

Manor Woods Elementary

Hybrid Learning Plan - Information for Parents



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+ March 1

- + Group E students return to buildings five days a week and all students begin using the new hybrid schedule.
-

March 15

Grades K-2 students in Groups A & B return to schools two days a week.

Week of March 1

Families will be informed of their A/B cohort assignment.

March 29

Grades 3-5 students in Groups A & B return to schools two days a week.

01 Timeline

In-Person vs Virtual Learning

02



HCPSS' guideposts for this process, and at all other times, have remained consistent:

to lead with equity and prioritize student and staff well-being, while providing students with a robust learning program, regardless of the format of the instructional model

Student Groups



Group

E

- 5 Days a Week in the building
- ½ day Wednesday

Group

A

- Mon. & Tues. in building
- Asych. Wed.
- Virtual Thurs. & Fri.

Group

B

- Virtual Mon. & Tues.
- Asych. Wed.
- Thurs. & Fri. in building



Group

V

- Virtual Mon., Tues., Thurs., Fri
- Asych. Wed.



Student Groups

	Monday	Tuesday	Wednesday	Thursday	Friday
In School Building 	Groups A & E in school	Groups A & E in school	Group E in school 2 ½ hours in the morning	Groups B & E in school	Groups B & E in school
Virtual (Google Meet) 	Groups B & V virtual	Groups B & V virtual	Groups A, B & V Asynchronous Assignments (No Google Meet)	Groups A & V virtual	Groups A & V virtual

Attendance




Present

Teachers will specify whether a student attended class in person or virtually

Attendance taken in Math and ELA
*noted in RA

Tardy

An in person students will be considered “tardy” if they are 20 or fewer minutes late to class.



Absent

If a student does not attend instruction either in-person or virtually, then the student is marked absent for that period.

If a student misses the morning or afternoon they will be marked as .5 absence.

03 Safety 1st



**HCPSS is committed to the safety
and health of staff and students.**

HCPSS Safety protocols - <https://help.hcpss.org/health-safety/facilities>

Safety Measures

Around the Building

- Must wear a mask
- Plexiglass
- Hand sanitizer dispensers
- Custodial cleaning protocols are in place
- Social Distancing Markers

In the Classroom

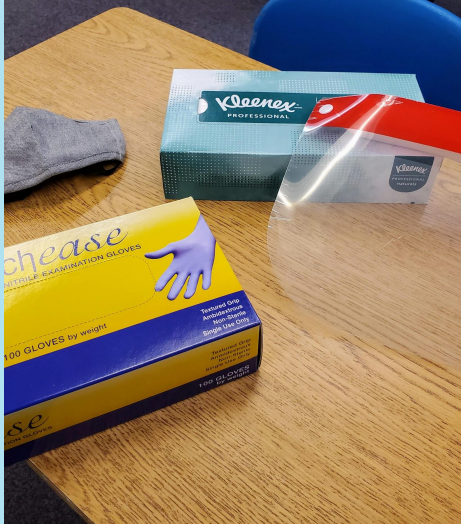
- Must wear a mask
- Social distancing of desks
- Disinfecting/alcohol wipes
- Hand Sanitizing bottles
- Supply of disposable masks





PPE

- Nitrile gloves for all staff
- Reusable, 3-ply cotton face masks for all staff and students
- Clear face masks to support individuals with hearing/speech needs
- Supply of disposable masks for school use as needed
- Hand sanitizer in every classroom and areas throughout the school
- Desk shields and tabletop sneeze guards, where required
- Face shields for all staff and students as needed (*not required to wear*)
- Disinfectant wipes
- Extra facial tissues





What Does Social Distancing Look Like?



