

A top-down view of a desk with a laptop, a coffee cup, glasses, and a smartphone. The laptop is on the left, the coffee cup is at the top right, the glasses are in the middle right, and the smartphone is at the bottom right. The text is overlaid on the center of the image.

# Back-to-School Presentation

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Shawsheen Valley Technical High School

Thursday, September 10, 2020 At 3:00pm

Principal Jessica Cook

# Our Mission

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At Shawsheen Valley Technical High School, it is our mission to provide a positive learning experience in a safe educational environment that encourages all students to reach their full potential, emphasizes the value of a strong work ethic, and prepares them for adult life in a competitive world.

# Student Handbook Documents

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Students will receive agenda books (which contain printed versions of the student handbook) but the online/electronic versions are the most up-to-date. Please utilize the electronic Student Handbook documents as follows:

1. The 2020-2021 Student Handbook can be found at the following link: [2020-2021 Student Handbook](#)
  - The electronic version above has an up-to-date school calendar and revisions to sections 5-11 and 5-11.5
2. The Supplement to the 2020-2021 Student Handbook can be found at the following link: [2020-2021 Student Handbook Supplement](#)
  - The purpose of this supplemental document to the 2020-2021 Shawsheen Valley Technical High School Student Handbook is to communicate changes to rules, procedures, and expectations under the restrictions in place due to COVID-19.
  - Everything established in the 2020-2021 Student Handbook still applies unless otherwise noted in this document.
  - Information is subject to change. Changes will be posted on our website and communicated to students and parents/guardians.

# Health & Safety

## Before You Leave the House

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**Please STAY HOME if you have any of the symptoms listed.**

Below is the full list of symptoms for which caregivers should monitor their children, and staff should monitor themselves:

- Fever (100.0° Fahrenheit or higher), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache *when in combination with other symptoms*
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes, such as allergies) *when in combination with other symptoms*

**If staff or students have any of these symptoms, they must get a test for active COVID-19 infection prior to returning to school.**

# COVID-19 Protocols & Notification

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We will follow the protocols provided by MA DESE and MA DPH regarding exposure to confirmed cases of COVID-19 and confirmed cases of COVID-19. Those protocols can be viewed at the following link: [COVID-19 Protocols](#)

We will conduct contact tracing internally, in the event it is needed, through the School Nurse's Office along with the local boards of health.

Close contacts will be notified and given information for next steps – names will *not* be released or shared.

# Health & Safety Requirements

Masks/Face Coverings must be worn over mouth and nose at all times

- Exceptions = during lunch, drinking water, during mask breaks (if applicable)

Washing/Sanitizing Hands Frequently

- Upon entering the building
- Before and after eating or drinking (or removing mask/face covering)
- When entering and exiting rooms

Physical Distancing

- 3 foot minimum at all times
- 6 foot minimum whenever eating/drinking
- Assigned seating (where applicable)
- Follow hallway signage
- No congregating, hugs, etc.

Cleaning Shared Tools/Equipment/Desks

- Students will be expected to clean and sanitize shared tools, laptops, surfaces and other materials before and after each use throughout the day, using cleaning materials provided by the school.

# First Week of School = Week 2

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## WEEK 2 SCHEDULE

*SEPTEMBER 14-18*

### Grades 10 & 12 = Academic Week

- Students will remain home and log into academic classes remotely using Microsoft Teams.
- Grades 9 & 11 = Shop Week
- Students will report to the school building and attend their shops in-person.

## WEEK 1 SCHEDULE

*SEPTEMBER 21 - 25*

### Grades 9 & 11 = Academic Week

- Students will remain home and log into academic classes remotely using Microsoft Teams.

### Grades 10 & 12 = Shop Week

- Students will report to the school building and attend their shops in-person.
- *Seniors on co-op will report to the building on Monday, September 21 only!*

# Bus Transportation Information

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Bus schedules can be found at the following link: [2020-2021 Shawsheen Bus Schedules](#)

- Bus capacity will be 21-23 students per bus.
- Buses will pick up students, starting with the first stop on the route, until the bus is full.
- If a bus fills before the route is finished, the bus driver will drop off students, disinfect the bus, and then finish the route.
- If another bus drives by a stop where students could not be picked up, and has space available, it will stop for those students.
- Students may not always take the same bus number in the morning – buses will be labeled 'A & F Bus Co.' Or 'Christianson Bus Co.' And a sign will be in the window that says 'Shawsheen Tech.'
- Bus locations may have changed from previous years.



