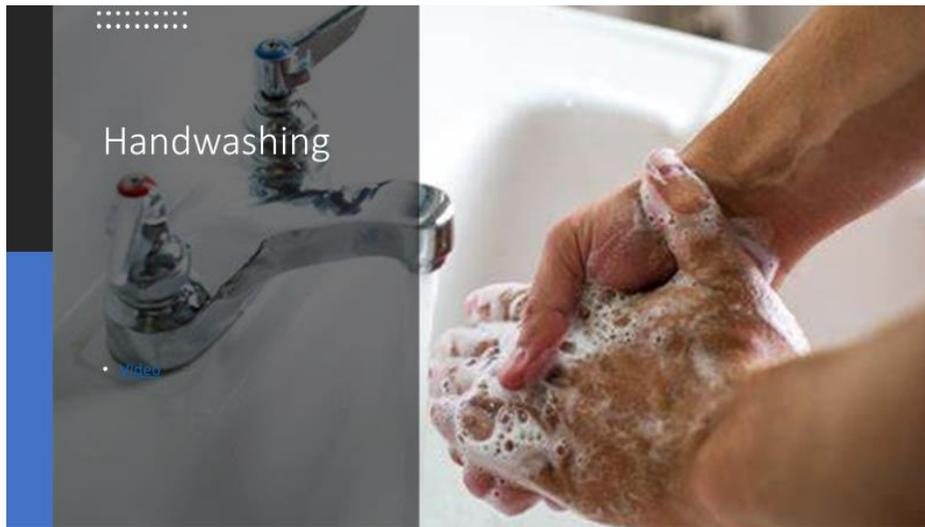
Classrooms

Classroom Procedures

- Enter class: given wipes and hand sanitizer, students wipe desks between classes
 - All desks will be aligned in rows facing the same direction
 - Desks spaced 6 feet apart, staff may use tape to mark space
 - Assigned seats with no classroom movement
 - Lockers will not be utilized
 - All shared work needs to be done through TEAMS
 - Staff Clean all posters, work on display on walls in classroom-door windows must be clear
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- Classrooms have been organized to meet social distancing guidelines.
 - Students and staff are expected to regularly use the provided wipes and sanitizer to maintain a safe environment.
 - Teachers are expected to set aside time for mask breaks, as needed.
 - Teachers are also expected to set aside time at the end of each class period to take questions from students who are home on remote learning.
- Corridors have been arranged to limit movement as well.

Restrooms



- Bathroom procedures will be posted and reviewed with students and staff at the beginning of the school year.
- Restrooms will have sanitizing stations outside of them.
- Each corridor will be assigned restrooms to be used.

- The number of students using the bathroom at one time will be limited (based on the size of each restroom).
- Students are expected to sanitize their hands both prior to and after use of the restroom.
- Custodians will monitor and sanitize the bathrooms at scheduled times and as necessary each day.

Health and Safety

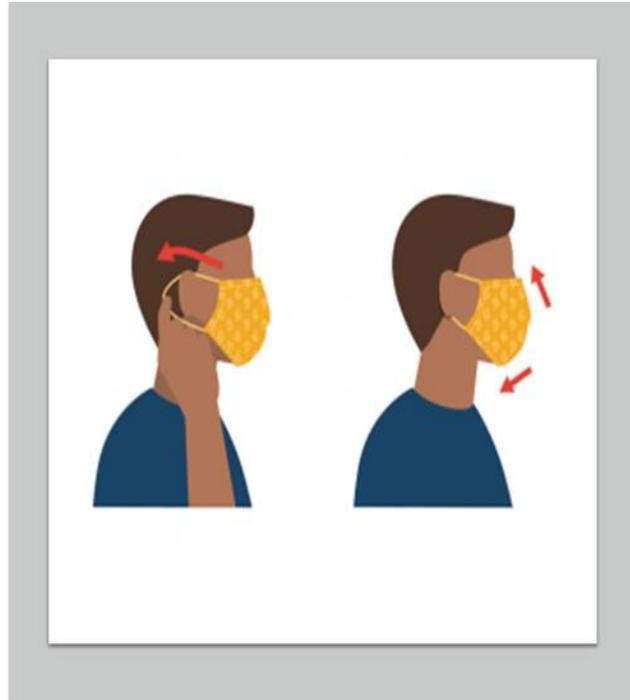


- All applicable Health and Safety procedures outlined in the Bridgeport Public Schools Re-opening plan will be adhered to at Harding.
 - Parents/Guardians are expected to keep students at home whenever they are showing signs of illness.
 - Staff members are expected to stay home whenever they are showing signs of illness.
 - Students who travel to any of the areas that have a travel advisory for the state of Connecticut must stay home and self-quarantine for 14 days.
 - Students who have had close contact with a person diagnosed with COVID-19 must stay home.
 - Students who choose to take full distance learning must notify the school five days prior to changing to on site learning.

