

Talbott Springs Elementary School

Hybrid Learning Plan

Spring 2021

Talbott Springs Families,

Thank you for the time that you have invested in your child(ren)'s education since school closures in the state of Maryland began in March 2020. You have supported virtual learning in so many ways, thus allowing your child to be able to participate in the learning despite the physical distance between your home and our school. Our teaching staff have worked very hard to assure that every possible opportunity was afforded to your child to be able to learn. We are now at another time of transition, a hybrid instructional model.

[The HCPSS Bridge to Normalized Instruction](#) provides useful information as does the [HCPSS Student and Family FAQs](#).

The intent of this manual is to provide you with information about Talbott Springs Elementary schedules and procedures that will be in place to assure that all of our students: those who are remaining as virtual learners, those who are in the school building two days a week and learning virtually three days a week and those who will be in our building for 4.5 days a week.

For those continuing with virtual learning, your child's engagement and access to each learning opportunity remains a priority. Our teaching and support staff are well versed with practices to ensure that our students remain as part of the complete learning experience across subjects. For those with children who will be returning to Talbott Springs Elementary, we look forward to having them back in the building and will be focused on your child's learning with the added priority of the continued health and safety of all who enter our building. TSES and HCPSS have invested significant effort to assure that all areas of our building meet or exceed CDC, MSDE and HCPSS recommendations to mitigate any risk so that we can focus on student learning. Measures that have been put into place to assure safety will be shared in this manual.

Working together, we will support each of our students as they continue their learning for the remainder of the 2020-2021 school year. Please contact Dr. Lewis or me if you have any comments or questions. We welcome your conversation!

Sincerely,

Nancy Thompson
Principal

Derek Lewis
Assistant Principal

General Schedule Information:

Master Schedule Student Groups

- Group E Students - in buildings five days a week, full day on Monday, Tuesday, Thursday and Friday for two and a half hours on Wednesday mornings.
- Group A Students - in buildings Mondays and Tuesdays; virtual on Thursday and Friday. Some students will have virtual small groups on Wednesdays, all students will have LexiaCore and Dream Box on Wednesday.
- Group B Students - in buildings Mondays and Tuesdays; virtual on Thursday and Friday. Some students will have virtual small groups on Wednesdays, all students will have LexiaCore and Dream Box on Wednesday.
- Group V Students - remain virtual for instruction and assignments Monday, Tuesday, Wednesday, Thursday and Friday.

Timeline:

- Phase 1
March 1- [All students transition to the new class schedules](#)
 Student Group E returns to buildings five days a week
 Groups A, B and V remain virtual
- Phase 2:
 March 15 - Hybrid learning students in Grades PK-2 return to buildings Group A at
 TSES Monday/Tuesday; Thursday/Friday Virtual
 Group B at TSESThursday/Friday; Monday/Tuesday Virtual
 Virtual Instruction continues for all Group V students
- Phase 3:
 March 29 - Grades 3-5 students return to buildings
 Group A at TSES Monday/Tuesday; Thursday/Friday Virtual
 Group B at TSESThursday/Friday; Monday/Tuesday Virtual
 Virtual Instruction continues for all Group V students

Cohort Schedule for Hybrid Instruction

Monday	Tuesday	Wednesday	Thursday	Friday
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
Groups B & V virtual	Groups B & V virtual	Groups A, B and V complete assignments	Groups A & V virtual	Groups A & V virtual

The Hybrid Instructional Day

School Start Time: 9:00 AM for all TSES Students (A, B, V, E)

School End Time: 3:30 PM for all TSES Students

Teaching will honor both in-person and virtual students at the same time. Each class/instructional block will consist of a combination of the following:

Whole Group Instruction: During this time, the teacher will be teaching concurrently to students in-person and students virtually using Google Meet.

Small Group: During this time, the teacher is working with a small group of students (either synchronously, in-person, or both) to provide small group instruction and support.

Independent Work: During this time, students are working independently on an assignment. This may include, but is not limited to Lexia, Dreambox, Canvas assignment, independent daily reading, writing assignment, etc. Students should not be assigned additional asynchronous work outside of the work that can be completed within the independent work.

Asynchronous Wednesday Assignments: Wednesday asynchronous assignments will be limited to Lexia, Dreambox, and time for students to read independently.

The following schedule shows a SAMPLE comparison of minutes for instruction for a student attending in-person compared to a student attending virtually for Grades 1-5.

