

**Howell Cheney Technical High School
2020-2021 - Academic & Trade Hybrid - Sophomore & Junior Parent & Student
Re-Opening Plan**

Connecticut Technical High Schools will be opening school in a Phase 2 hybrid model with approximately 50% of the students physically attending school. This will include options for in-person instruction in trade and academics. The other 50% of the students will attend their classes virtually. The purpose of this document is to provide an overview of the school plan for September 3, the first day of school for Sophomores and Juniors, until October 16th.

We will begin our school year in B-cycle; this means that Sophomores and Juniors will begin with academics. The next two pages include a detailed calendar, one for Sophomores and one for Juniors. In our hybrid model, when students are in academics, there will be some opportunities for in-person learning and these are indicated on the calendar directly. For in-person academic learning, each class or cohort will be divided in half to form two groups which will allow for social distancing in the classroom. One of these groups will have the option for in-person learning and the other will be virtual and then this will reverse on other days of the week. We are calling these groups Beavers and Cheney. These groups are noted on the calendar in the academic sections. Each student will be identified as belonging to one of these groups before the school year begins.

When the cycle changes, students may also attend shop in-person on a rotating basis. Each grade level group will be divided into three groups: Green, Black, and Grey. Two of these groups may attend the shop in-person while the other is attending virtually. This will create a rotation of being in-person for two out of three school days. While students are in-person for trade, they will remain with the same group of students and be contained to the trade area for their entire day including breakfast and lunch. Additionally for Sophomores, this will also include their Language and Math Lab classes. More specifics will be included in the following pages so please be sure to read through this entire document.

It is important to keep in mind that this is a fluid situation which may cause changes to our plans. We have included measures in our planning which will allow us to accommodate changes and continue to focus on the health, safety, and wellness for our staff and students. As we learn more, we will continue to provide updates. Reach out with any questions or concerns.

Administrators and School Counselor Information

Grade Level	Administrators	School Counselors
Sophomores - Class of 2023	Paul Bazzano Paul.Bazzano@ct.gov	Ashley Sharkivech Ashley.Sharkivech@ct.gov
Juniors - Class of 2022	Kimberly Lebrun Kimberly.Lebrun@ct.gov	Kelly Moran Kelly.Moran@ct.gov

Sophomore - Class of 2023 Calendar

Monday, 8/31	Tuesday, 9/1	Wed., 9/2	Thurs., 9/3	Friday, 9/4
			Academics All Distance learning	Academics All Distance learning
Monday, 9/7	Tuesday, 9/8	Wed., 9/9	Thurs., 9/10	Friday, 9/11
No School	Academics In person: Beavers Distance Learning: Cheney	Academics All Distance learning	Academics In person: Cheney Distance Learning: Beavers	Academics In person: Cheney Distance Learning: Beavers
Monday, 9/14	Tues, 9/15	Wed., 9/16	Thurs., 9/17	Friday, 9/18
Academics All Distance learning	Academics All Distance learning	Academics All Distance learning	Academics All Distance learning	Academics All Distance learning
Monday, 9/21	Tues, 9/22	Wed., 9/23	Thurs., 9/24	Friday, 9/25
Trade In person: Green & Black Distance Learning: Grey	Trade In person: Black & Grey Distance Learning: Green	Trade In person: Green & Grey Distance Learning: Black	Trade In person: Green & Black Distance Learning: Grey	Trade In person: Black & Grey Distance Learning: Green
Monday, 9/28	Tues, 9/29	Wed., 9/30	Thurs., 10/1	Friday, 10/2 (Early Dis)
Trade In person: Green & Grey Distance Learning: Black	District Professional Learning No School	Trade In person: Green & Black Distance Learning: Grey	Trade In person: Black & Grey Distance Learning: Green	Trade In person: Green & Grey Distance Learning: Black
Monday, 10/5	Tues, 10/6	Wed., 10/7	Thurs., 10/8	Friday, 10/9
Trade In person: Green & Black Distance Learning: Grey	Trade In person: Black & Grey Distance Learning: Green	Trade In person: Green & Grey Distance Learning: Black	Academics All Distance learning	Academics All Distance learning
Monday, 10/12	Tues, 10/13	Wed., 10/14	Thurs., 10/15	Friday, 10/16
No School	Academics In person: Beavers Distance Learning: Cheney	PSAT Day - 10th Grade (Specific plan will be sent prior to this day)	Academics In person: Cheney Distance Learning: Beavers	Academics In person: Cheney Distance Learning: Beavers