# Morning Drop-off & Student Entry

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Morning Drop-off & Entry procedures for students will be based on their mode of transportation and the location of their 1<sup>st</sup> period shop/class for that day.

- Students who are driving to school or are being dropped off at school must arrive between 7:25am and 7:45am and report immediately to their first period shop/class for that day, following the procedures outlined below (students report to 1st period for homeroom).
- Students will be considered tardy if they arrive to their 1<sup>st</sup> period shop/class after 7:50am.
- 1<sup>st</sup> period will begin promptly at 7:51am.

Please use the chart at the following link to determine where students will be dropped off and how students will enter the building: [Student Drop Off Guide](#)

# Afternoon Dismissal & Student Pick-up

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## Afternoon Dismissal & Student Pick-up

Afternoon dismissal will be staggered based on transportation type in attempt to both alleviate traffic concerns in the parking lots at the end of the day and to control the number of students passing through the halls at once at the end of the day. Students will be dismissed according to the following schedule:

2:00pm – Students who are being picked up will be dismissed

- Students will exit the building in the same locations they entered the building
- Pick-up locations will be the same as morning drop-off locations

2:03pm – Students who drove themselves to school will be dismissed

2:04pm – Students who take the bus will be dismissed

We are releasing students who are being picked up earlier than other students to help ensure that those cars have exited the lot before student drivers and buses begin to leave the lot.

# Daily Schedule:

## *In-School Weeks*

HR (period 1)	7:25 – 7:50 (attendance taken at 7:50)
Period 1	7:50 – 8:31
Period 2	8:35 – 9:15
Period 3	9:19 – 9:59
Period 4	10:03 – 10:43
Period 5a	10:47 – 11:29
Period 5b	11:08 – 11:50
Period 6a	11:33 – 12:15
Period 6b	11:54 – 12:36
Period 7	12:40 – 1:20
Period 8	1:24 – 2:04

Students will remain in shop all day and will leave to report to assigned lunches in assigned locations (cafeteria or gym).

Students who have been scheduled to report to school for academics will go to 1st lunch and then be scheduled for periods 5b and 6b.

Lunch	Time
1st	10:43 – 11:02
2nd	11:04 – 11:27
3rd	11:29 – 11:48
4th	11:50 – 12:13
5th	12:15 – 12:34

# Daily Schedule:

## *Remote (at home) Weeks*

HR (period 1)	<i>NOT APPLICABLE</i>
Period 1	7:50 – 8:31
Period 2	8:35 – 9:15
Period 3	9:19 – 9:59
Period 4	10:03 – 10:43
1st Lunch	10:43 – 11:04
Period 5b	11:08 – 11:50
Period 6b	11:54 – 12:36
Period 7	12:40 – 1:20
Period 8	1:24 – 2:04

All students will be scheduled for 1st lunch while working remotely (from home) during academic weeks).

Schedules will vary for students working remotely from home during academic week (students who have opted for 100% remote instruction) and that will be communicated on a case-by-case basis.

# Checking Schedules in Aspen

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Student schedules can be viewed in Aspen.

- Parents/guardians of 9th grade students have been sent emails with login credentials for their Aspen accounts;
- 9th grade students will receive login credentials during the first week of school.

To view your child's schedule in Aspen:

- Select the 'Family' tab at the top of the page;
- Select your child's name;
- Select the 'Schedule' tab on the left side of the page.
- To view your child's courses in list form, select the 'List View' link above the schedule matrix.

# Having Trouble With Aspen?

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If you are having difficulty accessing the Aspen Family Portal please read the instructions below to submit a ticket at the following link:

<https://shawsheentech.sherpadesk.com/portal/>

- Click on the green 'Submit Ticket' button
  - • Enter email address
    - For Location, select: \_Home
    - For Class, select: \_PARENT ASPEN LOGIN ISSUES
    - Please provide all contact information

# Identifying Your First Exploratory Cycle

For 9th grade students, each of the shops they will explore has a term code that begins with an X. The number next to the X indicates when the student will explore that shop. For example, the shop listed as X01 under Term Code will be the first shop a student explores, X02 will be the second shop a student explores, and so on.

