



# **West Seneca Central School District**

## **Parent Guidelines**

**2021-22**

## **Contingency Schedules**

The West Seneca Central School District is committed to ensuring a strong educational program for its students as we continue to navigate the Covid-19 pandemic. As we have seen throughout the public health emergency, schools must be prepared to pivot at any given moment as reflected in the current status of the county infection rate.

Therefore, the following information is being shared with you only in the event there is a change that necessitates a shift from our current instructional model so that you have an understanding of what that shift will look like.

In addition, the following are a few reminders that will help you to be prepared in the event such a change is warranted:

- Please be sure to bring home your chromebooks every day and ensure they are charged and ready to go.
- If a change in models is necessary, review the online learning etiquette guidelines (see Appendix A) for a positive learning experience.
- Ensure that your contact information is up to date so that we may get in touch with you if needed and for various district to home communications.
- Know the names and numbers of key personnel at your child(ren)'s buildings (see Appendix B).

The following pages outline the fully remote and hybrid schedules we will implement at each level within the District, if necessary.

## FULLY REMOTE SCHEDULES

### NOTE:

1. In the event the District and/or individual school building(s) are required to shift to a fully remote model of instruction, the below schedules have been developed to support the transition.
2. Synchronous Instruction (Real-time) 5 Days per week
3. No Remote Wednesdays

### **1. Elementary School Remote**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:30-9:00	Virtual Office Hours				
9:00-2:00	Instruction (CORE Academics & Special Areas)				
2:00-3:30	Virtual Office Hours				
8:30-3:30	Intervention Services and IEP Services (e.g., reading, AIS, speech, OT/PT, counseling, etc.)				

### **2. Middle School Remote**

**NOTE:** There is a 4 day rotation, and the 8 periods have been divided over the course of two days, and then repeated through a continuous cycle.

	<b>Monday (Day 1)</b>	<b>Tuesday (Day 2)</b>	<b>Wednesday (Day 3)</b>	<b>Thursday (Day 4)</b>	<b>Friday (Day 1)</b>
9:00-10:00	Period 1	Period 5	Period 1	Period 5	Period 1
10:05-11:05	Period 2	Period 6	Period 2	Period 6	Period 2
11:05-11:35	LUNCH				
11:35-12:35	Period 3	Period 7	Period 3	Period 7	Period 3
12:40-1:40	Period 4	Period 8	Period 4	Period 8	Period 4
1:40-3:00	Virtual Office Hours				

### **3. High School Remote**

**NOTE:** There is a 4 day rotation which is repeated through a continuous cycle.

	<b>Monday (Day 1)</b>	<b>Tuesday (Day 2)</b>	<b>Wednesday (Day 3)</b>	<b>Thursday (Day 4)</b>	<b>Friday (Day 1)</b>
7:30-8:55	Virtual Office Hours				
9:00-10:00	Block 1				
10:05-11:05	Block 2				
11:05-11:35	LUNCH				
11:35-12:35	Block 3				
12:40-1:40	Block 4				
1:45-2:35	Virtual Office Hours				

## HYBRID SCHEDULES

**NOTE:**

1. The hybrid schedules below have been developed in the unlikely event there is a need to shift to a hybrid model of instruction. If it is necessary to move to this model, the District will work to determine the most appropriate split of student population, e.g., alpha split, to appropriately accommodate student numbers.
2. NO Livecasting
3. NO Remote Wednesdays

**1. Elementary School Hybrid**

(West Side and East Side have slight difference due to arrival and dismissal times)

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:30-8:50	Arrival				
8:50-2:30	Instruction (CORE Academics & Special Areas)				
2:35-3:30	Dismissal/Office Hours				
8:30-3:30	Intervention Services and IEP Services (including, but not limited to reading, AIS, speech, OT/PT, counseling)				

**In-Person Student Attendance Schedule Sample: Cohort A & Cohort B**

*\*On days opposite of in-person days, students will be engaged in asynchronous (not-live) work given from the classroom teacher.*