- Students showing any symptoms of Covid-19 during the school day will be placed in the Isolation Room (1103) across from the Nurse's Office.
- **All students and staff** are expected to wear masks at all times while in the building.

Face masks

- Wear your Mask Correctly
- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- CDC does not recommend use of masks or cloth masks for source control if they have an exhalation valve or vent



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How and when should we wear face masks?

- Wear a mask that covers your nose and mouth to help protect others in case you're infected with COVID-19 but don't have symptoms
- Wear a mask indoors, especially when it may be difficult for you to stay six feet apart
- Wear a mask correctly for maximum protection
- Don't put the mask around your neck or up on your forehead
- Don't touch the mask, and, if you do, wash your hands or use hand sanitizer to disinfect



- Students must wear face coverings or masks that completely cover the nose and mouth (Gator masks or masks with vents not permitted) while inside the school and on the bus, with exceptions only for those students for whom it is not safe to do so due to medical conditions.

- Parents will be responsible for providing students with face coverings or masks.
- School will have backup disposable masks available for students who are in need, malfunctioning of mask brought or do not have an approved mask.
- Students who are unable to adhere to the identified health and safety guidelines will not be allowed to continue in-person learning and will be placed on remote learning.

Access to the building

- The building will be open during normal school hours on Monday, Tuesday, Thursday, and Friday.
- Students should be on campus only during their assigned cohort times.
- Visitors are required to schedule an appointment or must have been called to the school by administration in order to enter the building.
- All approved visitors are required to adhere to local health protocols and all social distancing guidelines, including wearing a mask.
- PPTs and other meetings will be held via the TEAMS platform whenever possible.
- Any meetings in-person must be arranged with the appropriate school personnel.

Communication

- Administration will communicate with families through School Messenger and the Harding High School website: <https://www.bridgeportedu.net/Harding>. All families should make sure that the school has up-to-date phone numbers, email address, and home address for each student.
- Families should also regularly check the Bridgeport Public Schools website www.bridgeportedu.net for important information and updates.
- Families can contact staff by email addresses as listed on the WHHS website or by calling the WHHS Main Office at 203-275-2751.

Sports and Afterschool Activities

- Harding High School will follow all CIAC guidelines for high school sports after approval of such activities by the Superintendent of Schools.
- All clubs and afterschool activities should be done virtually unless given permission to operate by Principal, Mr. Dane Brown.

Social Emotional Learning

SEL

- Teachers will create routines and rituals that build community and develop positive relationships.
 - Extra important, especially with new schedule!
 - Leverage Advisory time, Advisory Resource in the works
- Examples may include:
 - Create a virtual class charter
 - Develop small learning groups, one-on-one meetings to support social, emotional, and academic learning (SEAL)
 - Use affective statements and questions
 - Implement Fair Process
 - Explicitly teach strategies to overcome challenges-positive self-talk, mindful breathing and reframing

Aquaculture and RCA Students

- Aquaculture:
 - Aquaculture will utilize the same hybrid model as Harding High School whereby students will be divided by last name.
 - Please contact David Henry, Director of Bridgeport Regional Aquaculture School, at dhenry@bridgeportedu.net, if you have specific questions.
- Regional Center for the Arts (RCA)
 - RCA will follow their regular schedule, Monday through Thursday.
 - RCA expects students to physically attend RCA on the days they are scheduled for in-person classes in Bridgeport, not on remote learning days. RCA will provide on-line experiences for those days.
 - Please contact Dr. Mark Ribbens Principal, RCA at ribbensm@ces.k12.ct.us if you have specific questions.

SAT and PSAT Assessments

- SAT and PSAT testing for all 11th and 12th graders will be on Wednesday, October 14th. There is no remote option so all 11th and 12th graders will need to be present in school that day for testing.
- 9th and 10th graders will be taking the PSAT at a date to be determined.
- Further details regarding testing will be provided to students and families at a later date.

Questions/Concerns

If you have any questions at any time please refer to the school reopening plans posted on the district website or Harding High School website:

<https://www.bridgeportedu.net/BPS>

<https://www.bridgeportedu.net/Harding#calendar21979/20200830/month>

Additional questions and concerns can be forwarded to school administration:

Principal- Dane Brown: dbrown@bridgeportedu.net

Assistant Principal- Matthew Corcoran: mcorcoran@bridgeportedu.net

Assistant Principal- Kathryn Silver: ksilver1@bridgeportedu.net

Assistant Principal- Vernon Thompson: vthompson@bridgeportedu.net