Subject	Time	In-Person Student	Virtual Student
Arrival	5 minutes	Arrival and Set Up	N/A
SEL	15 minutes	Whole Group SEL (Face to Face and Google Meet)	Whole Group SEL (Google Meet)
ELA *The 3 reading groups, as previously created this school year, are to be maintained	20 minutes	Whole Group Reading (Face to Face and Google Meet)	Whole Group Reading (Google Meet)
	20 minutes	Independent Reading	*Small Group Reading (Google Meet)
	20 minutes	*Small Group Reading (Face to Face and Google Meet)	Independent Reading
	20 minutes	Independent Activity or Lexia	Independent Activity or Lexia

in the new schedule	30 minutes	Whole Group Writing (Face to Face and Google Meet)	Whole Group Writing (Google Meet)
Related Arts	25-30 minutes	Whole Group Related Arts 1 (Face to Face and Google Meet)	Whole Group Related Arts 1 (Google Meet)
	25-30 minutes	Whole Group Related Arts 2 (Face to Face and Google Meet)	Whole Group Related Arts 2 (Google Meet)
Lunch/Recess	60 minutes	Lunch & Recess	Lunch & Break
Mathematics	45 minutes	Whole Group Math (Face to Face and Google Meet)	Whole Group Math (Google Meet)
	15 minutes	Independent Work or Dreambox	Small Group Math (Google Meet)
	15 minutes	Small Group Math (Face to Face or Google Meet)	Independent Work or Dreambox
Content	45 minutes	Whole Group Content (Face to Face and Google Meet)	Whole Group Content (Google Meet)
Dismissal	5 minutes	Pack Up and Dismissal	N/A

The following schedule shows **times for Kindergarten learning** for an in-person student and a virtual student.

Subject	Time	In-Person Student	Virtual Student
Arrival	15 minutes	Arrival and Set Up	N/A
SEL	15 minutes	Whole Group SEL	Whole Group SEL (Google Meet)
ELA	20 minutes	Whole Group Reading or Writing	Whole Group Reading or Writing (Google Meet)
	25 minutes	Gross Motor/Fine Motor/Table-Top Centers	Free Play

	20 minutes 20 minutes 20 minutes	Small Group Reading Independent Activity or Lexia Independent Activity or Lexia	Independent Activity or Lexia Small Group Reading Independent Activity or Lexia
Lunch/ Recess	60 minutes	Lunch & Recess	Lunch & Break
Math	35 minutes	Whole Group Math	Whole Group Math (Google Meet)
	15 minutes 15 minutes	Math Small Group Independent Work or Dreambox	Independent Work or Dreambox Math Small Group
	10 minutes	Gross Motor Movement Activity	Gross Motor Movement Activity (<i>Optional, Google Meet</i>)
Content	40 minutes	Whole Group Content	Whole Group Content (Google Meet)
Related Arts	25-30 min 25-30 min	Related Arts Arts 1 (Google Meet) Related Arts Arts 2 (Google Meet)	Related Arts Arts 1 (Google Meet) Related Arts Arts 2 (Google Meet)
Dismissal	5 minutes	Pack Up and Dismissal	N/A

Pre Kindergarten Instructional Minutes:

(Monday, Tuesday, Thursday, Friday)

Welcome/Arrival/Read Aloud (30 min)

Small Groups (3x20 = 60 min)

Connect (10-15 min.)

Fast Focus/Read Aloud/Closure (20-30 min)

Centers (Gross/Fine Motor/TableTop) (75 minutes)

Lunch & Recess* (2x30 = 60 min)

Related Arts (30 min)

Rest Time** or Additional Instructional Supports (45 min)

Self Care Tasks and Transitions (handwashing, bathroom, transitions, etc.) (45 min)

Related Arts Rotations: Related Arts will continue to follow the ‘color’ day schedule. Please note that Pre-Kindergarten will be included in Related Arts beginning on March 1. This will include teaching full day PreK classes as assigned in the schedule. The color rotation is available in the [Systemwide Elementary Related Arts Calendar](#). Related Arts staff will not provide asynchronous assignments.

[**TSES Schedule \(links to TSES Website\)**](#)

Special Education IEP Plans, Support, and Services:

Special Education staff will continue to provide instruction and accommodations in accordance with a student's IEP. Students receiving related and support services will continue to receive services and supports in accordance with the IEP. Wednesdays may be utilized for Special Education services and supports. Services and supports may be in-person or virtual. IEP meetings will continue to be scheduled and held throughout the workday.

