

WESTBURY HIGH SCHOOL RECONNECT SAFELY RETURN STRONG

*In-Person Plan for
Students & Staff*



5 GUIDING PRINCIPLES



1. Consistent
2. Sustainable
3. Relationship-Driven
4. By the book & by the numbers
5. Safety of all in mind

WHS STANDARD DRESS

| ITEM | DRESS CODE BASICS | RECOMMENDED STANDARD DRESS CODE |
|-------------|---|--|
| Shirts | Shirt must be short or long sleeve. No shoulders or midriff showing. | Uniform Polo shirt: 9 th Grade - White 10 th , 11 th , 12 th - Royal blue, gray or navy blue or WHS Spirit Shirt |
| Pants | Long pants/jeans must be worn. No shorts, skirts/dresses or sweatpants/leggings may be worn. No holes above the knee and no skin may be visible. | Khaki (Tan), blue, black or gray pants or jeans. No holes above the knee and no skin may be visible. |
| Outerwear | Any jacket allowed. Jackets with hood must be taken off inside of school unless they contain Westbury name/logo. | Light gray, navy blue, white, or royal blue. School shirts must be visible. Jackets with hood must be taken off inside of school unless they contain Westbury name/logo. |
| Sweatshirts | Pullover or zip-up sweatshirts (no hood) may be worn. Hoodies permitted if they contain Westbury name/logo. Hood must be off inside of school. | Light gray, white, navy blue, or royal blue pullover or zip-up sweatshirts (no hood). Hoodies permitted if they contain Westbury name/logo. Hood must be off inside of school. |
| Shoes | Closed toe and closed heel. No sandals, flip flops, slides or house shoes. | Closed toe and closed heel. No sandals, flip flops, slides or house shoes. |
| ID Badges | Student ID Badges or a Temporary Student ID Badge must be visible at all times. | |
| Other | <p>All clothing and accessories must be school appropriate. No items referencing alcohol, drugs, sex, guns/violence, hate/discrimination, or vulgar language is permitted.</p> <p>Non-religious headwear (hats, headwraps, etc.) or sunglasses are not allowed inside of the building. Proper hygiene and grooming required for all students.</p> | |

Students are expected to follow the dress code. Students in violation of the dress code will be expected to correct the violation. Students refusing to correct the dress code violations will be placed in in-school suspension until parents/guardians can bring the proper clothing. Students are subject to further disciplinary action as outlined in the *HISD Code of Student Conduct*.

Dress Code Highlights

- Follow DRESS CODE BASICS
- Short or long sleeve shirts
- Pants only (no holes with skin)
- No Sweats, leggings or PJs
- Closed-toed/closed heel shoes
- Only **Westbury** hoodies allowed
- All clothing must be appropriate
- Masks and IDs must be worn at all times

Transportation

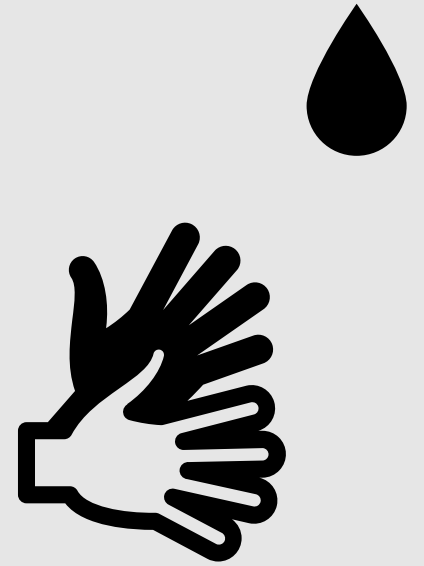
Buses provided to self-contained and homeless students only in this phase.





