

# Granby Memorial High School

## Guide to the 2020-2021 School Year

August 28, 2020

Dear Granby Memorial High School Students and Families,

We are excited to welcome our students back to GMHS, whether in person or remotely! Please carefully read this letter containing important information regarding our return to school. Please note that our schedule for 20/21 is different than last year's. The high school moved to a double period, block schedule (4 periods per day Odd or Even). We have students who will be joining us in the building, in-person, as well as students who have opted to learn remotely from home. Regardless of the choice, all students need to be aware of their Cohort, either Maroon or Gold:

**Maroon last name A-K**

**Gold last name L-Z**





Below is the schedule for this Transitional Reentry for the high school:

**Week One: September 1-4 (Freshman Orientation 8/31)**

**Week Two: September 8-11 (Labor Day Sept 7)**

**Week Three: September 14-18 (Virtual day for all 9/18)**

### Three Week Overview at a Glance:

	<b>Tuesday, 9/1</b>	<b>Wednesday, 9/2</b>	<b>Thursday, 9/3</b>	<b>Friday, 9/4</b>	
	Maroon Odd Gold Virtual* (see below)	Gold Odd Maroon Home	Maroon Even Gold Home	Gold Even Maroon Home	
	Maroon Adv 7:35 to 8:35 a.m.	Gold Adv 7:35 to 8:35 a.m.	(Wed Sched) Maroon Adv	(Wed Sched) Gold Adv	
<b>Monday, 9/7</b>	<b>Tuesday, 9/8</b>	<b>Wednesday, 9/9</b>	<b>Thursday, 9/10</b>	<b>Friday, 9/11</b>	
Labor Day No School	Maroon Odd Gold Flexible	Gold Odd Maroon Flexible	Maroon Even Gold Flexible	Gold Even Maroon Flexible	
<b>To Dos:</b> Enjoy your day!	Follow Normal Tuesday Bell Schedule	Follow Normal Wednesday Bell Schedule <b>Gold Adv only</b>	Follow Normal Thursday Bell Schedule <b>PLC 7:30 to 8:30</b>	Follow Normal Friday Bell Schedule	
	<b>Monday, 9/14</b>	<b>Tuesday, 9/15</b>	<b>Wednesday, 9/16</b>	<b>Thursday, 9/17</b>	<b>Friday, 9/18</b>
	Maroon Odd Gold Virtual	Gold Odd Maroon Virtual	Maroon Even Gold Virtual	Gold Even Maroon Virtual	Remote Day All students are remote
	Follow Normal Monday Bell Schedule	Follow Normal Tuesday Bell Schedule	Follow Normal Wednesday Bell Schedule <b>Maroon Adv only</b>	Follow Normal Thursday Bell Schedule <b>PLC 7:30 to 8:30</b>	
					