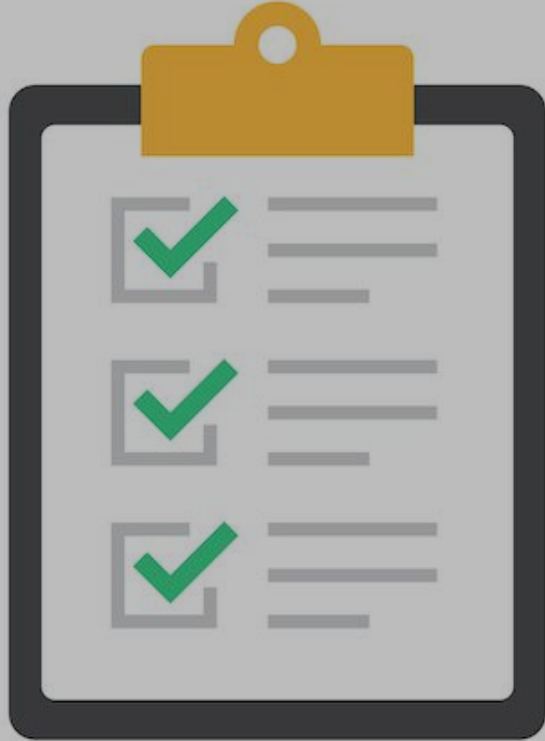
Outside the Building

- 6 feet apart when coming off the bus and lining up - Markers to remind students
- Parents must stay in their cars
- Masks must be worn by anyone on school property
- Recess movement breaks
- Wear a face covering during recess/time outside.

Inside the Building

- Student desks/tables/learning spaces are placed six feet apart.
- Masks must be worn throughout the day.
- Marked hallways
- No more than 2 in the bathroom
- Signage throughout building

When Should My Child Stay Home?




- New onset cough or shortness of breath
- Fever over 100.4 or chills within the past 24 hours
- New loss of taste or smell
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



What About Contact Tracing?

- A student determined to be a close contact with a person with verified COVID-19 must quarantine for 14 days per HCHD child care guidelines.
- A staff member determined to be a close contact with a person with verified COVID-19 must quarantine for 14 days
- Students or staff who have tested positive for COVID-19 should isolate and not return to school until they have been out at least 10 days
- Contact tracing is handled by the Howard County Health Department (HCHD)





04

Arrival & Dismissal



School Hours

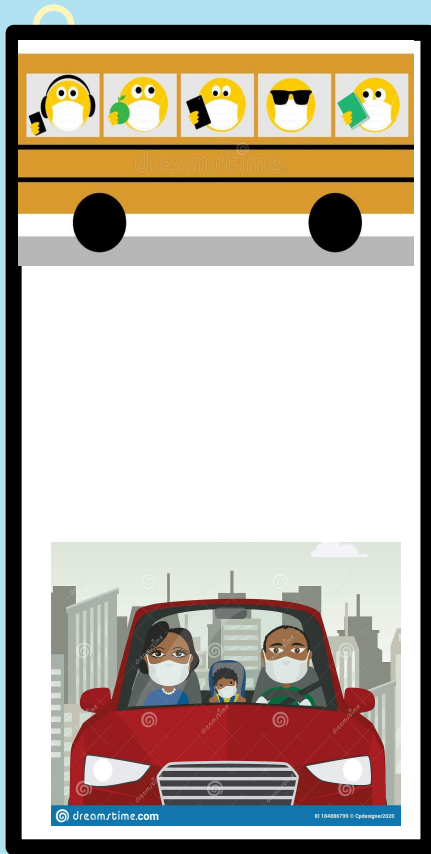
*Starts
March 1st*

8:50 AM - Students enter the building

9:05 AM - Instruction Begins

3:35 PM - Dismissal

Arrival Procedures



Bus Riders

- Must wear mask on bus
- Assigned seats
- One to a seat unless you are next to a sibling
- Enter through the front door
- Option to pick up breakfast from cafeteria or go straight to class

Car Riders

- Students must stay in their vehicle until staff members are present
- Must wear a mask once out of vehicle
- Students should exit on the right side onto the sidewalk
- Parents must remain in their car
- Option to pick up breakfast from cafeteria or go straight to class

Bus Stops

- Please use *School Bus Locator* on the HCPSS website to determine your stop/time. Once routes are complete, they will be posted.
- Bus will stop at the same stop everyday - ***doesn't matter if it's an A or B day.***