Section 504 Plans

Students with Section 504 plans will continue to receive accommodations, supports, and related services as outlined in their individual 504 plans while engaging in the instructional model of choice. Wednesdays can be utilized to provide 504 supports and related services to students and to hold 504 meetings as required. 504 meetings will continue to be scheduled and held throughout the workday to remain in compliance with federal law.

English Language Learner Supports

English learners will continue to receive first instruction in English language development in this model in accordance with each child's ESOL plan. Wednesdays can be utilized for ESOL services and support. Schedules will be shared once they are determined.

Reading Interventions

Reading Specialists will continue to support the students on their current caseload for interventions for both students who are virtual and students who are in person. Schedules will be shared once they are determined.

Elementary GT Programming

Elementary GT resource teachers will implement Primary Talent Development, Curriculum Extension Units (CEUs), Instructional Seminars, and GT Mathematics in the hybrid model. GT Mathematics will continue to be taught.

CEUs will be implemented during content time, as permissible, based upon teacher schedules. Students will be pulled out of content classes for instruction with the GT Resource Teacher. Instructional Seminars will be implemented during recess, on Wednesdays, and/or before school as schedules permit. Students will be pulled out for instruction with the GT resource teacher.

Elementary School Music Sectionals

Performing Ensembles should be held concurrently on Wednesdays during the 2.5 hours of student support time. Small group instruction/sectionals should be prioritized in the following manner:

1. Recess
2. SEL - 15minutes + 5 minutes from whatever follows SEL
3. Last 15 minutes of the day (pack up time) for virtual only

If there are more sectional groups than allowed in these times, teachers may use 1 pull out per month from all other subject areas.

TSES RISE:

TSES will continue to have RISE Expectations for all students, those who are virtual and those who are in person. Please continue to reinforce our RISE ideals so that all students experience belonging in the learning.

R-Respectful

I-Inspiring

S-Self Control

E-Empathy

It is our goal to:

- Provide a safe, predictable and positive learning environment that creates a sense of belonging
- Establish clear and consistent routines and procedures
- Encourage students to express their feelings to one another and/or to the adults
- Teach skills that apply to achieving RISE

Student Instructional Supplies and Technology

- Students are asked to bring Chromebooks and Chargers to School each day.
- Student supplies will not be shared in any instructional area.
- Please have your child bring each of the items that he/she has been using at home during virtual learning:
 - Pencils
 - Pencil Box
 - Crayons
 - Scissors
 - Journals
 - Learning Mats (Math and ELA)
 - Math manipulatives
 - Art Supplies
 - Headphones
 - Chromebook
 - Charger for Chromebook
 - Individual water bottle

Safety Protocols

Home Monitoring

- Parents and guardians (working with their children) and school staff practice daily temperature checks and monitoring for symptoms prior to coming to school
- Staff and students must NOT come to school with any of the following symptoms:
 - New onset cough or shortness of breath
 - Fever over 100.4 or chills within the past 24 hours
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - Close contact (within < 6 feet for a cumulative of >15 minutes over the past 24 hours with or without a mask) with anyone who tested positive for COVID-19 or is suspected of having COVID-19 (exhibiting Covid-like Illness and has not tested negative after exhibiting symptoms)
- Parents and staff should report fever or signs of illness to school to the school nurse.
- Families or staff who travel out of state should review the most recent travel advisories in Maryland and may consult with the school health room staff regarding testing and quarantine.
- Families and staff are to report positive cases to the school administrator, who will then report this information to the school nurse or health room staff. The health room staff will then begin to determine close contacts within the school building and make those phone calls advising of the need to quarantine and/or get tested. The same process holds true for any COVID-Like Infection (CLI) symptoms.

Health Room

- The TSES Health Room will be covered by a staff member at all times.
- Parents should call from outside when they bring medication in with a prescriber order. Health staff will go outside and pick up medication. If this is not possible, families may send medication to school with their student (however, this should not be the first choice).
- Health Room staff will track student and staff absenteeism related to quarantine and isolation.
- If the TSES Health Room staff calls for a child to be picked up, please plan to arrive as quickly as possible to pick up your child. We do not have a facility for holding onto students for more than 10-20 minutes.

Isolation Space

- An isolation space has been created for children or staff with symptoms or who have been identified as a contact or positive case.
- The nurse or health assistant will remain in the isolation space with any student(s) with Covid Like Infection (CLI) symptoms. If the nurse/health assistant needs to care for a medical emergency, a staff member wearing a face covering (not an N95) will remain outside of the isolation room with the student in sight.
- Custodial staff are contacted once a student leaves the isolation room for cleaning. Areas deemed impacted will be cleaned using the CDC's guidance on cleaning and disinfection if someone is sick.
- All school nurses maintain a spreadsheet for tracking symptoms, positive tests, contacts, and quarantine/isolation days. Families will be contacted if a student or staff member who has been in close contact with another person. The school nurses will communicate next steps with the family.