**Week One Schedule Below:**

*Asynchronous Week: there is no streaming to the opposite Cohort (Maroon or Gold. There IS streaming to the opt-online portion of the Cohort in most cases.				
Monday, 8/31	Tuesday, 9/1	Wednesday, 9/2	Thursday, 9/3	Friday, 9/4
<b>Freshman Orientation</b>	<b>Maroon Odd</b>	<b>Gold Odd</b>	<b>Maroon Even</b>	<b>Gold Even</b>
8-9:30 M	Gold Virtual*	Maroon Home	Gold Home	Maroon Home
9-10:30 G	(see below)			
	<b>Maroon Adv</b>	<b>Gold Adv</b>	<b>(Wed Sched)</b>	<b>(Wed Sched)</b>
	<b>7:35 to 8:35 a.m.</b>	<b>7:35 to 8:35 a.m.</b>	<b>Maroon Adv</b>	<b>Gold Adv</b>
	* <b>GOLD Cohort:</b> All students in the GOLD Cohort, both those attending the building and those attending virtually, must login to PowerSchool and submit a form for attendance on Tuesday, September 1. You will be sent instructions to your school email. Both Cohorts will do this during our Asynchronous Transitional time when they are not in the building. Once we are Synchronous, all attendance will be taken by the teacher.		Online students will also join Advisories. Teachers will be sending out join codes to the Advisory Classrooms.	
	<b>Rest of Schedule for both days:</b>		<b>Period 2</b>	7:35 to 8:48 (73)
	<b>Period 1</b>	8:40 to 9:25 (45)	<b>Period 4</b>	8:53 to 10:06 (73)
	<b>Period 3</b>	9:30 to 10:15 (45)	<b>Advisory</b>	10:11 to 10:41 (30)
	<b>Period 5</b>	10:20 to 11:05 (45)	<b>Period 6</b>	10:46 to 1:01 (73+39*)
	<b>Period 7</b>	11:10 to 12:00 (50)	Lunch One	10:46 to 11:09 (23)
	<i>*Longer to accommodate dismissal</i>		Sanitize	11:09 to 11:14
			Lunch Two	11:14 to 11:37 (23)
			Sanitize	11:37 to 11:42
			Lunch Three	11:42 to 12:05 (23)
			Sanitize	12:05 to 12:10
			Lunch Four	12:10 to 12:33 (23)
			Sanitize	12:33 to 12:38
			Lunch Five	12:38 to 1:01 (23)
			*Includes an approximate 39 minute SDA/Flex time	
			<b>Period 8</b>	1:06 to 2:20 (74)

**Week Two Schedule:**

<b>Second Week Schedule with Specific Information: 9/7 to 9/11 2020</b>				
<p><b>*Flexible Week:</b> As we are moving to <b>full SYNCHRONOUS next week</b>, this week will be determined by each teacher. It will depend on whether your class is ready to sync with the other Cohort.</p>				
<b>Monday, 9/7</b>	<b>Tuesday, 9/8</b>	<b>Wednesday, 9/9</b>	<b>Thursday, 9/10</b>	<b>Friday, 9/11</b>
<b>Labor Day</b>	<b>Maroon Odd</b>	<b>Gold Odd</b>	<b>Maroon Even</b>	<b>Gold Even</b>
<b>No School</b>	Gold Flexible	Maroon Flexible	Gold Flexible	Maroon Flexible
<b>To Do:</b>	Follow Normal Tuesday Bell Schedule	Follow Normal Wednesday Bell Schedule	Follow Normal Thursday Bell Schedule	Follow Normal Friday Bell Schedule
Enjoy your day!		<b>Gold Adv only</b>	<b>PLC 7:30 to 8:30</b>	

**Week Three Schedule**

<b>Third Week Schedule with Specific Information: 9/14 to 9/18 2020</b>				
<p><b>*SYNCHRONOUS Week:</b> we are moving to <b>full Synchronous Instruction</b> (meaning, one Cohort physically present, the other joining virtually). Remember, there is always streaming to the opt-online portion of each Cohort in most cases. There is a <b>new lesson each day</b>. This is to practice a Hybrid model (the only difference is that the Hybrid model has Maroon in the school on Mondays and Tuesday -using the Odd/Even rotation-, everyone remote on Wednesdays, and Gold in school on Thursdays and Fridays. All lessons would be synchronous.).</p>				
<b>Monday, 9/14</b>	<b>Tuesday, 9/15</b>	<b>Wednesday, 9/16</b>	<b>Thursday, 9/17</b>	<b>Friday, 9/18</b>
<b>Maroon Odd</b>	<b>Gold Odd</b>	<b>Maroon Even</b>	<b>Gold Even</b>	<b>Remote Day</b>
Gold Virtual	Maroon Virtual	Gold Virtual	Maroon Virtual	<b>All students are remote</b>
Follow Normal Monday Bell Schedule	Follow Normal Tuesday Bell Schedule	Follow Normal Wednesday Bell Schedule	Follow Normal Thursday Bell Schedule	Remote day for Students
		<b>Maroon Adv only</b>	<b>PLC 7:30 to 8:30</b>	*More to come

