

Sturgis Charter Public School



RETURN TO SCHOOL PLAN 2020-2021

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MESSAGE FROM PAUL MARBLE, EXECUTIVE DIRECTOR

Dear Sturgis community,

We offer this brochure as an introduction to our 2020-21 school year. Unfortunately, the pandemic's effect on our ability to run in-person schooling is significant, particularly combined with the dimensions of our classrooms/buildings and our vast 850 square mile sending region (and its related transportation challenges). As a result, Sturgis will use a phased approach for our reopening plan.

Our first two weeks (9/14-9/25) will find students learning synchronously from home via Google Meet, and teachers broadcasting from their classrooms. We will adapt our fully remote schedule (detailed in this brochure) for the opening two weeks to provide extra support for our new and returning students; more information will be shared about that schedule in the coming weeks.

Beginning 9/28, students will be able to attend school once a week in assigned cohorts. Students on IEPs and English Learners may attend more regularly, and school representatives will contact those families directly. You can find our hybrid schedule within this brochure. Please note that parents may choose to have their child(ren) learn remotely 100% of the time for portions or all of this school year. We will soon provide a way for parents to make this declaration.

Once our hybrid period begins, Sturgis will monitor building operations and local/state health data to assess the ability for students to return to the building twice per week. Unfortunately, I do not anticipate a full return to school for all students until our societal realities have changed quite significantly, most likely upon the widespread availability of a vaccine. Please note Sturgis will carefully monitor all relevant health data to gauge whether we have to shift from hybrid to a fully remote learning model for all.

Much information about our schedules, technologies, learning platform, supports, and logistics can be found in this brochure and on our [2020-21 learning page](#) on our website. I will be writing to you weekly between now and the start of the school year with additional information. If you have further questions after having read the details in this brochure please go to our [inquiry page](#).

Thank you for your patience, trust, flexibility, and support. While we cannot all be together this year as we would prefer, please know that Sturgis continues to be 100% committed to our mission, and to each of our students.

Sincerely,

Paul Marble
Executive Director



PROCESS

This summer, approximately forty faculty and staff worked across four task forces (health and operations; student support; teaching and learning; and co-curriculars) to analyze and discuss our buildings, curricula, Department of Elementary and Secondary Education (DESE) guidelines and directives, public health advisories, and other key data and topics.

Additionally, Sturgis assembled a working-parent teacher focus group, an administrator focus group, and an ad hoc group of task force members to provide final recommendations. Sturgis also regularly communicated with DESE, the Massachusetts Charter Public School Association, and other local public school representatives. Key to our deliberations were our faculty and parent surveys (both of which achieved greater than 95% participation rates!).

FINDINGS

The impact of the pandemic on our ability to run in-person schooling is quite significant, particularly in light of the atypical dimensions of our schools and classrooms. Coupled with building realities is the unique and challenging nature of our students' transportation approaches, such as the consistent usage of the Cape Cod Regional Transit Authority busses (truly public bussing), from across our 850 square mile sending regions.

DESE guidelines will require a return for all public school students to a highly regulated and controlled physical plant, where masks are mandatory for all. Our summer processes clearly indicated that maintaining six feet of social distancing is paramount, both for the overall safety of everyone in the community, and for our ability to manage regular mask breaks and healthy lunch operations within the tight confines of our classrooms and buildings.

LEARNING MODELS

First Two Weeks of School



In-Person Hybrid

Fully Remote



First Two Weeks of School



- First two weeks of school will be remote starting **Monday, September 14th to Friday, September 25th.**
- Students will receive their class schedules by the end of August.
- Teachers will add all students to Google Classroom classes prior to the start of school.
- This remote start will ensure an effective transition to a more robust hybrid learning approach.
- Incoming 9th grade students and families will receive information on New Student Orientation within the next few weeks.