Student and Staff Safety

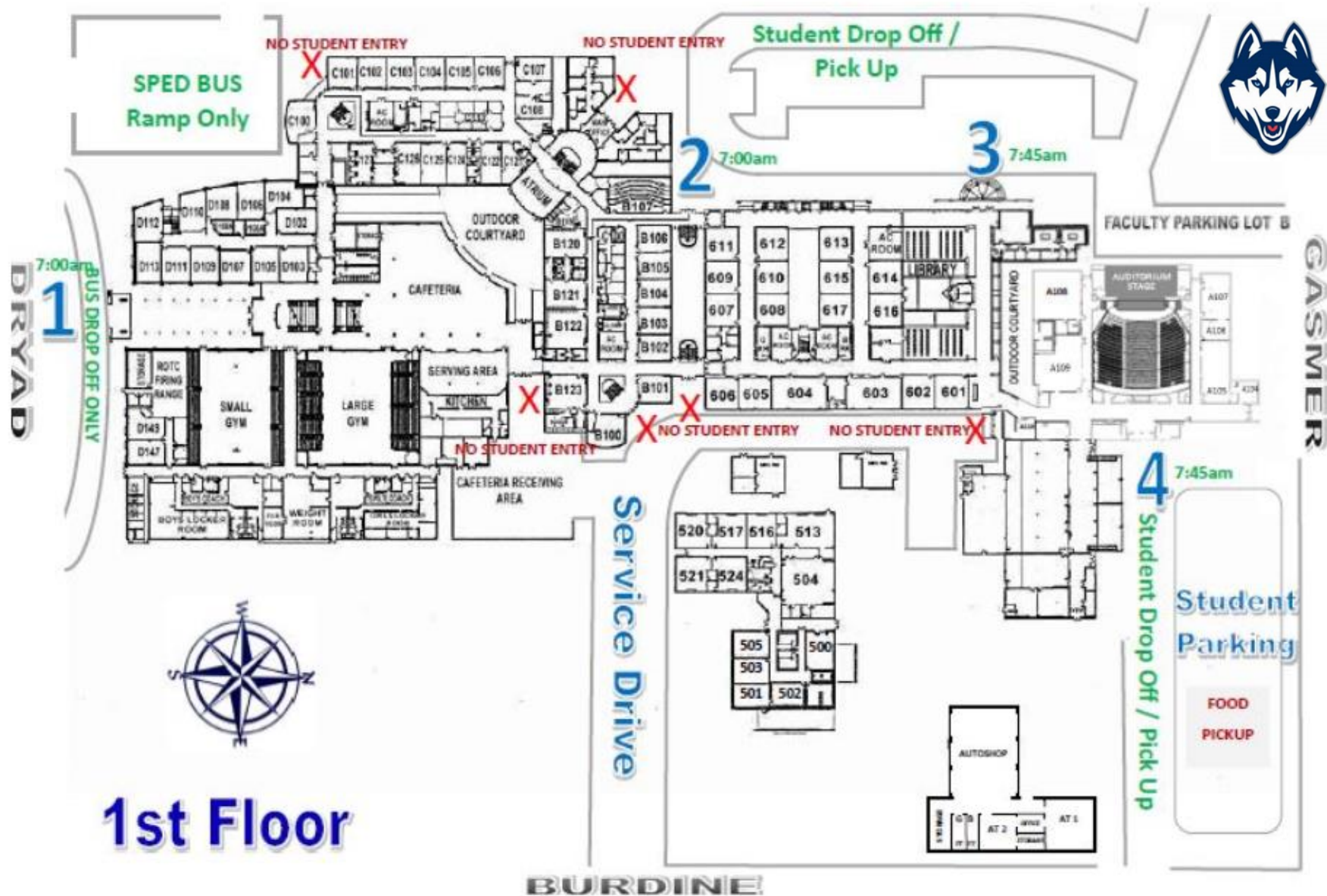
- Staff Health Screen & Student Temp Screen/Sticker
- No unauthorized visitors. No food or other deliveries for students.
- Small class sizes
- Keep your distance – 6' with a mask.
- Safe contact only – air hugs, elbow bumps, and foot taps.
- Students desks will face all the same direction.
- Frequent cleaning of high-touch surfaces.
- Plexiglass barriers for offices and teachers.
- Wall hand sanitizers in halls and classes.



Arrival and Dismissal

- 4 Student Entrances
- Entrances 1 and 2 will open at 7:00 am.
- Entrances 3 and 4 will open at 7:45 am.
- Temperatures will be taken at car or upon entry.
- Must wear sticker showing temp has been taken/cleared.
- Masks will be given as needed.
- Students must wear ID visible.
- Students must be in dress code and have laptop upon entry.
- Dismissal will be staggered to allow for easy exit.
- Plan your pick-up and drop-off points in advance via circle drives or other spot.
- Students park in Student Lot (no fee).