## Bell Schedule Beginning Week Two:

Bell Schedule for 2020-2021 (Five lunch waves)					
Monday/Tuesday/Friday		Wednesday		Thursday	
<b>Period 1/2</b>	7:35 to 9:00 (85)	<b>Period 1/2</b>	7:35 to 8:48 (73)	<b>PLC</b>	7:30 to 8:30
<b>Period 3/4</b>	9:05 to 10:30 (85)	<b>Period 3/4</b>	8:53 to 10:06 (73)	<b>Period 1/2</b>	8:35 to 9:41 (66)
<b>Period 5/6</b>	10:35 to 12:50 (85+27*)	<b>Advisory</b>	10:11 to 10:41 (30)	<b>Period 3/4</b>	9:46 to 10:51 (65)
Lunch One	10:35 to 10:58 (23)	<b>Period 5/6</b>	10:46 to 1:01 (73+39*)	<b>Period 5/6</b>	10:56 to 1:11 (66+36*)
Sanitize	10:58 to 11:03	Lunch One	10:46 to 11:09 (23)	Lunch One	10:56 to 11:19 (23)
Lunch Two	11:03 to 11:26 (23)	Sanitize	11:09 to 11:14	Sanitize	11:19 to 11:24
Sanitize	11:26 to 11:31	Lunch Two	11:14 to 11:37 (23)	Lunch Two	11:24 to 11:47 (23)
Lunch Three	11:31 to 11:54 (23)	Sanitize	11:37 to 11:42	Sanitize	11:47 to 11:52
Sanitize	11:54 to 11:59	Lunch Three	11:42 to 12:05 (23)	Lunch Three	11:52 to 12:15 (23)
Lunch Four	11:59 to 12:22 (23)	Sanitize	12:05 to 12:10	Sanitize	12:15 to 12:20
Sanitize	12:22 to 12:27	Lunch Four	12:10 to 12:33 (23)	Lunch Four	12:20 to 12:43 (23)
Lunch Five	12:27 to 12:50 (23)	Sanitize	12:33 to 12:38	Sanitize	12:43 to 12:48
*Includes an approximate 27 minute SDA/Flex time		Lunch Five	12:38 to 1:01 (23)	Lunch Five	12:48 to 1:11 (23)
		*Includes an approximate 39 minute SDA/Flex time		*Includes an approximate 36 minute SDA/Flex time	
<b>Period 7/8</b>	12:55 to 2:20 (85)	<b>Period 7/8</b>	1:06 to 2:20 (74)	<b>Period 7/8</b>	1:15 to 2:20 (65)

### Alternate Schedule: Delayed Opening and Early Release

**Delayed Opening 9:35 am - 2:20 pm  
(no Advisory/PLC)**

**Early Release Schedule 7:35 am - 12:00 pm  
(no Advisory/PLC)**

<b>Period 1/2</b> - 9:35 am -10:20 am (45 min)	<b>Period 1/2</b> - 7:35 am - 8:38 am (63 min)
<b>Period 3/4</b> - 10:25 am -11:10 am (45 min)	<b>Period 3/4</b> - 8:43 am - 9:45 am (62 min)
<b>Period 5/6</b> - 11:15 am - 1:30 pm (45 min instruction/67 min flex time) Lunch One: 11:15 to 11:38 Lunch Two: 11:43 to 12:06 Lunch Three 12:11 to 12:34 Lunch Four 12:39 to 1:02 Lunch Five 1:07 to 1:30	<b>Period 5/6</b> - 9:50 am - 10:52 am (62 min)
<b>Period 7/8</b> - 1:35 to 2:20 (45 min)	<b>Period 7/8</b> - 10:57 am - 12:00 pm (63 min) <b>No lunches served</b>

### Lunch

**Link to video (cut and paste in browser to see video):**

[Video Link: Lunch](#)

This fall the school district has a new food service company, **Fresh Picks Cafe**. The cost for a school lunch is \$3.10 with other items available a la carte. Students will select from the menu, and the lunch staff will put the items into a box for the student. Students will be given

silverware, napkins and condiments during the lunch transaction; these items will *not* be available on a table for students to pick up as was previously the procedure.