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Week 1	Cohort A	Cohort A	Cohort A	Cohort B	Cohort B
Week 2	Cohort A	Cohort A	Cohort B	Cohort B	Cohort B
Week 3	Cohort A	Cohort A	Cohort A	Cohort B	Cohort B
Week 4	Cohort A	Cohort A	Cohort B	Cohort B	Cohort B

## 2. Middle School Hybrid

	Monday	Tuesday	Wednesday	Thursday	Friday
7:50-8:20	Homeroom				
8:23-9:00	Period 1				
9:03-9:40	Period 2				
9:43-10:20	Period 3				
*10:23-12:50 (Lunch crossover)  <b><u>Lunch Times:</u></b> <b>Teams 6A/7C</b> 10:23-10:50  <b>Teams 7A/8C</b> 11:03-11:30  <b>Teams 6B/8A</b> 11:43-12:10  <b>Teams 7 B/8B</b> 12:23-12:50	Period 4A (10:23-11:00)				
	Period 4B (10:53-11:30)				
	Period 5A (11:03-11:40)				
	Period 5B (11:33-12:10)				
	Period 6A (11:43-12:20)				
	Period 6B (12:13-12:50)				
	Period 7				
12:53-1:30	Period 8				
1:33-2:10	Office Hours				
2:15-3:00					

### **In-Person Student Attendance Schedule Sample: Cohort A & Cohort B**

*\*On days opposite of in-person days, students will be engaged in asynchronous (not-live) work given from the classroom teacher.*

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Cohort A	Cohort A	Cohort A	Cohort B	Cohort B
Week 2	Cohort A	Cohort A	Cohort B	Cohort B	Cohort B
Week 3	Cohort A	Cohort A	Cohort A	Cohort B	Cohort B
Week 4	Cohort A	Cohort A	Cohort B	Cohort B	Cohort B

### 3. High School Hybrid

	Monday	Tuesday	Wednesday	Thursday	Friday
7:30-8:40	Block 1				
8:40-8:45	TV News				
8:49-9:59	Block 2				
*10:03-11:53 (Lunch Crossover)	Block 3				
10:03-10:33	A Lunch				
10:42-11:12	B Lunch				
11:21-11:53	C Lunch				
11:57-1:07	Block 4				
1:15-2:35	Office Hours				

#### **In-Person Student Attendance Schedule Sample: Cohort A & Cohort B**

*\*On days opposite of in-person days, students will be engaged in asynchronous (not-live) work given from the classroom teacher.*

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Cohort A	Cohort A	Cohort A	Cohort B	Cohort B
Week 2	Cohort A	Cohort A	Cohort B	Cohort B	Cohort B
Week 3	Cohort A	Cohort A	Cohort A	Cohort B	Cohort B
Week 4	Cohort A	Cohort A	Cohort B	Cohort B	Cohort B

## APPENDIX A

### West Seneca Central Schools Online Learning Student Etiquette



When engaged in online learning, always...	When engaged in teacher-led whole group instruction...	When engaged in small group instruction...	When engaged in individualized instruction...
Be on time and ready to learn.	Mute your microphone if you experience background noise.	Mute your microphone if you experience background noise.	Put forth 100% effort.
Make sure your device is charged/plugged in and ready to go with video on at all times.	Be ready to take notes.	Be ready to take notes.	Listen attentively.
Be prepared...Have all materials ready.	Give others a chance to participate.	Encourage others and give classmates a chance to participate.	Ask and answer questions out loud and when prompted.
Use the device only for its intended use.	Ask questions...use the chat box or raise your hand.	Work together when possible.	
Wear clothing that is within the dress code.		Ask questions...use the chat box or raise your hand.	
Choose a good location, free from distractions.			
Be present, be focused, and participate fully.			
Be respectful of your teachers' and classmates' privacy...do not photograph, record, and/or share			
Choose your words carefully and use good body language.			