Junior - Class of 2022 Calendar

Monday, 8/31	Tuesday, 9/1	Wed., 9/2	Thurs., 9/3	Friday, 9/4
			Academics In person: Cheney Distance Learning: Beavers	Academics In person: Cheney Distance Learning: Beavers
Monday, 9/7	Tuesday, 9/8	Wed., 9/9	Thurs., 9/10	Friday, 9/11
No School	Academics All Distance learning	Academics All Distance learning	Academics All Distance learning	Academics All Distance learning
Monday, 9/14	Tues, 9/15	Wed., 9/16	Thurs., 9/17	Friday, 9/18
Academics In person: Beavers Distance Learning: Cheney	Academics In person: Beavers Distance Learning: Cheney	Academics All Distance learning	Academics In person: Cheney Distance Learning: Beavers	Academics In person: Cheney Distance Learning: Beavers
Monday, 9/21	Tues, 9/22	Wed., 9/23	Thurs., 9/24	Friday, 9/25
Trade In person: Green & Black Distance Learning: Grey	Trade In person: Black & Grey Distance Learning: Green	Trade In person: Green & Grey Distance Learning: Black	Trade In person: Green & Black Distance Learning: Grey	Trade In person: Black & Grey Distance Learning: Green
Monday, 9/28	Tues, 9/29	Wed., 9/30	Thurs., 10/1	Friday, 10/2 (Early Dis)
Trade In person: Green & Grey Distance Learning: Black	District Professional Learning No School	Trade In person: Green & Black Distance Learning: Grey	Trade In person: Black & Grey Distance Learning: Green	Trade In person: Green & Grey Distance Learning: Black
Monday, 10/5	Tues, 10/6	Wed., 10/7	Thurs., 10/8	Friday, 10/9
Trade In person: Green & Black Distance Learning: Grey	Trade In person: Black & Grey Distance Learning: Green	Trade In person: Green & Grey Distance Learning: Black	Academics In person: Cheney Distance Learning: Beavers	Academics In person: Cheney Distance Learning: Beavers
Monday, 10/12	Tues, 10/13	Wed., 10/14	Thurs., 10/15	Friday, 10/16
No School	Academics All Distance learning	Academics All Distance learning	Academics All Distance learning	Academics All Distance learning

Additional School Uniform Requirements:

In addition to the current school uniform policy, all students must arrive at school wearing a face covering or mask. Please see additional guidelines below:

- Students are expected to bring their own mask each day as part of the school uniform. Masks may be a solid color or pattern. Masks cannot include logos or words on them; the only exception would be a Cheney Tech logo.
- Students should arrive at school dressed in their school uniform, wearing their mask and ID.
- Masks will be supplied if a student forgets theirs or if they are in need of a mask.
- The mask/face covering should fit snug around the nose and cheeks and avoid gaps.
- The fabric should be thick enough not to see the sun/light through. A thickly woven fabric is best.
- No neck gaiter, bandanas or exhalation valves or vents.
- A written notification from a physician is required in order for the school to permit a medical exemption to the requirement of wearing face coverings/masks.
- Masks must be worn at all times unless it is a designated time for lunch, drinking, or an approved mask break.
- Students who refuse to wear a mask and do not meet any of the allowable exceptions will be subject to discipline. Such refusal will be treated as a health and safety violation. A parent meeting will be required.

Scheduling:

In preparation for re-opening the building, the school schedule has been revised to maximize the health, safety and wellness for all students and staff. Largely, these changes have been made for Academics. This schedule will allow us to remain consistent throughout the school year so that we are fully prepared for in-person school, a hybrid model, or distance learning. We are using the terms below to talk about the different groupings that are used throughout this plan.

- Team - Within each grade level, there are two teams, A and B.
- Academic Cohorts - Students who are grouped together for all academic classes.
- Trade Pods - Students who are attending the same trade.
- Cohort Room - This is the room in which students will be located for all academic classes. Academic teachers will be rotating into the classroom to teach. Cohorts will use the same room each time they attend in-person learning for academics.
- Group - When students are in academics, they are in a cohort. These cohorts are divided into two different groups, namely Beavers and Cheney. This is to divide the students in half when academic classes are in session.

- Green, Black and Grey - these colors are used to represent the three different groups within a grade level trade. Only two groups for each grade level may attend in-person learning for trade at Cheney. The other group will be virtually learning.

Arrival at School:

- Staff will be stationed around the school building to provide supervision beginning at 7:00 a.m. daily.
- Students will not be allowed in the school building until 7:15 a.m. each day. There will be a staggered entrance procedure to allow for social distancing while transitioning inside the school building.
- Please make sure students have proper attire to remain outside if they arrive prior to 7:15 a.m. If you need any assistance with obtaining coats and/or rain gear, please reach out to the student's school counselor.
- Please remember regardless of the entrance being used, it is expected that students maintain social distancing while outside and transitioning into the school building.
- All entrances will be marked with signs to confirm the entrance for the shop or academic area.

