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MEMORANDUM

TO: Board of Directors

DATE: February 2, 2021

FROM: Lloy Schaaf, Ed.D./Dan Johnston

RE: Secondary Hybrid Agreement

TYPE: Discussion Item

Attached, please find the Secondary Agreement for return to in-person learning in the hybrid model. We will discuss components of the schedule and agreement at the board meeting and answer questions related to the attached document.

Secondary Hybrid Agreement between Stanwood-Camano School District and SCEA

All students will continue with the distance learning model that has been in place for the 20/21 school year. In addition, students may attend In person academic support for the classes in which they are enrolled in accordance with the schedule below. Attending students will be required to adhere to social distancing, PPE guidance, and COVID related safety protocols.

WEEK 1

Monday	Tuesday	Wednesday	Thursday	Friday
In Person Classes- Group A			In Person Classes- Group B	
7:40 - 8:30 1st period	7:40 - 8:30 1st period	10:00 - 10:30 Advisory	7:40 - 8:30 1st period	7:40 - 8:30 1st period
8:35 - 9:25 2nd period	8:35 - 9:25 2nd period		8:35 - 9:25 2nd period	8:35 - 9:25 2nd period
Google Meets- All Students			Google Meets- All Students	
11:45 - 12:30 1st Period	11:45-12:30 2nd Period	10:30 - 2:30 Office Hours	11:45 - 12:30 1st Period	11:45-12:30 2nd Period
12:35 - 1:20 3rd Period	12:35 - 1:20 4th Period	Resource students attend	12:35 - 1:20 3rd Period	12:35 - 1:20 4th Period
1:25 - 2:10 5th Period	1:25 - 2:10 6th Period		1:25 - 2:10 5th Period	1:25 - 2:10 6th Period

WEEK 2

Monday	Tuesday	Wednesday	Thursday	Friday
In Person Classes- Group A			In Person Classes- Group B	
7:40 - 8:30 3rd period	7:40 - 8:30 3rd period	10:00 - 10:30 Advisory	7:40 - 8:30 3rd period	7:40 - 8:30 3rd period
8:35 - 9:25 4th period	8:35 - 9:25 4th period		8:35 - 9:25 4th period	8:35 - 9:25 4th period
Google Meets- All Students			Google Meets- All Students	
11:45 - 12:30 1st Period	11:45-12:30 2nd Period	10:30 - 2:30 Office Hours	11:45 - 12:30 1st Period	11:45-12:30 2nd Period
12:35 - 1:20 3rd Period	12:35 - 1:20 4th Period	Resource students attend	12:35 - 1:20 3rd Period	12:35 - 1:20 4th Period
1:25 - 2:10 5th Period	1:25 - 2:10 6th Period		1:25 - 2:10 5th Period	1:25 - 2:10 6th Period

WEEK 3

Monday	Tuesday	Wednesday	Thursday	Friday
In Person Classes- Group A			In Person Classes- Group B	
7:40 - 8:30 5th period	7:40 - 8:30 5th period	10:00 - 10:30 Advisory	7:40 - 8:30 5th period	7:40 - 8:30 5th period
8:35 - 9:25 6th period	8:35 - 9:25 6th period		8:35 - 9:25 6th period	8:35 - 9:25 6th period
Google Meets- All Students			Google Meets- All Students	
11:45 - 12:30 1st Period	11:45-12:30 2nd Period	10:30 - 2:30 Office Hours	11:45 - 12:30 1st Period	11:45-12:30 2nd Period
12:35 - 1:20 3rd Period	12:35 - 1:20 4th Period	Resource students attend	12:35 - 1:20 3rd Period	12:35 - 1:20 4th Period
1:25 - 2:10 5th Period	1:25 - 2:10 6th Period		1:25 - 2:10 5th Period	1:25 - 2:10 6th Period

Additional Prep Time:

For each advisory period that takes place after we begin hybrid instruction, an equal amount of time spent in professional development Wednesday meetings will be changed to teacher directed time.

Assumptions:

1. No meals would be served. Students have the opportunity for the 7 day meal packages but will not be offered meals at school.
2. All teachers would have their prep where it falls within the schedule. In addition, they would have uninterrupted time from 9:25 to 11:45 each day (this would be inclusive of their duty free lunch).
3. Common assignment drop and due dates would remain.
4. Distance Learning would remain as it is (with slight time adjustments reflected above) and would serve as the base instructional model. In person time would serve as a support to that model. Instruction during in person time should not be new and be based on review or support. This is in place to not disadvantage students who are unable to attend.
5. When not scheduled to meet with students in person, teachers may work from home with the same guidelines as were previously followed.

Additional Items:

Class Transition Protocols

- Class transitions will be 3 or 4 minutes (4 at SHS and LHHS but possibly 3 at the middle schools). The goal is to shorten them enough that students will have no time to waste.
- Release students 3 minutes early who are going to a class that was empty due to prep or other. This will not occur if there are periods where two or fewer teachers are on prep the next period (Example: PSMS has only one teacher on prep 1st period so there would be very little benefit).
- Administration to make a plan to actively supervise transitions to promote students going straight to class. Administrators, available para educators, and teachers who have prep the receiving period will participate in transition supervision.
 - The plan will organize which areas teachers, paras and administrators will be supervising students during each week.
 - SCSD and SCEA will review and negotiate these plans prior to returning to hybrid.
- Restroom breaks should happen during class rather than during transition to keep large groups from being in the bathroom together.

Seating Plan

- Since only half of the seating will be used due to the A/B schedule. Classes should be organized in a "checkerboard" type format where half of the desk or chairs are used for the first period of the day and the other half are used for the second period. Desk should be clearly marked.

Bathroom Use

- Teachers should encourage the use of bathrooms during class. Each teacher should release a maximum of one student from class at a time.

Food

- No eating or drinking should take place between the start and end of school once in the school building. Students wishing to drink water during class may bring a water bottle and may step outside the classroom to drink. There will be exceptions to this based on individual needs. Students who are exceptions should eat outside the classroom to avoid students having masks off during class.
- Students may also eat or drink prior to entering the school or after they leave the building while maintaining social distancing of being 6 feet apart.

Arrival

Teachers should go through screening and then directly to their class where they are available for student arrival. Students should go directly to their first class of the day once they arrive and are screened.

Items agreed and committed to on the “SCEA copy of secondary hybrid next steps” shared document will be implemented.

Walkthroughs

It is also agreed to that prior to any building returning to hybrid instruction, classroom walkthroughs will be completed by teachers and nurses. Documentation of these walkthroughs and the accompanying plan will be shared with SCEA and added to the shared drive.

High School Special Populations:

When middle schools begin hybrid instruction, both high schools will also begin operating under the hybrid schedule as outlined above. At that time, some students who received multiple failing or incomplete grades during first semester will have the opportunity to attend the in-person schedule. Additionally, students who are identified as qualifying for special education, homeless, without internet access, or EL will also join these students in the hybrid model. Participating students will be divided into the A/B cohorts that will be followed when all students are invited to join hybrid classes. Prior to the high schools fully returning to the hybrid model, the students attending from these groups will not exceed 40% of either high school population (not including independent study students).

SCEA and SCSD will continue to meet on a regular basis and evaluate this agreement as conditions change.