



# Church Lane

## ELEMENTARY SCHOOL

### Parent Handbook for Hybrid and Virtual Instruction

*The purpose of this handbook is to provide information to caregivers about Church Lane Elementary reopening plans. We are committed to make the return to school a very positive experience for our students and families. This situation is evolving, and we will update this information as soon as we receive any news from BCPS. Please continue to reach out to us with questions and concerns.*

#### **What is Hybrid (In-Person) Learning?**

Hybrid learning is an educational model where some students attend class in-person, while others join the class virtually from home. Educators teach remote and in-person students at the same time (concurrent instruction) using tools like *Google Meet, ClassFlow, Jamboard, and ActivInspire*.

#### **Cohort Information**

Parents have noted on surveys their preference for students to return to school (hybrid) or remain virtual. Students returning to school in the hybrid format are assigned “cohorts” or groups. Cohort A students will attend in person on Mondays and Tuesdays. Cohort B students will attend in person on Thursday and Fridays. Students who chose to remain virtual will be assigned to Cohort C. Students with siblings at Featherbed Lane will be placed in the same cohort. In addition, students with siblings at other BCPS schools will be assigned to the same cohort. If you did not complete a survey for the Elementary Return to Hybrid Learning Form, BCPS has automatically placed your child(ren) in cohort C (virtual).

#### **Phase in Process for Students**

Students will return to school in a phased-in process. Featherbed Lane students in preschool through grade 2 who have been placed in cohort A or B will return in the hybrid model on March 1<sup>st</sup> or March 8<sup>th</sup> (cohort A) or March 4<sup>th</sup> or March 11<sup>th</sup> (cohort B).

Church Lane students in grades 3-5 who have been placed in cohort A or B will return in the hybrid model on April 6<sup>th</sup> (cohort A) or April 8<sup>th</sup> (cohort B). Please remember, if you have not completed a Survey, BCPS has automatically placed your child(ren) in cohort C (virtual). If you wish to change the learning format from cohort C (virtual) to hybrid learning (cohort A or B), please use the process below **(Change of Cohorts—Virtual to Hybrid or Hybrid to Virtual)**. Cohorts A and B were assigned to all students based on several components, including on transportation needs (bus routes) and may not be changed.

#### **Daily Schedule**

**All students (preschool-grade 5) will experience schedule changes beginning March 1<sup>st</sup> due to the change in bell times, as well as to adjust for in-person learning. These schedule changes will be shared by teachers.**

Students attending in the hybrid instructional format will be able to learn concurrently with students remaining virtual. There are times that the instruction will include both sets of students, while at other times, some students may work virtually while the teacher meets with the students in the classroom.

## Hours of the School Day

**Pre-kindergarten:** Beginning March 1<sup>st</sup>, Pre-kindergarten will attend the morning program from 9:10 AM-11:40 AM or the afternoon program from 1:10 PM-3:40 PM. Prekindergarten schedules and AM or PM assignments will be provided to families by the teacher.

**Kindergarten-Grade 2:** Students in kindergarten through grade 2 (hybrid and virtual) will attend school March 1<sup>st</sup>-March 12<sup>th</sup> from 9:10 AM-1:40 PM. This will resemble a normal two-hour early dismissal. Dismissal will begin at 1:40 PM.

Hybrid students will engage in asynchronous activities in the afternoon from March 1<sup>st</sup>-12<sup>th</sup>. Virtual learners will engage in synchronous (live) activities with their teacher from 1:55 PM-3:40 PM.

Beginning March 15<sup>th</sup> or March 18<sup>th</sup>, those kindergarten through grade 2 students who have selected hybrid learning will return to school, depending on cohort A or B assignments. Classes will follow a full-day schedule from 9:10 AM-3:40 PM with arrival starting at 8:55. All teachers will provide schedules to families.

**Grades 3-5:** Grades 3-5 students will attend school virtually from March 1<sup>st</sup>-March 26<sup>th</sup>. Those students who have selected hybrid learning will return to school in-person on April 6<sup>th</sup> (cohort A) or April 8<sup>th</sup> (cohort B), from 9:10 AM-3:40 PM, with arrival starting at 8:55.

## Change of Cohorts (Virtual to Hybrid or Hybrid to Virtual)

You may change from hybrid to fully virtual learning at any time. You may also decide to change from fully virtual to hybrid at any time. Please note, there will be at least a two-week delay from the request date to the start date of hybrid instruction. To request a change from virtual to in-person/hybrid learning, please utilize the following link as well as emailing the front office secretaries. Request and start date windows are listed in the chart found below.

[Return to Hybrid Learning Form](#)

**Please use the schedule below to identify request date windows and hybrid learning start dates for students.** The specific start dates will be cohort-dependent (Cohort A-Mondays and Cohort B-Thursdays). Families will receive a cohort assignment message before the assigned hybrid start date.