*\*\*\*Please note that the Student Code of Conduct is in effect during this period of remote learning and students are expected to comply with all rules and any infractions are subject to disciplinary action as outlined therein.\*\*\**

## APPENDIX B

### West Senior High School

<u>Role</u>	<u>Contact Information</u>
Principal	Mr. Brinker 677- 3350
Assistant Principal	Mrs. McManus 677- 3350
Assistant Principal	Mr. Patrick Smith 677- 3350
School Counselors	Mrs. Kivari 677- 3365 Mrs. Smith 677- 3364 Ms. Elze 677- 3393 Mr. Meslinsky 677- 3366 Mrs. Walsh 677- 3363
School Social Worker	Mrs. DiPasquale 677- 3368
School Psychologist	Mr. Zakrzewski 677- 3388
School Nurse	Mrs. Boody 677- 3380

## East Senior High School

<u>Role</u>	<u>Contact Information</u>
Principal	Mr. Winnicki 677- 3300
Assistant Principal	Ms. Sweeney 677- 3300
Assistant Principal	Mr. Renzoni 677- 3300
School Counselors	Mrs. Page 677- 3313 Mrs. Smilinich 677- 3314 Ms. Clar 677- 3316
School Social Worker	Mrs. Syracuse 677- 3312
School Psychologist	Mr. Kavanaugh 677- 3343
School Nurse	Mrs. Reigle 677- 3319

## West Middle School

<u>Role</u>	<u>Contact Information</u>
Principal	Mr. Kean 677- 3500
Assistant Principal	Mr. Marchioli 677- 3500
School Counselors	Mrs. Kubiak 677- 3506 Mr. Mariglia 677- 3524 Mr. Lares 677- 3507
School Social Worker	Mrs. Smart 677- 3513
School Psychologist	Ms. Kayla Croce
School Nurse	Mrs. Thibault 677- 3508

## East Middle School

<u>Role</u>	<u>Contact Information</u>
Principal	Dr. Loughran 677- 3530
Assistant Principal	Mr. MacKellar 677- 3530
School Counselors	Mrs. Canaple 677- 3539 Ms. Parzych 677- 3567 Mr. Yokom 677- 3538
School Social Worker	Dr. Scozzaro 677- 3536
School Psychologist	Mrs. Hubbard 677- 3566
School Nurse	Mrs. Boxler 677- 3564

## Allendale Elementary



<b><u>Role</u></b>	<b><u>Contact Information</u></b>
Principal	Dr. Quinn 677- 3660
School Counselor	Mrs. O'Malley 677- 3671
School Social Worker	Mr. Hanley 677- 3670
School Psychologist	Ms. Knaebe 677- 3672
School Nurse	Mrs. Amico 677 - 3664

### **Clinton Street Elementary**

<b><u>Role</u></b>	<b><u>Contact Information</u></b>
Principal	Mrs. McCartan 677- 3620
School Counselor	Mrs. O'Malley 677- 3671
School Social Worker	Mrs. Schoepflin 677- 3631
School Psychologist	Mrs. Wastchak 677- 3568
School Nurse	Mrs. Zubler 677- 3624

### **Northwood Elementary**

<b><u>Role</u></b>	<b><u>Contact Information</u></b>
Principal	Mrs. Ferri-Cordaro 677- 3640
School Counselor	Mrs. O'Malley 677- 3671
School Social Worker	Mrs. Fitzpatrick 677- 3649
School Psychologist	Ms. Fillmore 677- 3651
School Nurse	Mrs. Pisto 677- 3644

### **Winchester-Potters Elementary School**

<b><u>Role</u></b>	<b><u>Contact Information</u></b>
Principal	Mrs. Brady 677- 3580
School Counselor	Mrs. O'Malley 677- 3671
School Social Worker	Mr. Rejewski 677- 3594
School Psychologist	Mrs. Trode 677- 3672
School Nurse	Mrs. Brooker 677- 3584

### **West Elementary School**

<b><u>Role</u></b>	<b><u>Contact Information</u></b>
Principal	Mrs. Frawley 677- 3250
School Counselor	Mrs. O'Malley 677- 3671
School Social Worker	Ms. Caprio 677- 3166
School Psychologist	Mrs. Cawthard 677- 3258
School Nurse	Mrs. Larson 677- 3256