

T/E



CONESTOGA HIGH SCHOOL
TREDYFFRIN/EASTTOWN SCHOOL DISTRICT
200 IRISH ROAD • BERWYN, PA 19312-1260 • 610-240-1000

October 5, 2020

Dear Conestoga Families:

Welcome to the start of hybrid instruction at Conestoga. I want to recognize the hard work of the teachers who have done an outstanding job during our virtual learning and who are now preparing to transition to the hybrid model. Thank you to our students and parents for your flexibility and support through virtual instruction. We look forward to welcoming staff and students back into the building next week. As we prepare to start, the health and safety of our students and staff remains paramount for a successful reopening. Today we are writing to share information regarding the details of hybrid instruction at Conestoga.

Hybrid Schedule

The approved hybrid learning plan for T/E is as follows:

Monday and Tuesday: Students with last names A-K attend in person. Last names L-Z participate virtually.

Wednesday: ALL students attend virtually.

Thursday and Friday: Students with last names L-Z attend in person. Last names A-K participate virtually.

NOTE: Students with IEP-driven instruction may follow a different schedule.

Health Screening Protocols

Parents will be required to submit a daily health screening for each student attending in person. Failure to complete the screening could impede your child's ability to participate in in-person instruction. The screening will need to be completed daily within two hours of the student's arrival. A reminder email will be sent each morning of hybrid instruction. Upon arrival, students will be required to show proof of completion which will be available through Power School, by showing their status on their phone or by checking in with an attendant at each entry. Any student who does not have a completed daily health screening must complete an in-person screening upon arrival. The screening will be completed by certified nurses on site. Students are reminded to stay home if they are not feeling well.

Safety Protocols

Detailed safety protocols are specified in our full district Health & Safety Plan. The pandemic team has also created a video detailing the specifics which can be accessed [here](#). Students and families should view this video prior to the start of school. Items of particular note include:

- All students and staff must wear a mask, snugly covering the mouth and nose. The CDC recommends two-ply masks for best protection.
- Good handwashing practices should be followed on a regular basis.
- Hand sanitizer will be available in each classroom and throughout the building. Students are also encouraged to bring their own hand sanitizer to school.
- Students should maintain 6 feet social distancing as much as possible.
- Each indoor room will be limited to the number of people that provides for the 6-foot distance, with a maximum of 25 and outdoor gatherings will be limited to 250.

- Classrooms have been arranged with all desks facing forward, six feet apart, and the teacher positioned behind plexiglass at the front of the room.
- Hallway traffic will flow one-way in each hall. A hallway map will be distributed to hybrid students as they arrive on their first day.
NOTE: We do not post maps on the district website for safety reasons.
- Stairwells will be designated as “up” or “down” to ensure one-way traffic.
- Dismissals between periods will be staggered by grade.
- NO lockers will be assigned during the 2020-2021 school year. Students should plan to carry all items with them in an appropriate bag.

Drop-Off and Pick-Up

Students may enter the building at the bus circle, the main entrance or the front entrance by the Athletic Office. Students who have elected to ride the bus will receive a detailed communication from the Transportation Department about bus pick-up and drop-off times. Juniors and Seniors will have the opportunity to park on campus on their assigned hybrid dates. Information regarding parking has been communicated via Schoology. Parents may drop students off at the front of the building or the bus circle beginning at 7:30am. Students will not be admitted prior to 7:30am to provide teachers time to open classrooms. All students must report directly to their first class upon arrival.

Daily Attendance Procedures

Daily attendance will continue to be taken through the homeroom Schoology message board for all students, hybrid and virtual. Students must post to their virtual homeroom no later than 9:30am each day. Parents should only provide an absence note if a student is absent entirely. You DO NOT need to report a student as absent if they are a hybrid student and need to work from home on a particular day.

Free Periods and Privileges

All students who do not have a class scheduled for the first and/or last block of the day may arrive late for the start of their first class or leave early once their last class dismisses. All freshmen will be assigned to study hall for any unassigned period during the school day. Students in grades 11 and 12 may leave the building during all free periods, assuming required [documentation for privileges](#) has been submitted. Students in grades 10-12 who remain in the building during free periods must report to either the cafeteria or library where they will sign-in and must remain for the entire period.

Lunch

Students will eat lunch in their 5th or 6th period classroom during their assigned lunch period (A, B or C). Juniors and seniors are eligible for lunch privileges. Any unassigned student during 5th or 6th period who remains in the building should report to the cafeteria for lunch. The cafeteria has been sectioned into three spaces which can accommodate a maximum of 25 each. Seats are provided to adhere to the 6-foot social distancing. Students will have the option to order a bag lunch each day (from a limited menu) which will be delivered to student classrooms. Orders will be taken as part of the screening form which parents will complete each morning.