Bus Transportation

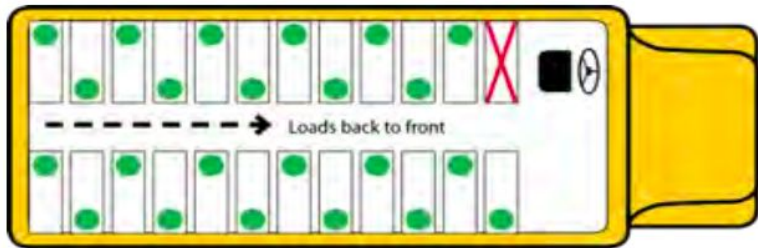


At the bus stop:

- Encourage your child to stay 6 feet apart in a safe spot along the sidewalk with their mask on.
- Wait patiently for your bus to arrive.

On the bus:

- 1 child per seat, unless from the same household
- Students enter and sit in their assigned seat.
- Windows and latches will be open for air circulation.
- Dress appropriately since windows will be open.
- Students must wear masks.
- Students must follow all safety protocols as directed by the bus driver.

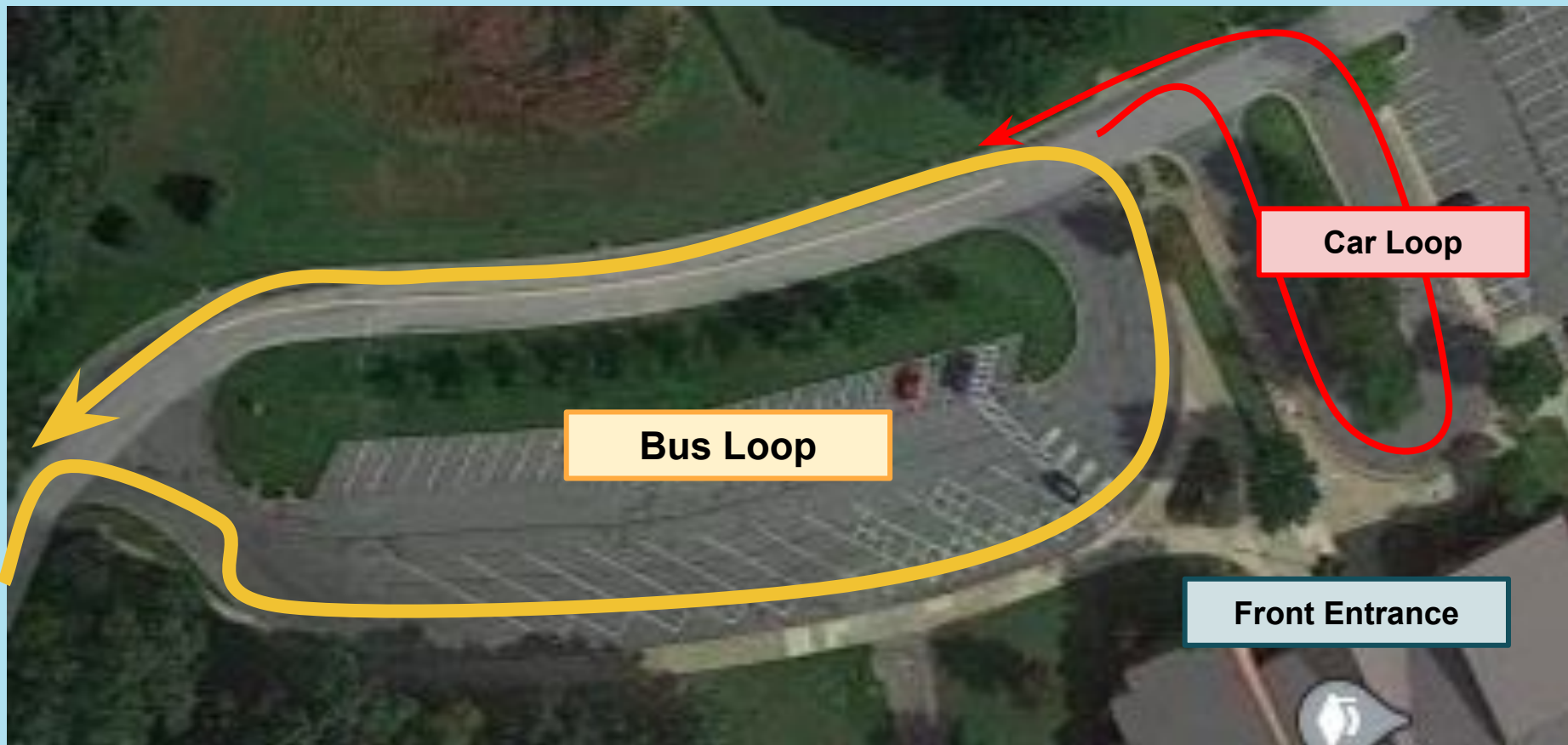




**All students will enter the building
through the front doors.**



Use the 6 feet markers
on the sidewalks to
social distance.



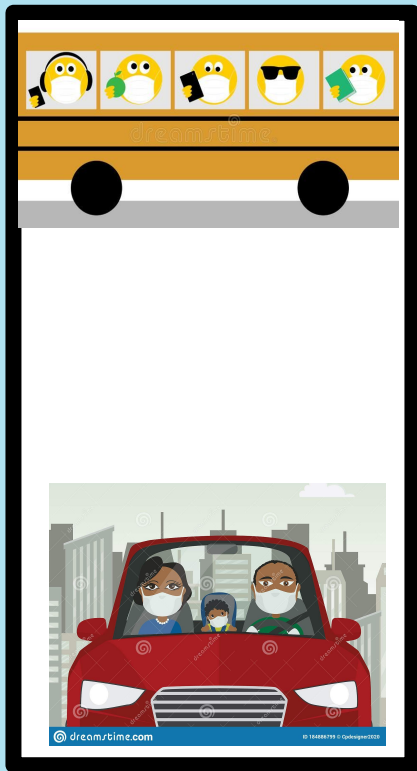
Bus Loop

Car Loop

Front Entrance



Dismissal Procedures



Bus Riders

- Starting at 3:35 PM
- Students will be dismissed to their bus with the help of staff while social distancing.



Car Riders

- In the morning on the first day, parents will be given a sign with your child's name. Have sign placed on car windshield for staff.
- Students will be dismissed to their car with the help of staff while social distancing.
- Parents must remain in their car at all times.

05 Supplies & Materials

- Students will need to bring their electronic devices to and from school each day.
- Please make sure your child **fully charges** their chromebook each night to prepare for the next day.
- Students should also bring a refillable water bottle as water fountains will not be used.
- Any additional materials needed will be communicated by classroom teachers.



Schedules & Instruction

06



HCPSS' guideposts for this process, and at all other times, have remained consistent:

to lead with equity and prioritize student and staff well-being, while providing students with a robust learning program, regardless of the format of the instructional model

A Typical Student Day



Whole Group Instruction

Teacher will be teaching concurrently (simultaneously) to students in-person and students virtually using Google Meet.



Small Group/Synchronous Support:

Teacher will be able to support a smaller group of students.
Not all students would be expected to be on Google Meet at the same time.



Independent Work

Students will be tasked during this time to complete independent work. This may occur during whole group instruction and/or while the teacher is working with a small group.