Academic Entrances to School:

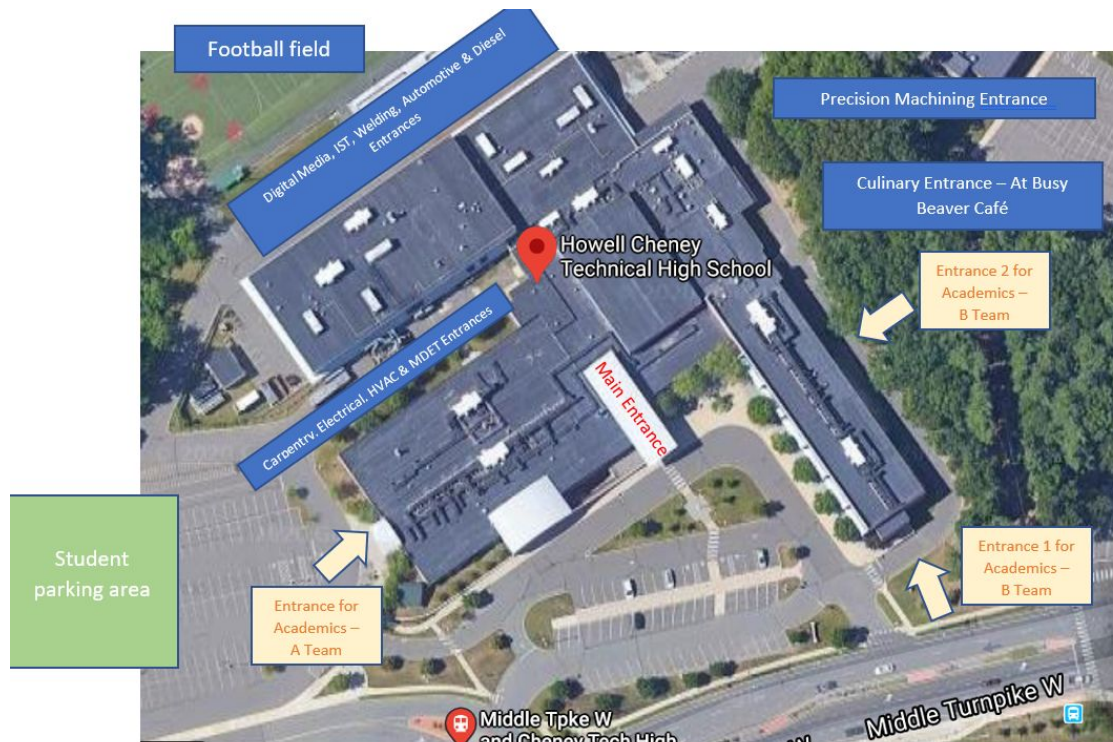
There are dedicated classroom spaces for each cohort of students who are in academics. These classrooms will remain consistent until October 16. Each grade level is divided into two different teams, A-team and B-team. A-teams will meet in one set of classrooms and B-team will meet in another.

- A - Team students will be in classrooms in the Science wing of the school building. When students on A-team arrive, they should enter the building using the side entrance of the school near the student parking lot. See the picture on the next page for reference.
- B - Team students will be in classrooms in the Math wing of the school building. When students on the B-team arrive, they should enter the building using the Math side entrance of the building. B-Team students will have designated areas to wait and entrances to use to allow for social distancing. Review the picture of building entrances on the next page for layout for specifics.

Trade Entrances to School:

- Students in **HVAC, Electrical, and Carpentry** will enter through the back doors of the shop. Students in these shops should wait in the “courtyard” behind these shops until 7:15 a.m.
- Students in **MDET** will use the double doors in the “courtyard” near HVAC, Electrical and Carpentry so they may enter the building and proceed directly to their shop. Students in this shop should wait in the “courtyard” until 7:15 a.m.
- Students in **Automotive, Diesel, Welding** have doors facing the football field. Students in these trades will enter the building through their shop entrance. Students should wait in the area behind the shop until 7:15 a.m.
- Students in **IST and Digital Media** will use the double doors across from the baseball field. Students will need to proceed up the stairs to their shops. Hallway guidance and routes will be marked. Students should wait in the area behind the shop until 7:15 a.m.
- Students in **Culinary** will enter the building through the Busy Beaver Cafe entrance and proceed to the cafeteria. Students should wait near this entrance until 7:15 a.m.
- Students in **Precision Machining** will enter the building through the Precision Machining shop entrance. Students should wait near this entrance until 7:15 a.m.

