

Westlake High School

September 9, 2020

Good evening,

The past two days have been great as Mr. Lauver, Mrs. Morgan and I have been able to jump into classes and see the students and teachers interacting again. I am encouraged as our daily attendance was very high the first two days. We looking forward to starting our hybrid schedule on Monday, September 14.

Last Friday, I sent an email to all students at WHS that had some video components as well as all of our schedules. Later this week, I will send another video to students that will highlight, parking lot procedures, mask rules, hallway procedures, and dismissal procedures.

Finally, starting this Sunday, I will be returning to our weekly Sunday PTSA blasts. You can sign up for those [here](#).

Schedule Information: As stated above, we are starting our hybrid school schedule on Monday, September 14. First, I want to provide families with a sample schedule. It can be found [here](#). Our Hybrid days are best defined as days that we have roughly 50% of the student enrollment (Last names A-K or L-Z) in the building on any given day. The WCS District Hybrid Instructional Model Calendar can be found [here](#). The WHS hybrid schedule can found [here](#). All Students, whether you have elected to be in person at WHS or chose be on-line for the semester, will follow the hybrid schedule next week. I think it is important to note, **that regardless if a student is in the classroom or reporting virtually on Hybrid days, our expectation is that all students are reporting to the class during the given**

period. If you are at home, you simply log into a google meet with your teacher. They will provide you with instructions from there.

Hybrid Schedule Day Reminders:

Building Opening/Morning Arrival time: Students should report to WHS between 7:30 and 7:50 a.m. Students will report to their classrooms. (If students NEED to be dropped off prior to 7:30 a.m. the building will be open at 7a. Students will be required to sit in assigned seats with masks on and physically distanced from other students until being released to classrooms at 7:30a.m.)

Drop-off & pick-up- Student pick up and drop off will be the same as years past. [Here](#) is a video that I encourage you to watch that discusses pick-up and drop-off at WHS.

Masks: As you are aware, District protocols require all staff and students in Grades 9- 12 to wear a face mask. Please help your child(ren) comply with this expectation by providing them with several most comfortable masks. You or your student may notice that a few staff or students are on campus without a mask. We wanted you to be aware that this may be the case due to a necessary mask exemption resulting from significant health reasons. Please know there is an exemption approval process based on medical recommendations and approval by administration and nursing staff prior to exempting anyone on campus from the facial covering requirement.

Lockers: As a reminder we will not be using our lockers when we return to school next week.

No Homeroom: We do not have students report to homeroom at the start of each school day at WHS. Students will enter school and simply report to their appropriate block period. Depending on the day it will be block 1 or block 2.

Hallways: Once again, students will be transitioning between classrooms. Students will be required to wear masks and follow the hallway signage that is posted throughout the building. There will be adults in the hallways assisting with physical distancing. There are over 40 sanitizing stations in the hallways and we have shifted our custodial staff to add another layer of cleaning during the student school day.

Directional signs have been added to help students throughout the building. Stairways are one way.

Classrooms: Upon arrival to class, students will be given a sanitizing wipe to clean off their desk and chair. Our desks are 6 feet apart and staff members have ample space in the front of the classroom to teach their classes. We have also made larger classes available should we need them.

Dismissal: Our school day will conclude at 1:05 p.m. If students are picking up bagged lunches they can do so immediately at the end of the school day. Students must exit the building to eat their lunch. Students can schedule times to meet with their teachers at the conclusion of the student school day. We are asking that everyone exit the building prior 1:20 p.m. every day. If student athletes or band members would like to stay in order to wait for their practice they can do so by reporting to the auxiliary gymnasium for a supervised time where they can quietly do work. If there are situations where families need their student to stay after 1:20 pm simply email me and we can discuss these situations as well. We will have everyone exit the building by 2:55 pm.

GENERAL INFORMATION:

Open House: WHS will not have a typical Open House this year. There was no simple way for us to have a combined open house that would be easy for families to navigate. In lieu of the traditional Open House, we are having staff member's film brief videos of themselves and their classroom expectations. These will be made available to families on the same date that we typically have Open House, September 15. Should you need to discuss anything with teachers sooner, you can do so by email, which can be found [here](#).

Student Privilege Form: For the 2020/2021 school year only, during all-in or hybrid schedules, we are allowing students the ability to leave campus with the permission of parents during assigned student hall times. This will help keep numbers of students down, throughout the day during study hall times. Please note, we do have space available in the auxiliary gym that students can use for the study hall periods, if parents do not want their child to leave the building. The form can be found [here](#). **Should you elect to use this privilege, please fill out and sign the**

form, and return it to Mrs. Dunn in the main office. Students will have to check out with Mrs. Pring in attendance every period that they are exiting or reentering the building.

School Lunch Program Notice: A nationwide waiver has been put into place allowing school districts to serve all enrolled students free lunches starting September 14, 2020 thru December 31, 2020. Based upon this waiver, the Westlake Food Service Department will be distributing free lunches to our students in the following manner:

Grades 1-4 students will eat their lunch at school on their in-school learning day, and take a lunch home for their virtual learning day(s).

Grades 5-12 will receive grab-n-go lunches at the end of the school day; one for the in-school learning day, and the others for their virtual learning day(s).

Parents who have selected the full Parent Choice Virtually Learning Plan (The child does not attend school in-person) may order and pick-up daily lunches by contacting the Food Service Department at 440.835.6319 or at zuk@wlake.org.

COVID-19 Information: The District will continue to update our website with information for families. The site is currently under construction but I wanted to provide it to families for a source of information. You can locate it [here](#).

PTSA: Be a Leader of the Pack. Join the PTSA. What you thought was only for parents and teachers is actually a great organization for you too. Not only does the PTSA allow you opportunities to engage with your school, but you become eligible to apply for the PTA funded college scholarships. So join today. It's only \$10. A small price to be a leader of the pack. To join online [click here](#), or print out the attached form and submit to the office.

Bring Your Own Device: Many families have requested a Chromebook and many other students are using their own device. We encourage students to bring the devices with you this school year.

Parking Permits: This year we ask that all cars that park on campus, please fill out a Parking Pass Form. We will not collect a fee at this time. If parking fees are eventually charged this year, they will be added to your fees in PowerSchool in the spring.

Have a wonderful week!

Paul Wilson