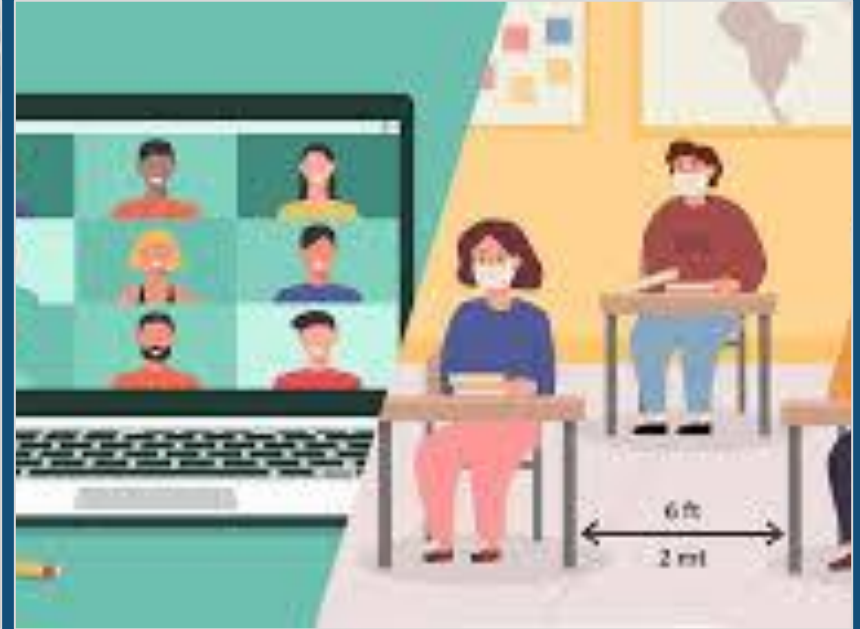


Manor Woods Elementary School - Hybrid Schedule 2020-2021 (M, T, Th, F)



	Kindergarten	First Grade	Second Grade	Third Grade	Fourth Grade	Fifth Grade						
9:05-9:20	Morning Meeting/SEL	Morning Meeting/SEL	Morning Meeting/SEL	Morning Meeting/SEL	Morning Meeting/SEL	Morning Meeting/SEL	9:05-9:20					
9:20-9:35	ELA	Content	ELA	ELA	Related Arts	Content	9:20-9:35					
9:35-9:50							9:35-9:50					
9:50-10:05		Math	Recess		ELA	Related Arts	9:50-10:05					
10:05-10:20							10:05-10:20					
10:20-10:35							10:20-10:35					
10:35-10:50			Lunch		Math	ELA	10:35-10:50					
10:50-11:05							10:50-11:05					
11:05-11:20		Lunch	Recess				Related Arts	Related Arts			11:05-11:20	
11:20-11:35	11:20-11:35											
11:35-11:50	Lunch										11:35-11:50	
11:50-12:05											11:50-12:05	
12:05-12:20	Math	ELA	Related Arts	Recess	Lunch		12:05-12:20					
12:20-12:35							12:20-12:35					
12:35-12:50				Lunch	Recess		12:35-12:50					
12:50-1:05							12:50-1:05					
1:05-1:20							1:05-1:20					
1:20-1:35	Related Arts		Math	Content	Content	Lunch	1:20-1:35					
1:35-1:50							1:35-1:50					
1:50-2:05						Recess	1:50-2:05					
2:05-2:20	2:05-2:20											
2:20-2:35	Content	Related Arts		Content	ELA	Math	2:20-2:35					
2:35-2:50			2:35-2:50									
2:50-3:05			Math				Content				2:50-3:05	
3:05-3:20	3:05-3:20											
3:20-3:35	ELA/Centers		Int.Read.A	Int.Read.A						3:20-3:35		

Concurrent Teaching . . .

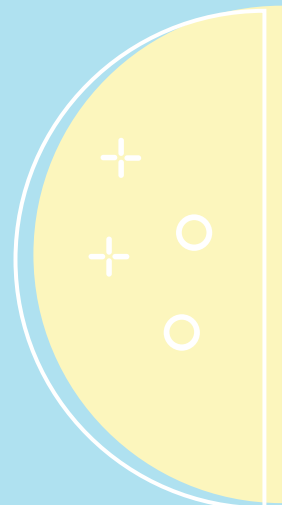


Related Arts Classes

- Virtual and in person students will have the same lesson.
- PE will be in the gym with 6ft. distancing or outside.
- Technology will occur in the classrooms.
- Music will be in the music room or homeroom class.
- Media check-out will remain contactless and classes will be in the media center.
- Art classes will be in the art room or homeroom class.
- Chorus & Band classes will be in the Band room and music rooms.