There will be five lunch waves this year. Students will sit in grade level zones with seating available for upperclassmen outside on the patio at tables and picnic tables under a tent. Available seating is limited to two or three people, depending on the table, to maintain social distancing. Students will be asked to wipe down their eating area using sanitizing wipes when they have finished eating. Masks must be worn by students to and from their seats, and may be removed only when eating/drinking.

Free and reduced lunch applications were emailed to families who previously qualified. The application is located on the district website under Parents & Students, Food Service (Breakfast/Lunch) along with the lunch menu. Contact the Business Office at Central Services (BOE Building, 860-844-5250) if you have any questions about the application.

### **Masks and Social Distancing**

#### **Mask Video (cut and paste link into browser)**

[Video Link: Masks](#)

#### **Mask Guidelines**

- MASKS MUST BE WORN on all school grounds, including the bus, classrooms, hallways, commons, bathrooms, offices, library media center, gymnasium etc.
- Masks MUST cover the mouth and nose at all times, and fit snugly under the chin
- Cannot be a gaiter, bandana, or have a “breathing hole”
- Mask breaks are built in at regular intervals

#### **Social Distancing**

Social distancing should be maintained at all times to the greatest extent possible. This is especially important in the hallways traveling from class to class.

- Signage is posted throughout the school to remind students to wear masks, follow directional arrows in hallways, maintain social distancing and follow hand washing and hand sanitizing protocols.
- Make sure to allow plenty of distance between yourself and other

## Arrival To School

### Guidelines for Students Riding the Bus

- Students MUST wear a mask (extra masks will be available on the bus)
- High school students sit on right side of the bus (middle school on left)
- First row remains empty for bus monitor and cleaning supplies
- Prior to 7:15 a.m. exit the bus and report directly to the *Commons*
- At 7:15 a.m. ALL STUDENTS are to report to their **first period classroom**
- **No loitering in the hallway or Rotunda prior to the start of school**

### Parent/Guardian Transport

- Note the drop off time has changed to begin no earlier than 7:15 a.m. up to 7:30 a.m. on the Rt. 10 & 202 (Salmon Brook Street) and the Rt. 189 (North Granby Road) sides of the building.
- Dropped off students will not be allowed into the building until 7:15 a.m.
- No car drop-offs will be allowed on the 10/202 (Salmon Brook Street) side until 7:15 a.m.
- Students dropped off must immediately report to their first classroom upon entering the building.
- **No loitering in hallway or Rotunda prior to the start of school**

### School Dismissal

- Seniors who drive (and siblings) will be dismissed at 2:15
- All parent pickups from 2:20 to 2:30 p.m. must take place on the Rt. 189/ North Granby Road side.
- Pickups on the 10 & 202 (Salmon Brook Street) side will not be available until after 2:30 p.m.
- Due to an anticipated high volume of car traffic by parents transporting children, it is advised to delay pickups until 2:30 p.m. This allows time for buses to leave and the Class of 2021 Seniors to exit the parking lot.

### Late Arrival and Early Dismissal

For the 2020-2021 school year due to the COVID19 Pandemic, students in grades 9-12 can apply to arrive to school late or be dismissed early if they have a study hall during periods 1 (Odd) or 2 (Even), or periods 7 (Odd) or 8 (Even). This privilege has been extended to ALL grades to reduce the number of students in the building each day. Bus transportation is NOT provided for this request and is the responsibility of the family. The form for this request is listed at the end of this letter and can be printed out and submitted to the main office the first week of school. This arrangement will begin the week of September 8, 2020.

## Facilities

### **Water**

Students are asked to bring a filled water bottle each day to school. Due to the pandemic, the water fountains are not available, but there are three locations throughout the building where students may refill water bottles: the water filler station on the top floor Building 4 near the athletic office (contactless), the Commons and the alcove of the Library Media Center 1st floor in Building One (for these two, wipes will be located next to the fillers to sanitize the spout handles).

