

Livingston High School Hybrid Plan Update for Semester 2



Our Semester 2 Hybrid Plan will begin Monday, February 1, 2021.



Table of Contents

Second Semester Cohorts	Page 3
The School Day	Page 3
The Hybrid Experience	Page 5
Preparing for Semester 2	Page 5
Second Semester Schedule Change Window	Page 6
Health Protocols	Page 6
Hallway Movement	Page 7
Student Attendance	Page 8
Virtual Learning	Page 9

Second Semester Cohorts

Based on survey results from the community, we are able to condense to **two cohorts** (Green and White - Go Lancers!) beginning on February 1st. Each cohort will alternate days in our school two or three days a week, Monday and Thursday, Tuesday and Friday, and designated Wednesdays. Cohorts will be assigned through Genesis in the next few days to maximize building capacity and keep families together across all secondary schools. Cohorts will not be assigned alphabetically.

The School Day

The school day will run identically to the way it has during Semester 1, but is modified for two consistent cohort rotations. Asynchronous afternoons will be fixed on Wednesdays, either at the end of the AM rotation or beginning of the PM rotation.

Hybrid in Green

Virtual in Yellow

		AM Days			PM Days		
Time		AM - 5, 6	AM - 7, 8	AM Async	PM - 1, 2	PM - 3, 4	PM Async
7:55 - 8:55	AM Wired/ Block 1	Period 1	Period 1	Period 1	Period 5	Period 5	Period 5
9:00 - 9:55	Block 2	Period 2	Period 2	Period 2	Period 6	Period 6	Period 6
10:00 - 10:55	Block 3	Period 3	Period 3	Period 3	Period 7	Period 7	Period 7
11:00 - 11:55	Block 4	Period 4	Period 4	Period 4	Period 8	Period 8	Period 8
11:55 - 1:10	Departure/LUNCH			Departure/LUNCH			
1:10 - 1:50	Block 5	Period 5	Period 7	Async Student Learning	Period 1	Period 3	Async Student Learning
1:55 - 2:35	Block 6	Period 6	Period 8	Office Hour 1:55 - 3:05	Period 2	Period 4	Office Hour 1:55 - 3:05
2:35 - 3:06		Office Hour			Office Hour		

Putting the schedule and cohort rotation together, our school calendar through Spring Break will function as follows:

February 1 Green Cohort AM - 5,6	2 White Cohort AM - 7,8	3 Green Cohort PM ASYNC	4 Green Cohort PM - 1,2	5 White Cohort PM - 3,4
8 Green Cohort AM - 5,6	9 White Cohort AM - 7,8	10 White Cohort PM - 1,2**	11 Green Cohort PM - 3,4**	12
15	16	17	18	19
22 Green Cohort AM - 5,6	23 White Cohort AM - 7,8	24 White Cohort AM ASYNC	25 Green Cohort PM - 1,2	26 White Cohort PM - 3,4
March 1 Green Cohort AM - 5,6	2 White Cohort AM - 7,8	3 Green Cohort PM ASYNC	4 Green Cohort PM - 1,2	5 White Cohort PM - 3,4
8 Green Cohort AM - 5,6	9 White Cohort AM - 7,8	10 Green Cohort AM ASYNC	11 Green Cohort PM - 1,2	12 White Cohort PM - 3,4
15 Green Cohort AM - 5,6	16 White Cohort AM - 7,8	17 White Cohort PM ASYNC	18 Green Cohort PM - 1,2	19 White Cohort PM - 3,4
22 Green Cohort AM - 5,6	23 White Cohort AM - 7,8	24 White Cohort AM ASYNC	25 Green Cohort PM - 1,2	26 White Cohort PM - 3,4

** Modified for the shortened week

Hybrid Learning Experience

In the second half of the year, we will continue to enhance the hybrid learning experience for the Lancers, both in the classroom and virtually. While students will be expected to engage in class daily, classroom instruction, assignments, and projects can be differentiated and extended as class needs dictate. This may include synchronous and asynchronous learning throughout the class period.

While there will certainly be whole-class lessons, classes do not and should not need to be live on whole-class Zoom meetings for the duration of the period. Instead, class time may be used for individual exploration, teacher conferences, project-based learning experiences, group work, stations, performance tasks, and long-term assignments.