Quarantine/Return

- Quarantine (due to close contact with a person with verified Covid-19) is for fourteen days (safest option) with possibility of release at 10 days under the following circumstances. Staff or students in quarantine will be out of the school building for the 10 day minimum regardless of a negative test result.
 - NO symptoms have been reported during daily monitoring during the entirety of quarantine, AND
 - Daily symptom monitoring continues through day 14, AND
 - Persons are counseled regarding the need to adhere strictly to all recommended mitigation strategies, AND
 - Persons are advised that if any symptoms develop that they should immediately self-isolate and contact their health care provider to determine the need to be tested and how long they are to remain off work.
- Students or staff who have tested positive for COVID should isolate and not return to school until they have been out at least ten days and fever-free for 24 hours and a consistent improvement of symptoms.
- Students who must transition to virtual instruction as a result of an exposure (or possible exposure) to COVID-19 or any other illness will have the opportunity to return to in-person instruction as soon as they are permitted to return.

Student Emergency Information in HCPSS Connect-Family File:

- Student families are asked to update student information in the HCPSS Connect Family File as soon as possible.
- Please use this link to check your child's family file:
<https://www.hcpss.org/connect/>

Facial Coverings

- Face covering offers protection to others from expelled viral droplets. To prevent the spread of the COVID-19 virus, the CDC recommends the use of cloth face coverings in schools.
- HCPSS staff and students must wear a cloth face covering over their nose and mouth while approaching and inside our school building.
- All students and staff will receive one cloth face mask and a face shield from HCPSS upon their return from virtual teaching and learning. TSES will have a limited supply of disposable masks for students who forget to bring their own face mask.
- It is asked that each family have a plan to wash cloth face coverings between uses.
- HCPSS students over the age of 5 will wear face coverings while receiving services in the buildings. Children ages 2-4 should wear a mask, if a child age 2-4 is having challenges wearing a mask they may continue to be in the building without a mask.
- If a student is refusing to wear a face covering and all reasonable measures have been taken to engage the child in this safety protocol, action can be taken by School Administrators to exclude a child from face to face learning.

Hand Hygiene

- Students must wash their hands when leaving the restroom.
- Handwashing and/or sanitizing times will be scheduled before and after breakfast and lunch.
- Hand sanitizer is in each classroom area for student and staff access.
- Disinfectant wipes are available in the classrooms for staff and student access.

Cleaning and Hygiene Supplies and Procedures:

The following items are supplied for each classroom:

- Soap (if there is a sink)
- Hand sanitizer (32 oz bottle)
- Bottle of disinfectant,
- Paper towels (if requested)
- Tissues (facial)
- Sanitizing wipes
- Disposable masks (in the event that a mask breaks)

Social Distancing Entering and Exiting the Building

- Students will come off the bus in a line, 6 feet apart leaving the bus from the front of the bus to the back of the bus.
- Students will line up outside 6 feet apart. Markings will be evident for students to follow.
- Parents or guardians may not be near the front of the school or on the school blacktop. . Parents are asked to stay in their cars or more than 6 feet away from all students and staff when dropping off students.
- Parents and visitors are limited in their entry unless essential.

- TSES will maintain a log of any parent/visitor that enters the building.
- Anyone entering the school must wear a facial covering.

Social Distancing Within the Building

- Student chairs in the learning spaces are placed six feet apart.
- Hallways are marked with directional signs, a taped line down the middle and indicators for 6 ft distance.
- Signage for social distancing are evident in high traffic areas (outside bathrooms, water fountains, cafeteria line, outdoor line up areas)
- Students will be directed to maintain social distance when passing in hallways.
- Students will not be sent to the same bathroom at the same time. While two students may be in a bathroom at the same time, one child is ideal.
- Bathrooms will have signage for the use of urinals and stalls.

Social Distancing Outside the Building

- A frequent movement break plan is in place which includes recess for all in person students. We encourage families of students who are learning virtually to allow their children to take a 'recess' break each day.
- In person students will wear a face covering during recess/time outside.
- In person students will wash hands or use sanitizer before going out to recess and after returning to the classroom.