<input type="checkbox"/>	8002-12	Autobody Exploratory	1-2,4-8(M2-F2)	X12	AI
<input type="checkbox"/>	8015-14	Medical Assisting Exploratory	1-2,4-8(M2-F2)	X14	61
<input type="checkbox"/>	8004-04	Business Exploratory	1-7(M2-F2)	X04	29
<input type="checkbox"/>	8020-01	Plumbing Exploratory	2-8(M2-F2)	X01	Pl
<input type="checkbox"/>	8003-02	Automotive Exploratory	2-8(M2-F2)	X02	AI
<input type="checkbox"/>	8012-03	Electrical Exploratory	2-8(M2-F2)	X03	EL
<input type="checkbox"/>	8019-05	Metal Fab Exploratory	2-8(M2-F2)	X05	M
<input type="checkbox"/>	8017-06	Masonry Exploratory	2-8(M2-F2)	X06	M
<input type="checkbox"/>	8014-07	Graphic Arts Exploratory	2-8(M2-F2)	X07	G
<input type="checkbox"/>	8008-08	Culinary Exploratory	2-8(M2-F2)	X08	CI
<input type="checkbox"/>	8016-09	Advanced Manufacturing Tech Exploratory	2-8(M2-F2)	X09	M

## How to Find Your Shop on the First Day:

1. Staff will be posted at all entrances – ask them where to go! (Maps will also be available).
2. Don't stress about finding the correct entrance on Day 1 – wherever you enter, we can direct you to the right place!
3. Signs will be posted at major intersections with arrows directing you to all shop areas.

# What to Wear and Bring to Exploratory

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- An open mind
- A positive attitude
- A willingness to try something new

Requirements for 9th Grade Exploratory



# Videos: How to Connect to Remote Classes

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Grades 10 & 12 must log into all remote classes starting with Period 1 at 7:50am on Monday, September 14.

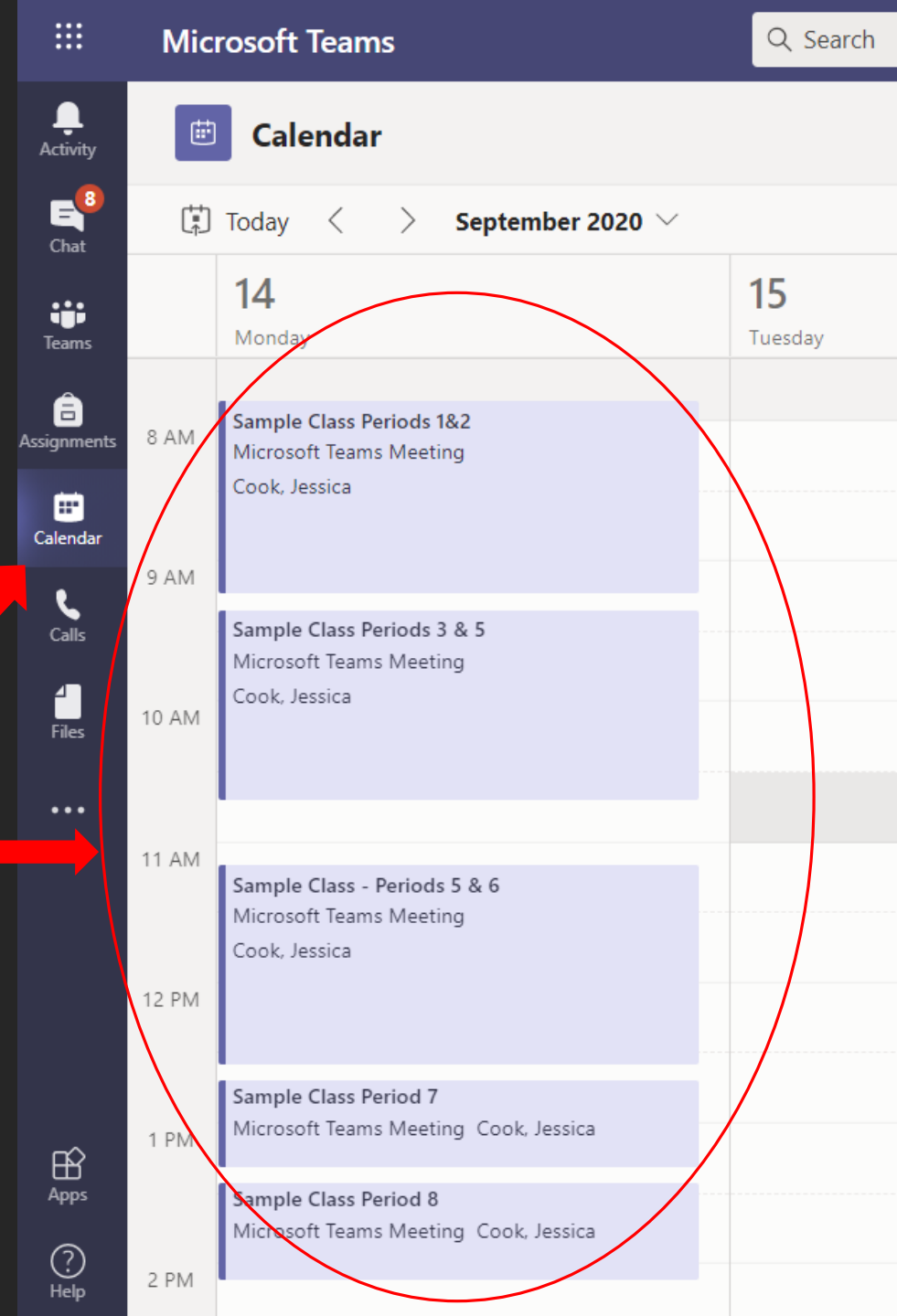
For each class, a Microsoft Teams Meeting Invite will show up on student calendars in both Microsoft Outlook and Microsoft Teams. Students must be signed into their 365 accounts to click on the links to those classes in order to join.