To make the most of this learning experience, students who are assigned to hybrid cohorts are expected to be in school every day they are scheduled to attend. LHS teachers are working to enhance the in-person learning experience, and consistent attendance will only help bolster those plans.

Preparing for Semester 2

Turning the page to Semester 2, I encourage all Lancers to reflect on your efforts during the first semester and reset for the months ahead. Our faculty and school counselors are here to support you in establishing and reaching your goals. Take a moment to review the expectations and procedures outlined in the Lancer Hybrid Plan, updated from September. As a reminder, all students are expected to exercise strong learning and study habits.

- To the best of your ability, create a space to work at home that is conducive to learning and void of distractions.
- Ensure your device is turned on and your internet, camera, and microphone are working prior to class.
- Dress appropriately during virtual instruction. Any and all attire that you choose to wear must be school appropriate.
- Ensure your background, whether virtual or real, is school appropriate and does not demean students (See [Harassment, Intimidation, and Bullying policy](#))



Second Semester Schedule Change Window

The Second Semester Schedule Change Window will be open through February 10th at 3:00 p.m. Students can make schedule change requests for Semester 2 courses only. This request process can be made using the [Schedule Change Request Google Form](#). As a reminder, only parents should complete this form on behalf of their child, indicating consent for the schedule change request.

Health Protocols

Daily Health Screening

Protocols will be in place for daily health screenings of students, teachers, secretarial staff, administrators, and all other staff members.

1. COVID Symptom Tracker Form: This survey form will be emailed each morning to all students and their parents, to be completed by a parent on the days that the student is scheduled to come to campus for in-person instruction. This is an initial screening to complete the necessary questions as per the New Jersey Department of Education (NJDOE) and Centers for Disease Control and Prevention (CDC) protocols for live school.
 - a. This screening form must be completed by a parent prior to the student's arrival at school.
 - b. Based on the responses to the survey, the status of the student's eligibility to enter the campus will be displayed.
 - i. A green check mark indicates that the student is approved to enter the campus. The student's name and the date/time that the form was completed will be listed. An email will be sent to the student and the parent showing the green check mark approval, and this must be presented upon the student's arrival to campus.
 - ii. If a green check mark does not appear upon completing the survey, instructions will be listed, and the student will not be permitted to report to school in-person. If able to do so, the student may participate in classes remotely.
2. In-Person Screening: This screening, a temperature check using a non-contact, infrared thermometer, will take place on school grounds prior to entering the building.

There will be multiple points of entry to the school building. Students are encouraged to use the [school map](#), which includes a one-way traffic system, to identify the entry point that works best for each student's class schedule. Please know you must be logged on to the school website for this link to be active.

Social Distancing and Mask Protocols

As students begin to arrive on school property and enter the building, they must maintain appropriate social distancing and wear a mask. All students and staff will be required to wear masks throughout the instructional day, both inside the classroom and during transit in the building. It is expected that parents will provide masks for their children. Students should wear clean masks each day.

Student ID Checks

Additionally, as students enter the building, their school-issued ID will be checked. Students should not lower or remove their masks during this process. Instead, each ID will be scanned to verify student enrollment.

School Visitors

Visitors will not be permitted into the school building. With the exception of medication, we will not be able to accept deliveries or drop-off materials for students. Please contact the nurse's office for medical-related deliveries.

Hallway Movement

In all of the following contexts, students are expected to maintain social distancing at all times. Please refer to the [LHS SCHOOL MAP](#) for details and reference. As a reminder, you must be logged onto the school website for this link to be active.

Preparing For In-Person Days

On the days that students are attending school, it is important that they arrive at school prepared with the resources and materials required for the day. Students will not have access to lockers, the media center, or the cafeteria. Therefore, students must bring only the materials that are needed for that day's classes. Additionally, in order to engage in hybrid instructional activities, students must have headphones in order to collaborate with classmates who are at home. It is also important that their devices are fully charged, as they may not have immediate access to an outlet due to socially-distanced desk arrangements.