Breakfast, Lunch & Extras



- Students not eating breakfast will go to Large Gym (seated on bleachers 6' apart)
- Students will be seated in student desks 6' apart
- Grab and go meals for breakfast and lunch
- Breakfast - Grab-Go-Sit
- Lunch - Sit then Get (when your row is called)
- Staggered dismissal by area to get food/leave area
- 2 lunches by area of building
- Students will be allowed to bring food from home (NO food deliveries)
- Grab & Go Dinner available each day at dismissal
- Additional food package for pickup at dismissal on Mondays and Thursdays



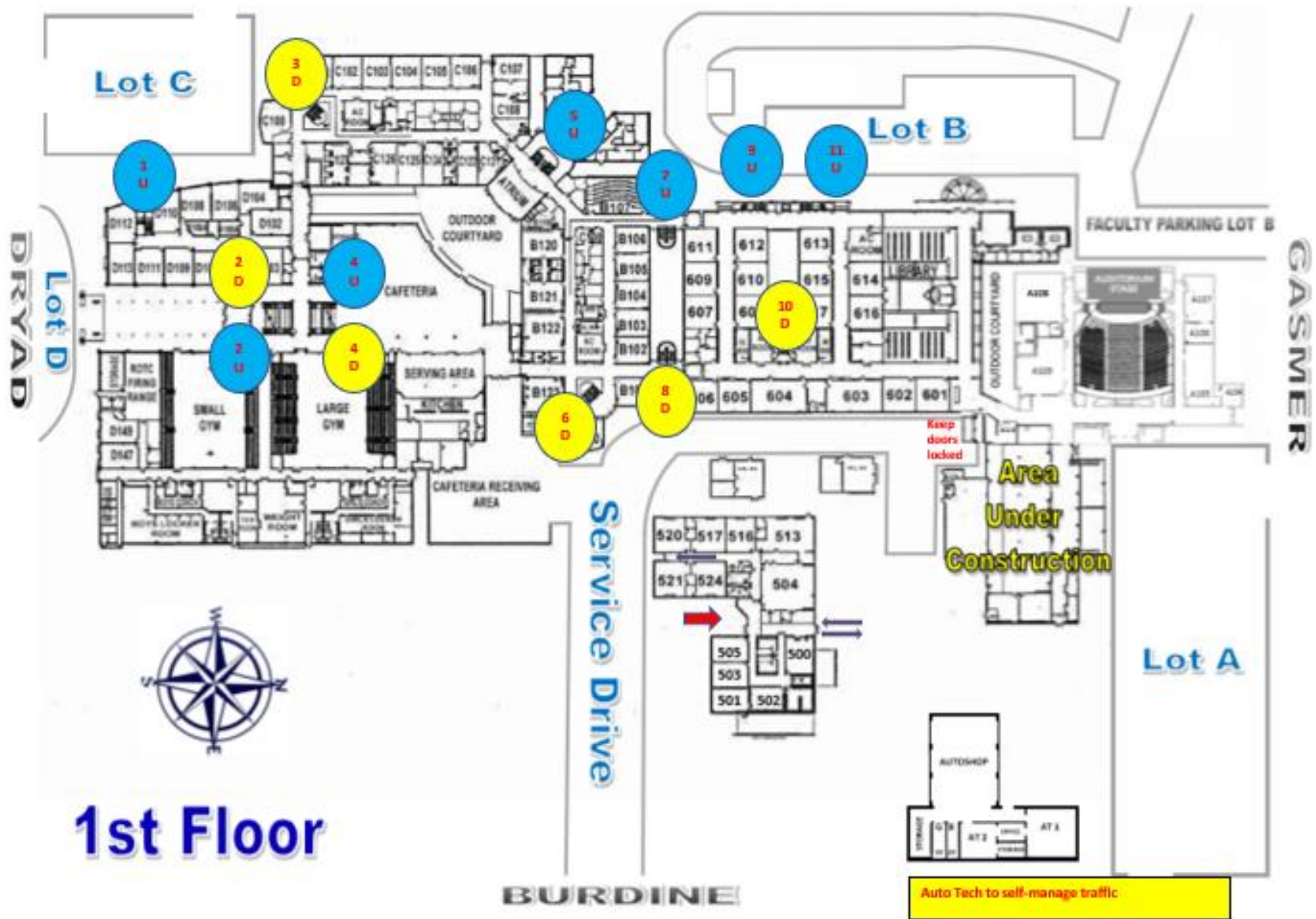


One In...
One Out

Hallway/Passing Code of the Road

- 5-min passing period
- Walk on the right: 2-way hall traffic
- One-Way Stairs
- "Keep it moving!"
- "Keep your distance!"
- "One In...One Out!"
- Bottled drinks only (clear or original container)

CHIMNEY ROCK



Restroom Procedures



- Restroom open at passing period
- 45 min rule (synchronous time)
- Signs to limit number of people
- Wash hands with soap/water
- Paper passes will be provided – use wisely!
- Restrooms cleaned and stocked hourly.