First Week of School



FIRST WEEK OF SCHOOL SCHEDULE

Time	Mon	Tues	Thurs	Fri
8:20 - 9:10	Advisory	Advisory	Advisory	Advisory
9:15 - 10:05	Grade level Meetings	Grade level Meetings	Grade level Meetings	Grade level Meetings
10:10 - 10:40	A Block	A Block	A Block	A Block
10:45 - 11:15	B Block	B Block	B Block	B Block
11:20 - 11:50	C Block	C Block	C Block	C Block
11:50 - 12:30	Lunch	Lunch	Lunch	Lunch
12:30 - 1:00	D Block	D Block	D Block	D Block
1:05 - 1:35	E Block	E Block	E Block	E Block
1:40 - 2:10	F Block	F Block	F Block	F Block
2:15 - 2:45	G Block	G Block	G Block	G Block
2:45 - 3:10	Independent Study Hall	Independent Study Hall	Independent Study Hall	Independent Study Hall

Note: Class blocks will not rotate the first week



Second Week of School

SECOND WEEK OF SCHOOL SCHEDULE

Time	Mon	Tues	Thurs	Fri
8:20 - 9:00	A Block	C Block	E Block	G Block
9:05 - 9:45	B Block	D Block	F Block	A Block
9:45 - 10:00	Break	Break	Break	Break
10:00 - 10:40	C Block	E Block	G Block	B Block
10:45 - 11:25	D Block	F Block	A Block	C Block
11:25 - 12:30	Lunch	Lunch	Lunch	Lunch
12:30 - 1:10	E Block	G Block	B Block	D Block
1:15 - 1:55	F Block	A Block	C Block	E Block
2:00 - 2:40	G Block	B Block	D Block	F Block
2:40 - 3:10	Supplemental Support	Supplemental Support	Supplemental Support	Supplemental Support

Schedule for Wednesdays



WEDNESDAY SCHEDULE

8:20 - 9:05	Faculty Professional Development
9:10 - 9:55	Dept./X-Campus Meetings
9:55 - 10:05	Break
10:10 - 10:55	Individual Planning Time for Teachers
11:00 - 11:45	Teacher/Advisor Office Hours
11:45 - 12:35	Lunch
12:35 - 1:20	Clubs/Activities
1:25 - 2:10	IB Program Support
2:10 - 2:20	Break
2:25 - 3:10	Student Support Meetings

*All blocks are Independent Studies for students



In-Person Hybrid

- **First day of In-Person Hybrid:** Monday, September 28th
- Students will be assigned a day of the week (Monday, Tuesday, Thursday, or Friday) to attend in-person.
- Wednesday will be a remote learning day for all students; that day will involve asynchronous learning, non-academic opportunities, and the ability for Sturgis to conduct a mid-week deeper cleaning of our facilities.
- On the three synchronous learning days that a student is not attending in-person learning, that student will participate in live-streamed classes via Google Meet.
- Attendance is mandatory, student cameras are to be turned on (and remain on), and students will be graded via our typical A-F scale.
- We are investing in significant upgrades to our Google suite, internet bandwidth, and Google-related professional development to ensure a much more robust and user-friendly student and faculty online experience this year.



In-Person Hybrid

- **All ninth graders** will be issued a school-provided Chromebook.
- Sturgis has procured enough Chromebooks to ensure that any student in need can borrow one.
- Students on IEPs and English Learners may attend school in-person more than once a week.
- The **529 Main building** will serve as a quiet guided study venue that will be available - space permitting - to any student being schooled from home on a given day that would prefer a more structured environment. Details will follow.
- Commissioner Riley has authorized parents to keep students home and learning remotely at Sturgis full-time for this upcoming school year due to COVID.
- We will continually analyze and evaluate our models in order to improve the experience for all of our community members.
- Once in our hybrid phase (beginning 9/28), Sturgis will monitor state and local COVID data, health guidelines, and our own operations to identify opportunities for students to potentially attend in-person learning more than once per week.



In-Person Hybrid Schedule

- Sturgis' hybrid schedule allows for synchronous learning for all students. Each student's classes will meet on Monday, Tuesday, Thursday, and Friday using a rotating class schedule.
- **During each class period:** Students learning at school will receive fifty minutes of instruction (not including mask breaks). Students learning from home on a given day will receive a mixture of live instruction, break-out discussion via Google Meet, and independent learning time.
- **Wednesdays:** This day will be dedicated for asynchronous learning (working independently on given assignments). More information will come regarding co-curricular and support options for students on Wednesdays.
- **Lunch:** Students will remain in their fourth period classroom at 11:55 and eat lunch in that room. Students may participate in co-curricular events via Google Meet.