Instructional Technologist Mr. Greg Bendel has created the videos below to guide students through that process. Students must watch the following videos and log into their accounts before Monday morning to ensure they can log into their first period classes on time.

- 7 Minute overview of Microsoft 365, how to log in, and how to access Microsoft Apps (including Microsoft Teams: [Microsoft 365 Overview](#))
- 4 Minute overview of how to access class in and use Microsoft Teams: [Microsoft Teams Overview](#)

# Quick-Overview – Joining Classes in Microsoft Teams

1. Watch the videos on the previous slide – then refer to this slide as a shortcut – you will need all of the information to be fully prepared.
2. When you open Microsoft Teams, click on the 'Calendar' tab on the side.
3. Your classes will be listed.
4. Click on the class you want to join.
5. Click 'Join.'
6. Watch the videos to make sure you are ready to go when you join!



# Remote Learning Expectations

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*Read Student Handbook Supplement for Full Details*

Students will engage in synchronous and asynchronous learning activities, are expected to participate, and will receive grades;

All school rules regarding conduct, attendance, dress code, etc. still apply in the remote classroom setting;

Students must be available by audio and video the entire class period

- Camera should be facing the student. Students should not walk around with their cameras on.
- Microphone should be muted but available when needed to ask or answer questions.
- Students should be dressed appropriately for school.
- Student's workspace should be set up in a school-appropriate location in their house, such as a desk or table (for example, students cannot attend class remotely while lying in bed);

Students are expected to comply with school rules regarding audio/video recordings – specifically, students may not audio or video record any part of a remote learning session without the knowledge and permission from the teachers and all participants in the remote class session;

Students are expected to wear headphones during remote class sessions when family members or other individuals who are not students enrolled in that course section are nearby and would be able to overhear the class – this is to ensure student privacy for all students in that class session.

# Questions?

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# 100% In-School Learning

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A small percentage of students were recommended for and will be reporting for in-school learning on both academic and shop weeks.

During academic weeks, these students will:

- report to teachers' classrooms for all Support Services (9000-level) courses;
- report to a centralized location or classroom (i.e. library) for all mainstream classes and will connect remotely – a teacher or paraprofessional will be in the room to provide additional support as needed;
- need to bring headphones to school;
- need to bring school-issued laptops to school.

We will continue to assess the logistics and student needs as we progress through the year.

# Absences

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A parent/legal guardian must call in a student absence whether it is on a day the student is scheduled for in-person or remote instruction.

If a student is absent due to any of the reasons listed below the absence will be validated and marked as excused. In some instances, medical documentation may be required:

- Student is required to quarantine after being exposed to a confirmed case of COVID-19.
- Student is exhibiting symptoms of COVID -19 (students will then need clearance from a medical professional to return to school).
- Student tests positive for COVID -19 (refer to [COVID-19 Protocols](#))
- If a student falls into one of the above categories on a day they are scheduled for remote instruction and feels healthy enough to participate remotely, they will be marked present for that day.