<b>Audience</b>	<b>Request Date Window (Window closes at 5:00 pm on Fridays)</b>	<b>Start Dates (Start dates applicable to the start day of the individual phases)</b>
Phase 1 - Public Separate Day Schools <b>and</b> Phase 2- Pre- School through Grade 2	Survey window- February 5	<b>Week of March 1</b>
	February 6- February 19	Week of March 8
	February 20 – March 5	Week of March 22
	March 6 – March 12	Week of April 6
Phase 3 – OGE Special Education programs Grades 3 - 12 <b>and</b> Select CTE programs	Survey window- February 12	<b>Week of March 15</b>
	February 13- February 26	Week of March 22
	February 27 – March 12	Week of April 6
Phase 4- Grades 3 through 12	Survey window – March 12	<b>Week of March 22 (Grades 6 &amp; 9 only)</b>
		<b>Week of April 6</b>
ALL	March 13 – March 26	Week of April 19

	March 27- April 9	Week of May 3
	April 10 – April 23	Week of May 17
	April 24 – May 7	Week of May 31

### Health and Safety Protocols

Hand sanitizing stations will be available throughout the building. Students will have access to sinks for frequent hand washing. High-touch areas will be cleaned frequently throughout the day. Students will follow all social distancing guidelines (maintain 6 ft.) and will wear masks at all times (except while eating and drinking). An isolation room has been established for students that demonstrate COVID-like symptoms. The nurse will closely monitor students in the isolation room. **Please be certain you have a plan in place to quickly pick your child up from school, should the nurse call you.** PPE has been purchased for school staff and students. Proper ventilation, circulation, and filtration systems have been checked and are functioning as designed. Safety is the top priority for our students and staff.

### The COVID-19 HEALTH SCREENING AND EMERGENCY CONTACT FORM

Please complete this form and send it with your child on the first day back to hybrid instruction, as well as on the first school day of each month. We will also send home copies with your child on the first day back to hybrid learning. It is very important that you complete the family health screening every day before school. Keeping our school community safe is a team effort.

### Breakfast

All students will receive a free breakfast upon arrival to school. Breakfast will be individually packaged items in a bag for a “grab and go” format. There will be no choices of breakfast items for students. Students will eat their breakfast in the classroom.

### Lunch

All students will be able to receive a free lunch. Lunch will consist of individually packaged items in a brown bag “grab and go” format. Students may also bring their lunch to school. For those who normally purchase a lunch, there will be a yogurt bag and brown bag option each day. Snacks will not be available for purchase. There will be no money handling in the cafeteria. The daily lunch menu will be posted on the BCPS website ([www.bcps.org](http://www.bcps.org)). BCPS will continue to provide meals at all middle and high school locations for virtual students. Students will eat in the cafeteria, in shifts. They will be socially distanced and may politely talk with one another. Students must remain at their seat and will not be able to leave their seats to visit one another. Students will be permitted to bring their own water bottles to school. However, they may not be filled using water fountains. Please make sure you have your child practice opening containers, yogurts, etc.

### Classroom Setup

Students will be seated at least 6 feet apart and follow social distancing protocol. Students learning virtually will be able to interact with the teacher and students during instruction. In-person students will not move to centers or small groups, but students may participate in these activities while staying at their desks with headphones (virtually). All special area classes will occur in the special area classroom.

### Recess

Students will continue to have recess. Recess will take place outside, except in extreme weather conditions. Students will continue to wear masks and maintain social distancing. While the playground equipment will not be available, teachers may plan specific activities that allow students to exercise and socialize within 6 ft social distancing.

## **Bus Information**

Buses will operate at limited capacity, with only one student per seat (except for siblings, who will be permitted to sit together). Students will be assigned seats based upon their bus stop. Students (and the driver) will be expected to always wear face masks. No eating or drinking will be permitted on the bus. High-touch areas on the bus will be cleaned frequently. Bus information will be shared with families by the school.

## **Masks**

As stated before, students are required to wear a mask while on BCPS property, including on the bus and bus stops. All faculty and staff members are required to wear a mask throughout the day. Staff members may also wear a plastic face shield. It is recommended that students keep an extra mask in their backpacks for emergency purposes. Additionally, Church Lane Elementary will provide disposable face masks to students when needed.

## **Visitors to the Building**

Visitors and volunteers will not be permitted inside the building. Parents who need to come to school in-person must make an appointment, and arrangements will be made to meet outside. Meetings and conferences will continue to be held virtually. When dropping off or picking up a student, parents will need to wear a mask and remain in their vehicle during the arrival and dismissal processes.

## **Late Arrival and Early Dismissal**

If your child arrives late, please call the main office to let them know when you will be arriving. When you arrive, a staff member will come out to your car to walk your child into the building. If your child needs to be dismissed early, please call the main office to let a staff member know that you have arrived, and they will walk your child from the front door to your car.

## **Student Materials**

Your child will not need to bring school supplies to and from school. Church Lane has purchased Ziploc bags to allow your child to maintain separation of supplies, limiting cross-contamination. In compliance with CDC guidelines, students must not share supplies. All students must bring a charged BCPS device and charger to school each day. If your child does not have an assigned BCPS device, please call the main office and a request will be sent for one.

## **Ideas on How to Prepare My Child for the Return to School**

There are many ways to prepare your child to transition back to school. First, it is important to present this change in a positive and caring way. Take time to answer any questions your child may have and remind them that school is a safe place. Be clear on what the changes may look like and tell them the “why” behind the differences. For example, explain why we must practice social distancing and mask wearing. Set a routine for sleep and be prepared for school in advance. This will help your child physically and mentally prepare for this change. Keep in mind that it will take both adults and children to get used to all new routines and expectations. Our staff is always here to help!

## **Contact Information:**

Tammi Coit	Principal	<a href="mailto:tcoit@bcps.org">tcoit@bcps.org</a>
Novella Ables	Assistant Principal	<a href="mailto:nables@bcps.org">nables@bcps.org</a>
Patty Conticello	Administrative Secretary	<a href="mailto:pconticello@bcps.org">pconticello@bcps.org</a>
Sharon Gray	Front Office Secretary	<a href="mailto:Sgray2@bcps.org">Sgray2@bcps.org</a>

# Check Out Our School

## Bathrooms



## Hallways