CLASSROOM RULES



MASK UP! WEAR PPE



**USE TECHNOLOGY
APPROPRIATELY**



**MAINTAIN SOCIAL
DISTANCE**



No FOOD OR DRINK



Classroom Routines

- Threshold with 6' distancing (mask, ID, dress code, laptop/charger)
- Assigned seats by seating chart
- Bring laptop/charger and materials daily
- Appropriate tech use – teacher permission for phones/headphones
- Synchronous and Asynchronous work on the HUB/TEAMS
- Simultaneous teaching (virtual and in-person)
- Students will wipe own desk





WESTBURY HIGH SCHOOL VIRTUAL SCHEDULE



| | Start | End | BLUE DAY | GRAY DAY |
|--|-------|-------|---|---|
| | 8:20 | 8:30 | Tech Check | Tech Check |
| INSTRUCTIONAL AND PLANNING BLOCK | 8:30 | 9:25 | 1st Period 35 min: Synchronous (Explicit Teach, Collaborative Work & Progress Check) 20 min: Asynchronous (Small group, Independent Practice via HUB) | 1st Period 35 min: Synchronous (Explicit Teach, Collaborative Work & Progress Check) 20 min: Asynchronous (Small group, Independent Practice via HUB) |
| | 9:30 | 11:00 | 3rd Period 45 min: Synchronous (Explicit Teach, Collaborative Work & Progress Check) 45 min: Asynchronous (Small group, Independent Practice via HUB) | 2nd Period 45 min: Synchronous (Explicit Teach, Collaborative Work & Progress Check) 45 min: Asynchronous (Small group, Independent Practice via HUB) |
| | 11:05 | 11:40 | Intervention/Tutorials by Content | Intervention/Tutorials by Content |
| OFFICE HOURS BLOCK | 11:40 | 12:25 | *Office Hours ALL CONTENT Asynchronous via HUB | *Office Hours ALL CONTENT Asynchronous via HUB |
| | 12:30 | 1:00 | LUNCH | LUNCH |
| INSTRUCTIONAL AND PLANNING BLOCK | 1:05 | 2:35 | 5th Period 45 min: Synchronous (Explicit Teach, Collaborative Work & Progress Check) 45 min: Asynchronous (Small group, Independent Practice via HUB) | 4th Period 45 min: Synchronous (Explicit Teach, Collaborative Work & Progress Check) 45 min: Asynchronous (Small group, Independent Practice via HUB) |
| | 2:40 | 4:10 | 7th Period 45 min: Synchronous (Explicit Teach, Collaborative Work & Progress Check) 45 min: Asynchronous (Small group, Independent Practice via HUB) | 6th Period 45 min: Synchronous (Explicit Teach, Collaborative Work & Progress Check) 45 min: Asynchronous (Small group, Independent Practice via HUB) |
| MS TEAMS SYNCHRONOUS (165 total min): virtual classroom direct instruction, live presentations and/or labs, live text chat, instant messaging, live audio or video chat, live quizzes, live polling HISD HUB ASYNCHRONOUS (240 total min): independent practice, discussion boards, quizzes, polls, digital | | | | |

| | | | | |
|------------|-------|-----------------------------|-----------------------------|-----------------------------|
| 8:30 | 9:25 | 1 | 1 | 1 |
| 9:30 | 11:00 | 3/2 | 3/2 | 3/2 |
| 11:00-1:00 | | A Lunch 11:00-11:30 | Intervention 11:05-11:40 | Intervention 11:05-11:40 |
| | | Intervention 11:35-12:15 | *B Lunch 11:40-12:10 | Office Hours 11:40-12:25 |
| | | Office Hours 12:15-1:00 | Office Hours 12:15-1:00 | *C Lunch 12:30-1:00 |
| 1:05 | 2:35 | 5/4 | 5/4 | 5/4 |
| 2:40 | 4:10 | 7/6 | 7/6 | 7/6 |

