

## Calendar/Schedule/Attendance in a 4 day week

In attendance: Molly F., Molly P., Paula, Carly, Kendra, Denise Davis (MMS), Teri

Please add to the list the topics that would need to be problem solved (by our group, BLT's, and/or admin) before going to a 4 day school week for each of the three categories.

### Calendar

- If going four days/week on 2/2 then let's look at the calendar...2/1 - it's listed as a PD day for k-5, can we let teachers have that day to stay sane. Will need to prep for kids coming/going within the formats.
- Would we continue with Wednesdays off? Is it for cleaning? Would Fridays make more sense? What about coming back five days a week?
  - We discussed pros/cons of going all five days/week. Elementary would have no daycare issues. Wouldn't need to push content out on Canvas. Cons would be not having a prep day for secondary teachers who need that time due to teaching both hybrid/online formats. Would online only elementary teachers teach 5 days/week then? Secondary four days/week due to the dual formats?
  - If we can't do five days/week for elementary then keep Wednesdays as an online only day.
- On the weeks where we have M/F off do the kids still go all four days?
  - If elementary is full days (4 or 5) then yes, they go all four days.
  - This would be especially challenging for secondary teachers to prep/plan for dual formats with no planning day. They need the Wednesday planning day for sure!
- Would the last day of school stay online only?
  - No thank you. Let's go to school that day even though it's a Wednesday, but it should still be a half or shortened day.

### Schedule

- Would we continue with the staggered start/dismissal? Hallways? Before school recess?
  - There would be no point to staggering starting/dismissal/hallways if all students are back as we can't socially distance.
  - Before school recess might as well take place.
  - Lunch/recess schedules will need to be adjusted...do we have assigned seats that are at least not across from each other? 3 feet apart? Lunch schedules at the Middle and High School would go back to "normal." If we can't social distance, which we can't due to facility constraints, there would be no benefit to changing the schedule.
  - Would we keep the kids separated at recess still? Would we at least divide the playground still? Might be hard to keep the schedule straight for who is on what side on what day.
- Scheduling at the secondary level - we would need time to adjust schedules. It could impact our master schedule.

- Need a good 2-3 weeks to figure out the placements. We need to have a set date, such as 2/2 to backwards plan for. A survey needs to be sent out to parents right after Thanksgiving break with the tentative 2/2 date for four day return and a commitment for coming back 4 days or going online. We'll need time after the survey deadline to follow up with the parents who didn't complete it. We need that time to readjust live/online classes.
- If not semester then the only other logical time is the end of 3rd quarter. We need time to move furniture, etc. If 3rd quarter is the time we switch then eliminate 3rd quarter conferences on 4/9. Would we lose a lot of students if we go full days/online as an option that last quarter?
- What date will the Board meet in January to decide if our numbers are low enough to return to four days/week. We need curricular planning time for this switch in formats.
- MMS is trying to put a possible four day/week schedule for 2nd semester. MHS is meeting today and conversations are happening. The time is very short to make the shift by Semester - only 5 full work weeks, and 2 partial weeks, until Semester 2 starts.
- Is it a possibility to stagger in full time returns by grade levels?
- Special education and Title schedules will need adjusted.
- Bottom line, if we continue in the hybrid model, we need to tackle how to help the kids who are failing. Maybe having kids come on bonus days, even if not on IEP's. Our BLT's and teacher teams could brainstorm how to help those individual case-by-case situations. Something like an "Access" period for those kids who are at-risk.

### Attendance

- Are we correct in assuming that students will still be expected to do work on Canvas/packets on Wednesdays to count as present?
  - Yes! They'd need to do something to count as a student day. Might adjust workload so they have work to complete.
  - If students at the secondary level have all their remote work turned in, they would be considered Present.
- Will teachers still be expected to Zoom/have office hours on Wednesdays?
  - At the elementary level we'd go to office hours only, not a Zoom; continue as is at secondary level.
- Will kids still count as present if home isolating or sick due to Covid and getting work done?
  - That wouldn't change