HVAC Improvements

- At TSES, HCPSS has replaced existing air filters in all HVAC units with air filters having a minimum efficiency reporting value (MERV) rating of MERV 13 in accordance with American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidance
- HCPSS has verified proper operation of outdoor air dampers and airside economizers so that the maximum outdoor air ventilation allowed by the heating, ventilating, and air-conditioning (HVAC) system design is being delivered to the areas served by the HVAC units.
- HCPSS has verified proper operation of all exhaust fans to ensure that areas such as restrooms and the health suite in schools are properly exhausted to remove potentially infectious aerosols.

Food Service:

Breakfast and Lunch

- Breakfast is available to all students in school, free of charge. Breakfast will be individually packaged.
- Lunch will be in the cafeteria. The cafeteria is set up with desks spaced so that chairs are 6 ft apart. Lanes and spaces for accessing the cafeteria line are

designated. A hand sanitizer station will be at the opening to the cafeteria on both the playground and hallway accesses to the room.

- Individual student desks and chairs will be cleaned between each student use.
- Use of water fountains is discouraged except for filling water bottles (signage is evident at each water fountain). Students are encouraged to bring their own water bottles, filled at home for daily use.
- Parents may choose to provide meals for their children. Students that bring a packed lunch may still have access to the meal provided by the school unless otherwise indicated by a parent.
- See additional information at this link: <https://www.hcpss.org/food-services/>
- TSES Meal Service for families when students are learning virtually will continue on a modified basis
 - Meals will be available for pick up on Monday and Thursday and will include breakfast, lunch, snack and supper:
 - Monday pickups will include meals for three days (Monday, Tuesday, and Wednesday).
 - Thursday pickups will include meals for four days (Thursday, Friday, Saturday, and Sunday).
 - Online meal pre-ordering will be available on [Nutrislice](#) for these pick up days. All meal orders must be placed two school days in advance.
 - Meals will be available at all schools. Please plan to pick up your meals from the TSES Kitchen Door.

Transportation:

Bus Riders:

- Bus transportation will be provided for those students who are not identified as walkers and/or those who would have otherwise been provided transportation services.
- Bus pick up times and locations will be available before the E group of students return on March 1, 2021. HCPSS is planning the routes, so we do not yet have the information.
- Students will enter the bus and move towards the back seats and fill in moving forward as additional students are picked up.
- There will be one seat per student unless siblings are riding together. When siblings are on the bus, they may sit two per seat.
- When students disembark at school, they will exit with the the front row first and then each row, one row at a time will exit from the bus.
- At dismissal time, students will enter the bus in the order of last drop off to first drop off. Students will start sitting at the back of the bus and move towards the front of the bus.

Car Riders: Due to Replacement School Construction, there are changes to our Carpool loop procedures! Please assure that you are carefully following the

plan! The challenges of this plan will be made up for when we have access to our brand new building in September 2022!

- Please enter the carpool loop by turning RIGHT into the entrance. LEFT turning cars will need to u-turn at the base of White Acre Road and come back up the road to turn right.
- When you turn into the carpool loop, STOP at the 'new' sidewalk (black asphalt) and allow your child to exit the car. Your child will walk on the 'new' sidewalk, turn left and continue on the sidewalk to the TSES black top area (playground) to enter the building through the cafeteria doors.
- Although we will have staff members available to assist with traffic in and out of the carpool loop, we are asking that if your child needs assistance exiting the car, that you provide that help.
- Once your child has exited your car and is a safe distance from your car, turn left and proceed through the parking lot.
- STOP at the exit to the parking lot and look for children crossing this area (it is striped as a crosswalk)
- When you exit the parking lot turn RIGHT onto White Acre Road.
- Cars may not enter the Bus Loop between 8:30 and 9:30 or between 3:00 and 4:00. We appreciate your cooperation with this as it is posted as signage.

TSES Walkers:

- All students must be on a sidewalk or a path unless crossing the street at a crosswalk.
- Crossing guards will be posted to cross students at White Acre Road and at Thunder Hill Road.
- Students and family members walking from Autumn Crest and from Holly Court: Please use the sidewalk on the school side of Basket Ring Road. The sidewalk that runs along the construction site will be repaved for student safety. Students are to remain on the sidewalk and turn left onto White Acre road to continue walking to school. Please assure that your child looks BOTH ways for cars at both the exit and the entrance to the car pool loop. During arrival (8:45-9:00) and dismissal (3:30-3:45) adults will be stationed at these two areas to support students. When leaving the school, students are to walk the same path in the opposite direction.
- Parents, please supervise your child as he or she walks to school.
- Please note that there is no pathway between Holly Court and TSES during construction.