VIRTUAL & IN-PERSON SCHEDULES

Schedule Basics

- **HYBRID:** A combination of in-person and virtual instruction in which students can be in-person, virtual or both. Hybrid schedules are used to decrease numbers and increase safety.
- **SIMULTANEOUS INSTRUCTION:** Teachers deliver instruction synchronously to in-person and virtual students via MS Teams/HUB. Student schedule changes are reduced.
- **GROUPING:** Alpha A-K & Alpha L-Z
- **SCHEDULE:** 7-period alternating block with 1st period every day (virtual & in-person) and Advocacy for Intervention/Office Hours/Lunch Block (in-person days only).
- **CALENDAR:** 2 days in-person/2 days virtual by Alpha group



| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|--|---|---|---|
| 10/19 Blue: 1, 3, 5, 7 A-K: In Person L-Z: Virtual | 10/20 Gray: 1, 2, 4, 6 A-K: In Person L-Z: Virtual | 10/21 Student Holiday | 10/22 Blue: 1, 3, 5, 7 A-K: Virtual L-Z: In Person | 10/23 Gray: 1, 2, 4, 6 A-K: Virtual L-Z: In Person |
| 10/26 Blue: 1, 3, 5, 7 A-K: In Person L-Z: Virtual | 10/27 Gray: 1, 2, 4, 6 A-Z: Virtual All 12th Grade: In Person for SAT | 10/28 Blue: 1, 3, 5, 7 A-K: Virtual L-Z: In Person | 10/29 Gray: 1, 2, 4, 6 A-Z: Virtual All 11th Grade: In Person for PSAT | 10/30 Blue: 1, 3, 5, 7 A-K: In Person L-Z: Virtual |
| 11/2 Gray: 1, 2, 4, 6 A-K: In Person L-Z: Virtual | 11/3 Student Holiday | 11/4 Blue: 1, 3, 5, 7 A-K: Virtual L-Z: In Person | 11/5 Gray: 1, 2, 4, 6 A-K: Virtual L-Z: In Person | 11/6 Blue: 1, 3, 5, 7 A-K: In Person L-Z: Virtual |

| | | | | |
|---|---|---|---|---|
| 11/9 Gray: 1, 2, 4, 6 A-K: In Person L-Z: Virtual | 11/10 Blue: 1, 3, 5, 7 A-K: Virtual L-Z: In Person | 11/11 Gray: 1, 2, 4, 6 A-K: Virtual L-Z: In Person | 11/12 Blue: 1, 3, 5, 7 A-K: In Person L-Z: Virtual | 11/13 Gray: 1, 2, 4, 6 A-K: In Person L-Z: Virtual |
| 11/16 Blue: 1, 3, 5, 7 A-K: Virtual L-Z: In Person | 11/17 Gray: 1, 2, 4, 6 A-K: Virtual L-Z: In Person | 11/18 Blue: 1, 3, 5, 7 A-K: In Person L-Z: Virtual | 11/19 Gray: 1, 2, 4, 6 A-K: In Person L-Z: Virtual | 11/20 Blue: 1, 3, 5, 7 A-K: Virtual In Person: L-Z |
| HOLIDAYS | | | | |
| November 21 - November 29, 2020 | | | | |

| | | | | |
|---|---|---|---|---|
| 11/30 Gray: 1, 2, 4, 6 A-K: Virtual In Person: L-Z | 12/1 Blue: 1, 3, 5, 7 A-K: In Person L-Z: Virtual | 12/3 Gray: 1, 2, 4, 6 A-K: In Person L-Z: Virtual | 12/3 Blue: 1, 3, 5, 7 A-K: Virtual L-Z: In Person | 12/4 Gray: 1, 2, 4, 6 A-K: Virtual L-Z: In Person |
| 12/7 Blue: 1, 3, 5, 7 A-K: In Person L-Z: Virtual | 12/8 Gray: 1, 2, 4, 6 A-K: In Person L-Z: Virtual | 12/9 Blue: 1, 3, 5, 7 A-K: Virtual L-Z: In Person | 12/10 Gray: 1, 2, 4, 6 A-K: Virtual L-Z: In Person | 12/11 Blue: 1, 3, 5, 7 A-K: In Person L-Z: Virtual |
| 12/14 Gray: 1, 2, 4, 6 A-K: In Person L-Z: Virtual | 12/15 Blue: 1, 3, 5, 7 A-K: Virtual L-Z: In Person | 12/16 Gray: 1, 2, 4, 6 A-K: Virtual L-Z: In Person | 12/17 Blue: 1, 3, 5, 7 A-K: In Person L-Z: Virtual | 12/18 Gray: 1, 2, 4, 6 A-K: In Person L-Z: Virtual |