### **Bathrooms**

- Only two students will be allowed in a bathroom at a time
- If you notice that there are two people already in the bathroom, please wait outside, socially distanced from the doorway, and enter only when one student has exited
- Masks must be worn
- Students must wash their hands prior to leaving the bathroom.

### **Lockers**

- Students will not have access to lockers. It will be important for students to dress for their day, including wearing appropriate clothing for PE days.
- Please encourage your child to only bring in to school what is needed for that day. Remind them that they will only have four classes each day (either Periods 1/3/5/7 or 2/4/6/8).

## Attendance

### **Student Instructions for PowerSchool Attendance Form:**

- During the first few weeks of school (Sept. 1-Sept. 18) students working from home are required to submit their attendance via the PowerSchool site by 10:00am.
- If the student does not check in and submit the PowerSchool Form by 10:00am, he or she will be marked **absent** for the day.
- The GOLD Cohort (including opt-online for virtual students) is required to submit the attendance form on the following days when they are not physically present in school: Sept. 1, 3, 8, 10 & 18
- The MAROON Cohort (including opt-online for virtual students) is required to submit the attendance form on the following days when they are not physically present in school: Sept. 2, 4, 9, 11 & 18
- Directions:
  - Login to PowerSchool
  - On the left hand side, click Forms
  - Be sure you are on the General Forms Tab (listed up top)

- Click “Yes” for the current date and submit the form
- The forms do not display on the PowerSchool App. If you would like to use a phone, you need to go to the browser on your phone and go to <http://granby.powerschool.com/public> and login.
- If you have forgotten your PowerSchool Username or Password, please email Mrs. Phillips [phillipsj@granbyschools.org](mailto:phillipsj@granbyschools.org) in the main office or call the high school main office at 860-844-3014.

## **Instruction and Classroom Guidelines**

### **Chromebooks**

- Every student is issued a Chromebook, a case and a charger for individual use. New freshmen will pick up the Chromebook during orientation on August 31, 2020. The device assigned should travel with the student to and from school **each** day. Students should bring the device **fully charged** each morning.
- Students are also encouraged to bring headphones to school in order to utilize content on the Chromebook without disturbing other students. Students needing assistance with the Chromebook should seek assistance from Library Media Center Staff.
- Students must use the school issued Chromebooks to access the applications needed in class.
- Students are to check their school emails daily. They are set up as:  
[lastname][firstinitial]@granbyschools.org
- Students will also be receiving Classroom codes through their emails prior to the start of school.
- Students are expected to follow the high school’s acceptable use policies related to technology.

### **Students Opting for Virtual Learning**

For the transitional opening of school, students who have opted online for virtual learning need to be aware of their Maroon (A-K) or Gold (L-Z) Cohort. Specifically, be aware of when your Cohort is in the building and you will be checking in with your class virtually.

### **Student Expectations for Live Video Discussions/Class**

Granby Public Schools is using “Google Meet” as the preferred platform for conducting online video discussions and conferencing. All staff and students have a Google for Education account, which will be used for these live video discussions. We expect all Granby students to follow the digital citizenship rules that they have learned and to demonstrate responsibility at all times.



## Student Expectations for Live Video Discussions

1. Wear clothing that is appropriate for being out in public.
2. Students must keep their cameras on and be visible to the teacher.
3. Sit at a table, a desk, or another appropriate learning space.
  - a. Make sure the space is well-lit, but don't sit with a bright window behind you.
  - b. This space should be quiet and free of distraction, to the extent possible.
4. Position your chromebook so that the camera is about eye level.
5. Mute the microphone until it's time to speak. This eliminates background noise for all.
6. If you have questions while someone is speaking, type them into the chat feature.
7. When you are talking, look into the camera. This will show that you are engaged in the discussion.
8. Remember that you are on camera, and can be seen both when you are and are not talking. Be aware of your facial expressions, tone of voice, and other non-verbal cues.
9. Follow the same classroom rules that you would in real life. Listen to the teacher, take turns to speak, and be considerate of your classmates.
10. Additional guidelines may be given by your individual teachers.