In-Person Hybrid Schedule

ADJUSTED HYBRID SCHEDULE

Time	Mon	Tues	Thurs	Fri
8:20 - 9:05	A Block	C Block	E Block	G Block
9:10 - 9:55	B Block	D Block	F Block	A Block
9:55 - 10:05 +	Break	Break	Break	Break
10:10 - 10:55	C Block	E Block	G Block	B Block
11:00 - 11:45	D Block	F Block	A Block	C Block
11:45 - 12:35 *	Lunch/ Independent Study	Lunch/ Independent Study	Lunch/ Independent Study	Lunch/ Independent Study
12:35 - 1:20	E Block	G Block	B Block	D Block
1:25 - 2:10	F Block	A Block	C Block	E Block
2:10 - 2:20 ^	Break	Break	Break	Break
2:25 - 3:10	G Block	B Block	D Block	F Block

+ Remain in the previous class. Students have a brief mask break. Students/teachers pass from 10:05-10:10.

* Similar to current lunch operations, with a possible outside component.

^ Remain in the previous class. No mask break. Students/teachers pass from 2:20-2:25.

Fully Remote Schedule



- If Sturgis needs to transition to a fully remote learning model during the year, the following information applies.
- Sturgis' fully remote schedule allows for synchronous learning for all students. Classes will meet on Monday, Tuesday, Thursday, and Friday using a rotating class schedule.

FULLY REMOTE SCHEDULE

Time	Mon	Tues	Thurs	Fri
8:20 - 9:00	A Block	C Block	E Block	G Block
9:05 - 9:45	B Block	D Block	F Block	A Block
9:45 - 10:00	Break	Break	Break	Break
10:00 - 10:40	C Block	E Block	G Block	B Block
10:45 - 11:25	D Block	F Block	A Block	C Block
11:25 - 12:30	Lunch	Lunch	Lunch	Lunch
12:30 - 1:10	E Block	G Block	B Block	D Block
1:15 - 1:55	F Block	A Block	C Block	E Block
2:00 - 2:40	G Block	B Block	D Block	F Block
2:40 - 3:10	Supplemental Support	Supplemental Support	Supplemental Support	Supplemental Support

Fully Remote



- **During each class period:** Students learning from home during our fully remote phase will receive - for each class - a mixture of forty minutes of live instruction, break-out discussion via Google Meet, and independent learning time.
- **Wednesdays:** This day will be dedicated for asynchronous learning. More information will follow regarding co-curricular and student support options for students on Wednesdays.
- **Lunch:** Students may participate in co-curricular events via Google Meet.
- **Supplemental Support:** Students and faculty can use this time for extra help, 1:1 meetings, small group meetings, as well as academic and social enrichment.



TECHNOLOGY

- Each student should have a fully charged device available for their individual use daily, regardless of the learning model (fully remote or hybrid).
- Students may use their own device (a Windows or Mac laptop or a Chromebook), or Sturgis can provide a 1:1 Chromebook to any student who needs one, to avoid sharing devices.
- 1:1 devices can go home, and families will be responsible for any loss or damage per the Responsible Use Policy (RUP).
- Students learning from home will participate in class via Google Meet. Those at home, especially those with other family members learning and working remotely, should consider purchasing earbuds or headphones with a microphone to better hear and participate in the Meet sessions.
- Families should be aware that school-issued Chromebooks can only be logged into with a Sturgis email account, and will be monitored via GoGuardian software whether on campus or at home to help keep students safe online.