| HOLIDAYS | | | | |
|-------------------------------|------------------|-----------------------------------|------------------|------------------|
| December 19 - January 3, 2021 | | | | |
| 1/4 | 1/5 | 1/6 | 1/7 | 1/8 |
| Student | Blue: 1, 3, 5, 7 | Gray: 1, 2, 4, 6 | Blue: 1, 3, 5, 7 | Gray: 1, 2, 4, 6 |
| Holiday | A-K: Virtual | A-K: Virtual | A-K: In Person | A-K: In Person |
| | L-Z: In Person | L-Z: In Person | L-Z: Virtual | L-Z: Virtual |
| 1/11 | 1/12 | 1/13 | 1/14 | 1/15 |
| Blue: 1, 3, 5, 7 | Gray: 1, 2, 4, 6 | Blue: 1, 3, 5, 7 | Gray: 1, 2, 4, 6 | Blue: 1, 3, 5, 7 |
| A-K: Virtual | A-K: Virtual | A-Z: Virtual | A-K: In Person | A-K: Virtual |
| In Person: L-Z | In Person: L-Z | All 9th Grade: In Person for PSAT | L-Z: Virtual | L-Z: In Person |
| 1/18 | 1/19 | 1/20 | 1/21 | 1/22 |
| Holiday | Gray: 1, 2, 4, 6 | Blue: 1, 3, 5, 7 | Gray: 1, 2, 4, 6 | Blue: 1, 3, 5, 7 |
| | A-K: Virtual | A-K: In Person | A-K: In Person | A-K: Virtual |
| | L-Z: In Person | L-Z: Virtual | L-Z: Virtual | L-Z: In Person |
| 1/25 | 1/26 | 1/27 | 1/28 | 1/29 |
| Final Exams | Final Exams | Final Exams | Final Exams | Student |
| | | | | Holiday |

**END
OF
SEM 1**

Q1: Have you had a fever in the last 24 hours of 100.0 degrees or higher? YES – Stay home.

Q2: Have you had recent/new Covid-Related symptoms not related to another health condition like allergies/asthma?
YES – Stay home.

- Loss of taste/smell
- Diarrhea
- Shortness of Breath
- Fatigue (not related to sleep issues)

Q3: Have you tested positive or been in close contact (within 6' for more than 15 min in a row) with someone presumed positive or tested positive for Covid-19 in the last 14 days?
YES – Stay home.



Should I Stay Virtual?

Answering YES to any one of these questions means you should stay home and monitor yourself for symptoms. Report your symptoms to Nurse Katherine Parker via Teams message .

Potential Exposure & School Closure



If a student or staff member is potentially exposed the following will occur:

- Notify nurse
- Escort student or staff to Isolation Room B106
- Parent pick-up within 30 min.
- Identify areas for immediate cleaning
- Investigate possible significant contact (6' and 15 min rule)
- Complete COVID-19 Case Report and send to HISD Health team for next steps.
- Contact any parents, students, and staff to inform them of possible exposure and school closure (as needed)
- Close building if needed to sanitize. HISD Facilities will determine the deep cleaning and sanitization timeline (1-2 days is typical).
- Inform parents if school is closed and switch to virtual instruction for all until the building is reopened.

In-Person Wrap-Up

- Check the calendar daily to know if you are In-Person or Virtual (A-K and L-Z) – only come on your days!
- If you can't come on an in-person day, just log on virtually instead to be counted present.
- Bring your ID, laptop, charger, and back/pack supplies every day.
- Be in dress code every day.
- Temperatures will be checked at car or at the door.
- Entrance 1 (Bus Ramp) and Entrance 2 (Lecture Hall) open at 7 am. Entrance 3 (Community Center) and Entrance 4 (Auditorium) open at 7:45 am.
- Follow the Code of the Road – Stay on the right, Keep your Distance, and Keep it Moving!
- Masks on and up!
- Focus on your work. Get help when you need it – Intervention, Office Hours, and Asynchronous time.

