



Oliver Beach Elementary Parent Handbook for Hybrid and Virtual Instruction

The purpose of this handbook is to provide information to caregivers about Oliver Beach 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 Oliver Beach Elementary 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 and/or the Oliver Beach 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. Oliver Beach Elementary students in pre-k through grade 2, who have been placed in cohort A or B, will return in the hybrid model on March 1st (cohort A) or March 4th (cohort B). Oliver Beach students in grades 3-5 who have been placed in cohort A or B will return in the hybrid model on April 6th (cohort A) or April 8th (cohort B). Please remember, if you have not completed the Oliver Beach Elementary Return to Hybrid Learning Form, 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 transportation needs (bus routes) and may not be changed.

Daily Schedule

All students (Pre-K-grade 5) will experience schedule changes beginning March 1st due to the change in bell times, as well as to adjust for in-person learning. These schedule changes will be included in this packet and will also 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. Classroom teachers will provide updated schedules the week before hybrid instruction begins for each grade level.

Hours of the School Day

Our doors open at 8:30 am. Instruction begins promptly at 8:45; therefore, students should arrive between 8:30-8:45 so they are not marked late.

Pre-kindergarten: Beginning March 1st, Pre-kindergarten will attend the morning program from 8:45 AM-11:15 AM. Prekindergarten schedules and assignments will be provided to families by teachers.

Kindergarten-Grade 2: Students in kindergarten through grade 2 (hybrid and virtual) will attend school March 1st-March 12th from 8:45 AM-1:30 PM. This will resemble a normal two-hour early dismissal. Buses will be in service during these 2 weeks but will dismiss at 1:30. Hybrid students will engage in asynchronous activities in the afternoon from March 1st-12th. Moreover, they may be asked by teachers to join virtually for additional instruction upon returning home. Virtual learners will engage in synchronous (live) activities with their teacher from 1:30 PM-3:30 PM. Beginning March 15th or March 18th, those kindergarten through grade 2 students who have selected hybrid learning will follow a full-day schedule from 8:45 AM-3:30 PM.

Grades 3-5: Grades 3-5 students will attend a full day of school virtually from March 1st-March 26th following their new schedule that is attached to this email. Students in grades 3-5 will begin following this new schedule on March 1. Although it is marked to show how hybrid learning will look, until hybrid learning starts, students should follow the new schedule for all whole group instruction. The teacher will inform students of their small group times. Those students who have selected hybrid learning will return to school in-person on April 6th (cohort A) or April 8th (cohort B), from 8:45 AM-3:30 PM.

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. Request and start date windows are listed in the chart found below.

https://forms.office.com/Pages/ResponsePage.aspx?id=3cPDSRs_g0G0dLONSDpa_Shz5QEmKKVEqbG84jXIbvxUOEY3UjhTNTThVNEdMQkVOQzdYOUZKNkZDQy4u

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 first day of school.

| Audience | Request Date Window (Window closes at 5:00 pm on Fridays) | Start Dates (Start dates applicable to the start day of the individual phases) |
|--|--|---|
| Phase 1 - Public Separate Day Schools and Phase 2- Pre- School through Grade 2 | Survey window- February 5 | Week of March 1 |
| | 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 and Select CTE programs | Survey window- February 12 | Week of March 15 |
| | 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 | Week of March 22 (Grades 6 & 9 only) Week of April 6 |
| | | |
| 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 not be permitted to bring their own bottle of hand sanitizer to school. 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 is included with this packet (this letter was also shared through School Messenger). 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. The form is attached with in the email.

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). BCPS will continue to provide meals at all middle and high school locations for virtual students. Students will eat in their classrooms, socially distanced, and may politely talk with one another. Students must remain at their desks 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.

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). Students will go to their special area classes.

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.

Arrival/Dismissal New Procedures (Important changes)

To ensure that we are following mitigation protocol, arrival and dismissal procedures have changed. Staff members will be assigned at each location and outside around the building to assist students. Teachers will be collecting information regarding arrival/dismissal this week. If a

student's dismissal will change, please contact the school office in the morning. Do not simply rely on texting/emailing the teacher, as they may not see it before dismissal.

Bus riders- Bus riders will enter and dismiss as in previous years. They will remain 6 feet apart while waiting in their lines. 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. The eating of food and drinking will not be permitted on the bus. High-touch areas on the bus will be cleaned frequently. Bus information will be shared with families the week of February 22, 2021.

Car riders- Car riders are identified as those students who will be dropped off and picked up by a car **using the front loop**. Students should be dropped off in the morning and walk to their assigned entrance door. (see below) For dismissal, students will wait in their classrooms and will be called to the car loop using walkie talkies. Once called, car riders will exit out of the front doors. Staff will be outside assisting. Car tags should be arriving soon. More information to come.

Walkers- Walkers are identified as those students who are either walking independently, with a sibling, or being picked up by an adult **not using the car loop**. These students will be dismissed after buses and car riders are dismissed at 3:30. **They will be dismissed outside of the classroom doors or at a location listed below.** Adults or older siblings should meet at the youngest sibling's outside doors to pick them up. The older students will meet their younger siblings at their assigned location. Room numbers are in the windows of each classroom to assist you with locating the room. (see below for locations)

- Pre-K students- arrival and dismissal will occur through the front doors.
- Kindergarten- Car riders & walkers should enter through Mrs. Helm's outside doors located in the front loop. (Room K2- last door down on the front loop) Walkers will be dismissed through these doors too.
- Grade 1- Car riders & walkers should enter through Mrs. Eshelman's outside doors located in the front loop. (Room K1-the 2nd to last door down on the front loop) Walkers will be dismissed through these doors too.
- Grade 2- Car riders & walkers should enter through the outside doors of the art room (Room 1) located in the front loop. (the 3rd to last door down on the front loop) Walkers will be dismissed through these doors too.
- Grade 3 – Car riders and walkers should enter through the front doors. Walkers will be dismissed from the teacher's outside classroom doors in front of the soccer fields. (Wood – Rm. 5; Hall Rm. 3)
- Grade 4- Car riders and walkers should enter through the front doors. Walkers will be dismissed from the outside doors in front of the primary playground.
- Grade 5- Car riders and walkers should enter through the front doors. Walkers will be dismissed from the outside doors in front of the primary playground.

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, Oliver Beach Elementary will provide disposable face masks to students when needed.

Visitors to the Building

Visitors and volunteers will not be permitted inside the school 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

The PTA has purchased individual plastic bins and pencil cases to allow your child to maintain separation of supplies, limiting cross-contamination. In compliance with CDC guidelines, students must not share supplies. A supply list for all grade levels is attached. The list includes materials that will be kept at school and those materials that will need to be transported daily between home and school. All students must bring a charged BCPS device and charger and headphones 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. Pre-K students should not bring their device to school, as they will not be using it during in-person instruction. Homeroom teachers may provide updated information regarding the need for devices in the classroom.

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!

OUR NEW LOOK



Parent Information Night

Pre-Kindergarten – Grade 2 Parent Information Night

Thursday, February 25, 2021, 6:00 PM – 7:00 PM