Transition to Hybrid Learning

Our transition to hybrid learning will take place gradually so students can acclimate to the many changes necessary for compliance with our Health & Safety Plan. Freshmen will begin first, then sophomores, and finally the juniors and seniors will attend. The schedule is as follows:

Monday, October 12th: ALL students virtual. We will hold a hybrid orientation during homeroom. All students should login to HR at 9:21am.

Tuesday, October 13th: Only 9th grade A-K attend in person. All other students virtual with a 2-hour delay schedule.

Wednesday, October 14th: ALL students virtual. Seniors registered to take the SAT should arrive by 7:50AM.

Thursday, October 15th: Only 9th grade L-Z attend in person. All other students virtual with a 2-hour delay schedule.

Friday, October 16th: 9th and 10th grade L-Z attend in person. All other students virtual.

Monday, October 19th: 9th and 10th grade A-K in person. All other students virtual.

Tuesday, October 20th: All A-K in person. All other students virtual.

Wednesday, October 21st: ALL students virtual.

Thursday, October 22nd: All L-Z in person. All other students virtual.

Friday, October 23rd: All L-Z in person. All other students virtual.

Freshman and New Student Orientation

All freshmen participating in the hybrid model will have orientation prior to their first day in the building. **On Tuesday, October 13th and Thursday, October 15th we will have a 2-hour delay for ALL students.** Hybrid 9th graders with last name A-K will have orientation on Tuesday, October 13th from 7:50am – 9:45am. Hybrid 9th graders with last names L-Z will have orientation on Thursday, October 15th from 7:50am – 9:45am. Details for Freshman Orientation will be shared in a separate letter from the 9th grade office. Orientation will begin with a welcome at Teamer Field, weather permitting, so all 9th graders should report to Teamer Field upon arrival at orientation. Any freshman remaining virtual will have an additional opportunity for orientation prior to their return to the building.

Students new to Conestoga in grades 10-12 will have a separate orientation on Thursday, October 15th from 3-4:30pm. Students participating in new student orientation should report to the Auditorium upon arrival.

Hybrid Calendar

We will continue to follow our block schedule with alternating Garnet (periods 1/3/5/7) and Gray (periods 2/4/6/8) days during hybrid instruction. In addition, we will also continue to have a six-day cycle. Each cycle day will last for two days in order to capture both the odd and even blocks. The October cycle day calendar can be viewed [here](#).

Hybrid Bell Schedule

As we begin hybrid instruction, we will have a slightly modified bell schedule. On Monday, Tuesday, Thursday and Friday we adjusted the blocks and passing time to provide a 30-minute block for Student/Teacher Meetings at the end of each day. This will provide students and teachers time to hold individual or small group meetings as needed. The more significant change will occur on Wednesdays. **The Wednesday schedule will be synchronous in the morning and asynchronous in the afternoons to provide collaboration time for teachers and self-guided time for students.**

Each day, students are still expected to follow their schedule, either by logging in at the assigned time using TEAMS or be present in person depending on the day of the week. Students are again encouraged to use their camera to best engage in virtual activities. The hybrid bell schedule can be found [here](#).

Laptops and Textbooks

Hybrid students should bring their fully charged laptop and charger to school with them each day during in-person instruction. Although they will not use their laptop for TEAMS Meetings, they will need it to access Schoology, One Drive and other applications used during instruction. Details regarding textbooks and additional materials will be communicated by teachers prior to the start of hybrid instruction.

Medication Drop-Off

We will have a medication drop off day on Monday, October 12th from 7:30am until 2:30pm for any student needing to have medication dispensed during school hours. Drop-off will occur outside at the front drop-off lane. Please bring the medication form completed by your child's physician along with the prescription, in the prescription bottle from the pharmacy. All students who have Epi-pens should have an Emergency Allergy Plan signed by your child's physician. Medical forms can be found on the district website or accessed here: [prescription and OTC medications](#), [self-carry or self-administration](#), and [EpiPen](#).

Clubs & Activities

The virtual Club Fair was a great success and many students have signed up to participate virtually in clubs. Additional information will be forthcoming from club advisors as we get the club meetings up and running!

We hope this information has been helpful to better understand the hybrid instructional model and return to the building. Additional information will also be presented to students in the CHS Hybrid Instruction video which will be posted on the Conestoga website this week. We look forward to welcoming our students and staff back to the building in a safe manner. As a reminder, families who elected virtual instruction will continue virtually through Thanksgiving. All families will be given the option to reselect in early November. Please feel free to contact me at any time. We look forward to seeing our students in the coming weeks, particularly the Class of 2024. Take care and stay well!

Sincerely,



Amy A. Meisinger, Ph.D.
Principal