## Handwashing and Hand Sanitizing

Students should routinely wash their hands in the bathroom with soap and water and sanitize their hands throughout the school day. We encourage students to keep their own hand sanitizer in their backpack (a great back-to-school item) as well as utilize the hand sanitizer available in the classroom and offices.

## Cleaning Procedures in the Classroom

[Video Link: Classroom PPE and Sanitizing](#)

# Know your Ws!



**WEAR** a cloth mask  
over your nose and mouth.



**WAIT** 6 feet apart.  
Avoid close contact.



**WASH** your hands or  
use hand sanitizer.

## Freshman Orientation

**Freshman Orientation** at Granby Memorial High School will occur on **Monday, August 31st**. We have been able to provide transportation to and from the school via bus, but a parent/guardian may also transport. Buses will be utilizing the 10/202 Salmon Brook Street side, and car drop offs/pick ups will be utilizing the Route 189 North Granby Road (Main) entrance.

**Maroon students (last names A through K)** will be attending from **8 to 9:30 a.m.**

**Gold students (last names L-Z)** will be attending from **9 to 10:30 a.m.**

We will be practicing social distancing, and keeping students within their Advisories the entire hour and a half. All students **MUST** wear a mask on the bus and in school. If you do not have one, the bus driver will provide you with one once you enter the bus. We will be giving out additional masks to all students in their Advisories.

Due to the unique nature of the school year, we will not be having an in-person parent session this year. Please have your child bring a **writing utensil and colored marker** if possible to the Orientation. They **do not need** to bring their Chromebooks to school, but instead **should charge them** for the first day of school, **Tuesday, September 1st for Maroon**, or **Wednesday, September 2nd for Gold**.

We are also encouraging students who have chosen to start with online learning to still attend the Orientation, since the information provided will be important for when they return to the school. We would also like them to sign their **2024** school banner and receive their **Class of 2024 t-shirts**.

Unique bus routes for the day (different from the regular ones that will be used for the rest of the school year) were e-blasted to families.

This day will give the 9th Grade a chance to tour the school, and understand the protocols in place before the other students arrive. It is a great time for students to reconnect and to transition back to their academics. We cannot wait to have the students back into the building, and are excited to see the **Class of 2024!**

**Late Arrival and Early Dismissal Form (Submit completed forms to the Main Office)**

**Requirements for Participation:**

1. Late Arrival - once a student arrives at school (on campus), he/she must sign in at the Main Office to get a pass to the desired location.
  2. Early Dismissal - students must sign out of school in the Main Office and leave the campus. Otherwise, they are to remain in their Study Hall.
  3. Students are responsible for noting the start time of their period 3 or 4 classes each day (including alternative schedule days) and to arrive on time for class.
  4. Students who are tardy unexcused more than three (3) times to school may lose this privilege. Please note the Board of Education Policy that states 3 tardies = 1 unexcused absence from class.
  5. Assembly and Advisory attendance is required regardless of program involvement unless prior administrative permission has been given. While Assemblies will start as virtual, they will be accessed in classrooms.
  6. Students will not be granted a schedule change for the purpose of gaining access to this program.
  7. Students should submit their application for this privilege to the Main Office. Early Dismissal and Late Arrival privileges begin once submitted and approved by the administration. This privilege will begin only after the completed permission form has been received by the office. Privileges won't start for eligible students until Tuesday, September 8, 2020.
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**GMHS Permission for Late Arrival and Early Dismissal**

Students Name:

Grade:

Late Arrival (Please circle which period you have study hall):

1      2

Early Dismissal (Please circle which period you have study hall):

7      8

I understand the regulations and procedures of Late Arrival and Early Dismissal, and I grant permission for my child to participate.

Parent's Signature

Date

Student's Signature

Date