Building Layout for Student Entrances



Daily Schedule:

In the Phase 2 50% hybrid model, students will be following the full school day bell/period schedule regardless if they are in-person or distance learning. Here is an overview of this schedule for this year:

- The academic and trade schedule for distance learning remains the same as it would be at school. (See schedule to the right. School bell schedules can also be found on the Cheney website).
- Students will be able to use PowerSchool to view and follow their schedule. Schedules will be released in PowerSchool before the first day of school.
- Students are expected to attend homeroom daily so that attendance can be taken. Period attendance will be taken as well. Students attending class virtually must log into their period 1 google classroom to sign in or follow instructions for attendance.
- In their academic schedule, students will have study halls scheduled. Students will not be invited to a Google Classroom for study hall. Students do not have to meet or check in with a teacher for study hall when they are in distance learning. However, it is expected that students are using that time to complete work for their classes.

Full School Day	
<i>Student Arrival – 7:10</i>	
<i>Homeroom – 7:18 – 7:25</i>	
<i>1</i>	<i>7:25 – 8:25</i>
<i>2</i>	<i>8:28 – 9:28</i>
<i>3</i>	<i>9:31 – 10:31</i>
<i>4</i>	<i>10:34 – 11:34 (11 & 12)</i>
<i>L1</i>	<i>10:34 – 10:54 (Academic 9 & 10)</i>
<i>L2</i>	<i>11:00 – 11:20 (Shop)</i>
<i>L3</i>	<i>11:37 – 11:57 (Academic 11 & 12)</i>
<i>L4</i>	<i>12:00 – 12:20 (Shop)</i>
<i>4</i>	<i>10:57 – 11:57 (9 & 10)</i>
<i>5</i>	<i>12:00 – 1:00</i>
<i>6</i>	<i>1:03 – 2:03</i>

School Meals:

- School breakfast will be delivered to the trade and academic cohort rooms each morning. They will be a grab-and-go-style.
- School lunch will also be delivered to the trade and academic cohort rooms. Shops may use outside space to allow for additional social distancing during lunches. Students may bring their own lunches, however, please note that there will not be any access to microwaves.
- Students can only eat during designated scheduled times.
- Menu information can be found on the district website:
<http://www.cttech.org/parents-students/school-nutritional-information.html>

General Considerations:

- **Hand Washing & Sanitizing:** Students must engage in frequent hand washing or sanitizing upon arrival, before and after meals, after bathroom use, and after coughing or sneezing. Restrooms and areas for handwashing will be reviewed with students when in attendance at school. Additionally, hand sanitizing stations are also in every classroom and throughout the hallway.
- **Mask breaks:** Students will be given at least one additional mask break beyond breakfast and lunch. These will take place outside only. Students must wear masks all other times within the school building. If a student is in need of an additional mask break, they need to seek permission from the teacher to make arrangements. Plans for students with specific needs can be created. Please contact the student case manager or school counselor to set up a meeting to create a plan.
- **Social distancing:** Students are expected to practice social distancing when entering and exiting the building, in classrooms and if they are moving in the hallways. Shop areas and classrooms will be set up to allow for maximum social distancing.
- **Independent Care Center:** Students who express a symptom associated with COVID-19 will be escorted to the Independent Care Center. This space will be monitored electronically by Security. Staff will immediately contact parents to determine next steps for the student exhibiting symptoms.
- **Support meetings:** Students who need to meet with school counselors, social workers, or psychologists should request an appointment via email. Staff will follow up with students to schedule these meetings most likely to occur virtually. If there is an immediate issue that needs to be addressed, a student should inform their teacher. The teacher will call so that an appropriate staff member can meet the student to determine next steps.
- **Water:** Please note that water fountains in the school building will be turned off. Students may bring clear water bottles with water from home each day.
- **Parent meetings and/or visitors** - In order to maximize the health, safety and wellness of our staff and students, we are significantly limiting visitors to Cheney Tech. To the extent possible, we will be holding meetings virtually or through phone calls. We will arrange to meet parents outside if there needs to be something dropped off. Please know that, to the extent possible, we will attempt to conduct any and all school business without having additional people in the school building. We appreciate your patience if we ask you to wait outside or attend a meeting virtually. If you have specific considerations which need to be resolved, please contact Mr. Aldave.
- **Academic Lockers** - Students will not be assigned an academic locker. Students should keep their belongings with them each day for academics. For safety purposes, lockers may be assigned in trade. More information will be shared when students attend shop classes.

Dismissal:

Student dismissal occurs at 2:03pm. The dismissal plan below includes staggered dismissal to allow for maximizing social distancing.

- Students traveling by school bus will be dismissed as buses arrive. Bus numbers will be announced over the PA system. When a student's bus is called, the student will exit the building through their designated entrance door and proceed outside to the designated bus area which will be indicated in the announcement.
- Parent pick up will be called next.
- Students who drive to school, take a city bus, walk, or bicycle will be released next.