TECHNOLOGY

- Use of a Sturgis-provided Chromebook is for that student's educational purposes only.
- Students and parents must sign a Responsible Use Policy (RUP) to which students must adhere. The RUP includes guidelines for resolving any damage or loss of the Chromebook.
- An option for a sturdy case that families could purchase to protect the Sturgis Chromebook will be provided.
- Classroom teachers will each have a desktop computer to project files and websites, plus a Chromebook to run a class Meet session.
- The teacher can utilize the whiteboard and projected content while talking and teaching in front of the Meet and the classroom simultaneously, so students in the classroom as well as remote get the full advantage of the teacher's instruction and classmate participation.
- More detailed information will be provided as the start of the school year approaches.

HEALTH & SAFETY

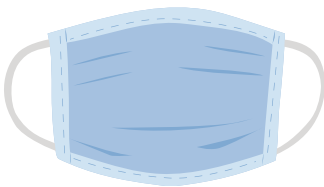
The impact that COVID-19 has had on our community, country and across the world has given us much time for pause and reflection. We acknowledge how it has fundamentally changed our way of living and how it has had long lasting effects on those who have had it or those who have lost a loved one to it.

The virus that causes COVID-19 is spread from person to person, mainly through respiratory droplets or by transferring the virus from surfaces and objects to the mouth, nose or eyes. The best ways to mitigate the transmission of COVID-19 are by **wearing a face mask, frequent hand washing, avoiding touching your eyes, nose and mouth, practicing social distancing, limiting group interaction, staying home when sick, testing and contact tracing**. Only by creating a culture of healthy practices by combining these strategies, will we be able to reduce the risk of transmission.

Use hand sanitizer with at least 60% alcohol if soap and water are not available



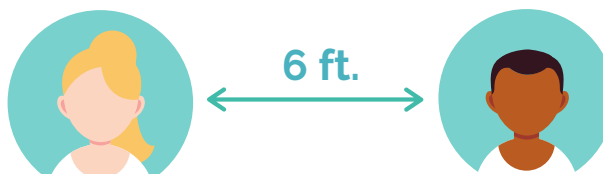
Wash your hands with soap and water for at least 20 seconds



Wear a mask



Stay home when sick



Maintain at least 6 feet of social distancing

HEALTH & SAFETY



- The safety of our students and staff is our first priority. Upon reopening, both campuses will have been thoroughly cleaned and disinfected. We have created specific plans and instructions for our janitorial staff, in compliance with CDC/EPA guidance, for cleaning and disinfecting all surfaces.
- All desks, chairs, restroom fixtures, and other high touch surfaces (light switches, door knobs, bannisters, etc.) will be cleaned nightly using these protocols. We are also in the process of hiring additional janitorial staff to help clean restrooms and high touch areas in shared/common spaces throughout the day.
- Each classroom will be provided with a spray bottle containing a >70% alcohol based cleaning solution that staff can use to spray down desks in between class blocks.
- New signage and floor markings will be in place directing students and staff on how to safely pass throughout the building to help maintain adherence to state social distancing guidelines.





HEALTH & SAFETY

- We are looking to increase our building filtration/HVAC systems by changing our filters to MERV 13, which will keep more of the outside air contaminants out of our buildings and provide cleaner air exchanges. Additionally, windows and interior doors (weather permitting) will be left open for the entire class day.
- Other purchases and upgrades to start the year include:
 - 11,000 three-ply masks
 - 3,000 disposable nitrile gloves in stock, with more on order
 - Portable, hands-free sinks at each campus
 - 428 half-gallons of hand sanitizer
 - KN95 masks, protective gowns and other safety equipment for our nursing and health staff



HEALTH & SAFETY

- Keeping everyone healthy and safe is a cooperative effort. While in the buildings, **all students and staff are required to wear masks**. The importance of this simple, albeit inconvenient, safety measure cannot be overstated.
- Masks affixed to the ears or strapped around the back of the head that cover the nose and mouth (and without exhalation valves) are to be worn by students and staff.
- Scarfs, bandanas, and pulled up turtlenecks or collars do not qualify as masks.
- Exceptions to mask/face covering requirements must be made for those for whom it is not possible due to medical conditions, disability impact, or other health or safety factors. Medical documentation will be required.
- Mask breaks will be given during the day, more information on these protocols will be available soon.



FINAL MESSAGE

We are all in this together!