Entering and Exiting the Building

This year, we will include additional entrance points into the building to allow for more direct access to classrooms and to expedite health and ID checks. When entering the building at the beginning of the day, students are to report directly to their first block class. Conversely, at the end of the school day, students should leave the building through the nearest exit, as specified by the evacuation map located near the door of each classroom.

Changing Classes

In order to allow for safe spacing and flow throughout the day, we have developed a one-way traffic system of the building's hallways and staircases. Students are expected to refer to the school map before the onset of in-person instruction to plan their route from class to class in

accordance with the single direction halls and staircases. Additionally, the use of lockers and locker rooms are suspended in order to prevent clustering of individuals in secluded spaces. As changing clothes for physical education class will not be possible, students should wear appropriate attire to school to participate in physical education class.

Restrooms

Restrooms will be closed during passing time between classes. Students will be excused from class, one at a time, for bathroom use, and we will monitor the capacity of the restrooms throughout the class period. The nurse's office restroom will be available at all times throughout the school day in case of an emergency.

Student Attendance

As mentioned above, we have condensed to **two cohorts** (Green and White). We cannot accommodate changes to cohorts, and students are not able to attend school in-person on a different day for any reason if they are not available on their cohort day.

Attendance will be taken each period, both virtually and in-person.

When students are in-person, teachers will take attendance traditionally, as students enter the room. When working virtually, it is expected that students adhere to the bell schedule. Individual teachers will set daily expectations for how students are to participate and engage in that lesson. In some cases, the teacher will formally take attendance and expect students to attend the video conference for the duration of the class period. In other situations, a teacher may choose to take attendance through the completion of a daily task or assignment. These expectations will be communicated by each teacher through their Schoology page and are subject to change from day to day and teacher to teacher. Therefore, students should be prepared to be present through the class video meeting and for the duration of the period. Failure to adhere to the expectations set forth by the teacher will result in an unexcused absence, which accumulates towards potential loss of credit.

Full-Virtual Students

Students whose parents are opting to keep them home for a full-virtual experience are expected to follow the schedule of their assigned cohort. These students may be asked to remain in the video lesson for the entire duration of the class period on the days that their cohort is attending in-person.

Not Present in School

As always, if a student is unable to attend school on a given day due to illness or appointment, the parent is required to report the student's absence to the Attendance Office. This absence will count as a chargeable absence towards loss of credit.

At the same time, if a student is scheduled to attend in-person on their scheduled day and is unable to attend school due to a mild illness or a need to quarantine, but is able to participate virtually, that student may participate in their classes through video conference. In this scenario, that student will be considered present as long as a parent contacts the attendance office in advance.

No student, no matter their age, is permitted to report herself or himself out of school for any reason.

Study Hall

In efforts to limit building capacity, students who are scheduled for a study hall during periods 1, 4, 5, or 8 will be welcome to enter school late or leave the building early, as the study hall falls in the first or fourth block, with signed permission from a parent. Permission slips will be made available in the Genesis portal prior to the start of in-person learning. This practice will be reassessed as we enter each new phase of the reentry plan. Detailed procedures will be forthcoming.

Late Arrival and Early Dismissal Procedures

Students who arrive late to school will need to comply with screening procedures prior to entry. Given the complex logistics of screening and the policy of no visitors, the safe management of entering students at all different times will be challenging. As a result, we request that parents make every effort to ensure that their children arrive to school on time.

Students may not be picked up early unless it is an emergency. Please schedule doctor appointments, dental and orthodontic appointments, or other related types of services after instructional time whenever possible. If appointments must be scheduled during the school day, please do so at a time when students are home for virtual instruction. If, in a rare case, a student needs to be picked up during the day, the parent will be asked to wait outside the school, and the student will be brought outside.

Virtual Learning

On days when student cohorts are not meeting in-person at LHS, all students are expected to participate in their scheduled classes each day. This includes, but is not limited to, signing on to video conference classes, working on individual and group class projects, submitting assignments, and engaging in independent learning and study time.

As mentioned above, students will be held accountable for their attendance on a period-by-period basis, both in school and virtually.

For more information and details regarding our school year and student expectations, please refer to the 2020-2021 Student Handbook.