No asynchronous assignments for RA

	Wednesday Schedule		
	Groups A & B	Group V	GROUP E
9:05-9:20	Asynchronous Work Time	Asynchronous Work Time	Arrival
9:20-9:35			ELA Supports
9:35-9:50			
9:50-10:05			
10:05-10:20			Math Supports
10:20-10:35			
10:35-10:50			
10:50-11:05			
11:05-11:20		Grab & Go, Dismissal	
11:20-11:35			
11:40-12:10	Group V Office Hrs/Synch Supports	Asynchronous Work Time	
12:10-12:20	Asynchronous Work Time		
12:20-12:35			
12:35-3:35			





Support Services

IEPs & 504s

- Staff will continue to provide accommodations in accordance with a student's IEP and 504. This will occur *both in and out of the classroom setting*.
- In most cases, the service and/or support is 20-30 minutes per session.
- Wednesdays can also be utilized for special education services and supports.
- May be in-person or virtual
- IEP and 504 meetings will continue to be scheduled and held virtually throughout the workday.

Reading & Math Interventions

- Reading Specialist and Math Interventions will continue to meet with small groups.
- In-school students will have in-person interventions unless social distancing can not be followed.

English Language Learners

- Will continue to receive first instruction in English language development in accordance with the EL plan.



07

Lunch & Recess



Free meals will be available to all students until the end of the 2020-2021 school year. Children are still able to bring their own lunches from home.

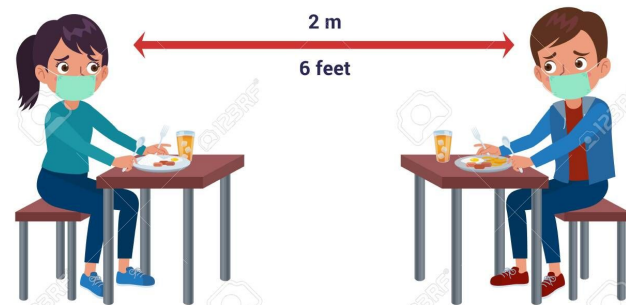
Groups

EAB

Let's EAT!

- Come to the cafeteria to receive free breakfast.
- Come to the cafeteria to receive free lunch.
- Students are expected to wear masks before and after eating their meals.

SOCIAL DISTANCING

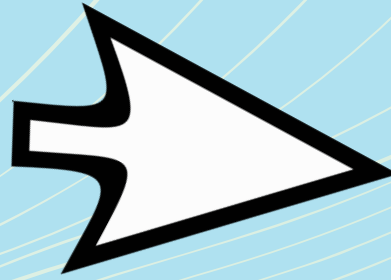


Group

V

- Meals will be available for pick up on Mon. and Thurs. and will include breakfast, lunch, snack and supper.
- Monday pickups will include meals for three days (M, T, W).
- Thursday pickups will include meals for four days (Th, F Sa, and Su).
- Online meal pre-ordering will be available on Nutrislice for these pick up days.

Don't Forget!



- Meals for seven days per week will continue to be provided at no cost to families students
- NEW Pick Up Time: 7:45 am – 8:45 am
- NEW Pick-Up Door will be the cafe door facing the bus loop parking lot.
- There will be no pick-ups on Tuesday and Friday.
- No meals will be picked up inside schools.
- Students are not allowed in schools unless they are in Group A, Group B, or Group E according to their in-person schedule.

Lunch. Eat Safe!

- Lunch will be free for all students.
- Lunch will be eaten in the cafeteria
- Social distancing and other safety measures will be enforced
- Students are expected to wear masks before and after eating their meals.
- All food will be individually wrapped or packaged.
- Students will not self-serve any items, including food, milk, condiments, and utensils.



Recess. Play Safe!

- Face masks are to be worn during indoor and outdoor recess.
- There will be opportunities to wash hands/use hand sanitizer immediately before, during and after recess.
- Maintain social distancing of 6 feet or more
- Students should not engage in contact activities.
- Students will have their own recess bag!
- Students will be offered structured masks breaks.





**Thank you for
your support as we
navigate hybrid
learning together!**