# Tardies & Dismissals

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- Students will be considered tardy for the day after 7:50am for both remote and in-person learning.
- Attendance will be taken each period during remote learning – tardy students will be reported to the Dean's office (same process as in-school).
- On days that students are learning remotely, parents must call in or email dismissal information at the start of the day to Heather Tate at 978-671-3634 or [htate@shawtech.org](mailto:htate@shawtech.org).
- Dismissal notes and related documentation can be submitted electronically or hard-copies can be submitted in-person by students the next time they are in the building.
- Documentation to excuse tardies can also be submitted to Ms. Tate

# Student IDs, Lanyards, and Passes

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- All students will be issued school IDs and are expected to have their IDs on them while at school or attending school events.
- Students will be expected to bring their IDs to the cafeteria to purchases lunches (using our cashless lunch system) to further promote health and safety during those transactions.
- All students will be issued school lanyards but the rule to wear lanyards/IDs will **not** be enforced during this time.
- Students will not be using their agenda books as passes this year. Instead, staff will provide students with one-time-use paper passes if students have to leave shop/class for an approved reason.



# Procedure to Leave Shop/Class

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- Students will only be given passes to leave their classrooms/shops for approved reasons.
- To the extent possible, students will be expected to remain in their assigned areas at all times to further limit interactions between cohorts of students.
- If a student makes a reasonable request to go somewhere for a valid reason (such as the Co-op office to submit Co-op paperwork) their teacher will first have to call down to make sure the office/area has room to receive the student at that time.

# Food and Beverage

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Break during shop week is cancelled indefinitely.

Students can only eat in the cafeteria in accordance with the process outlined in section 2-12 (page 6) of the Supplement to the 2020-2021 Student Handbook.

Students may drink water during the day following the process outlined in section 2-12 (page 6) of the Supplement to the 2020-2021 Student Handbook.

# Bathroom Assignments & Use

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Students may not congregate in multi-stall bathrooms at any time.

Students must use the bathrooms in their shops (in all shops that have bathrooms).

Students must use designated bathrooms (based on the location of their shops/classes) when attending academic classes or when they are in shops that do not have bathrooms.

Students must comply with the occupancy limit listed on the doors of all multi-stall bathrooms.

Students are expected to wash their hands thoroughly, for at least 20 seconds, before exiting the bathroom.

# After School, Extra Help & Late Buses

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3:20 late buses will be available, Mondays-Thursdays, for students who stay after for extra-help only due to a limited capacity of 60 students. At this time, the 5:40 late bus is not available.

- Bedford/Billerica
- Burlington/Wilmington
- Tewksbury

If the demand increases, we may require students to sign-up in advance for the late bus when they need to stay after.

Students must remain with their teacher or report to the cafeteria (which will be supervised) while waiting for a late bus or while waiting to be picked up.

All staff will be available after school at least two times per week for extra-help – all will be available remotely, and many will be available in-person. Students must communicate with their teachers in advance.

# Visitors

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To maximize the safety of our students and staff, no outside visitors or volunteers will be allowed access to the building, with the exception of:

- contracted service providers for the purpose of special education, required support services, or program monitoring as authorized in advance by the Director of Student Services;
- contracted service providers for the purpose of performing building or equipment maintenance as authorized in advance by the Assistant Superintendent/Business Manager;
- or other essential visitors as authorized in advance by the Principal or Superintendent-Director.

Any visitor must first report to the main office where they will be visually screened and logged in.

# Discipline

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Failure to comply with school rules and expectations put in place to reduce the chances of transmission of COVID -19, as outlined in the Supplement to the 2020-2021 Student Handbook document, and as communicated if adjustments are required moving forward, will result in disciplinary action including but not limited to assignment of detentions, exclusion of privileges, suspension, and/or, as provided for under M.G.L. c. 71, §§ 37H and 37H1/2, expulsion.

# Co-op

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Seniors can continue to access co-op opportunities, in accordance with the new guidelines distributed by the co-op department and as outlined in section 4-11 (page 8) of the Supplement to the 2020-2021 Student Handbook.

# Clubs & Activities

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Most clubs & activities will be offered at the start of the year and they will be offered remotely.

- We have to assess late bus use and capacity based on students staying for after-school help before we can offer late buses for in-person meetings for clubs & activities.

Once the school year is underway, information will be sent to students about how to sign up for clubs and activities.



# Athletics

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All athletics information can be found on our Athletics website at: [Shawsheen Athletics](#)

# Additional Handbook Changes/Updates

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**Parking Passes:** Email [ctobin@shawtech.org](mailto:ctobin@shawtech.org) for student parking passes, regardless of grade-level.

**Lockers:** Hallway lockers will not be assigned.

**Field Trips:** Field trips are suspended until further notice.

# First Week of School = Week 2

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## WEEK 2 SCHEDULE

*SEPTEMBER 14-18*

### Grades 10 & 12 = Academic Week

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## WEEK 1 SCHEDULE

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