Preparing for Re-Opening:
Parent Community

Patrice Harrell-Carter, Principal
Principal
To provide you with an understanding of the planning and preparation that PGCPS and our school has developed, in order to effectively and efficiently reopen schools for staff and students in an **in-person hybrid model of instruction**.

During this presentation, we will provide you with information that we have available **today** to share. Please know, adjustments to the plan change **daily**. As our partners in this journey, we will continue to keep you informed as updates are received.
I've been sharing this amazing picture on Zoom class visits — kids remote learning during a polio outbreak in the 1940s. Schools shut and teachers read lessons on the RADIO. We're facing such challenges today, but as I tell kids, we've faced them in the past and gotten through.
Spring Key Dates

FEB. 17-28
Survey released to families regarding learning preferences for the remainder of school year (twice-a-week hybrid or distance learning model).

MARCH 3
School-based staff may begin teaching virtually from schools.

Central office staff must return to assigned work locations.

MARCH 17
All school-based staff must return to schools.
Spring Key Dates

APRIL 8

PHASE 1 instruction begins with two-day hybrid learning schedule.
- Kindergarten-Grade 12 special education students
- PreK-Grade 6 and Grade 12 students

APRIL 15

PHASE 2 instruction begins with two-day hybrid learning schedule.
- Grades 7, 8, 9, 10 and 11
Spring Key Dates

- March 29 - April 5: Spring Break
- June 15: Last day of school for students
- June 16: Last day of school for teachers
## Considerations for Reopening

### Prince George’s County

**Matrix for Safe School Reopening Based on COVID-19 Indicators**

<table>
<thead>
<tr>
<th>Risk Level***</th>
<th>Percent of Positive Tests (14-day average)</th>
<th>Number of New Cases per Day (14-day average)</th>
<th>Daily New Case Rate per 100,000 (14-day average)</th>
<th>Grade*</th>
<th>Instruction Type Based on Health Metrics</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOW</td>
<td>&lt;5%</td>
<td>&lt;46</td>
<td>≤5</td>
<td>Pre-K-5</td>
<td>In-Person</td>
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<td>6-8</td>
<td>In-Person following Pre-K-5</td>
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<td>9-12</td>
<td>In-Person following 6-8</td>
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<tr>
<td>MODERATE</td>
<td>5-8%</td>
<td>46-91</td>
<td>&gt;5 to 10</td>
<td>Pre-K-5</td>
<td>Consider limited in-person</td>
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<td>6-8</td>
<td>VIRTUAL**</td>
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<tr>
<td>HIGH</td>
<td>&gt;8%</td>
<td>&gt;91</td>
<td>&gt;10</td>
<td>Pre-K-5</td>
<td>No in-person instruction: VIRTUAL ONLY</td>
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*Special education is subject to the same actions as PreK – 5  
**All three metrics must be met before proceeding to the next category, but if numbers are trending towards low risk may be able to accelerate hybrid in-person model in consultation with the Health Department  
***Reassess if new case rate increases by 2 per 100k or if positivity rate increases by 1.5% within 2 weeks  

2 OPTIONS: Making An Informed Decision
FULL DISTANCE LEARNING VS. HYBRID MODEL

**Full Virtual**
5 Days Virtual

**Hybrid**
2 Days In-Person
3 Days Virtual
FULL DISTANCE LEARNING
AT HOME

This is what we are currently doing.
What does hybrid look like..

**Cohort A**
Students with last names of A-J will come to class

**Wednesdays**
Students will all work from home on a Wednesdays

**Cohort B**
Students with last names of K-Z will come into class

**Opt Out**
Families will be able to opt to allow students to stay at home.
## WHAT DOES HYBRID LOOK LIKE?

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td>Students with last names ending in A-J</td>
<td></td>
<td>Synchronous or Asynchronous for ALL</td>
<td>Students with last names ending in K-Z</td>
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<tr>
<td>Day</td>
<td>In-Person</td>
<td>Students with last names ending in A-J</td>
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<tr>
<th>Day</th>
<th>Simultaneous</th>
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<tr>
<td>Thursday</td>
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<td>Students with last names ending in K-Z</td>
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</table>
Teacher also stays 6 feet apart from students.
IN SUMMATION: Hybrid Model

**APRIL**

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6 days

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**MAY**

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**JUNE**

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5 days

8 days

**MONDAY & TUESDAY COHORT: 19 DAYS**

**THURSDAY & FRIDAY COHORT: 19 DAYS**
We are preparing to...

1. Make our building SAFE
2. Shift our practices to follow CDC, MSDE & PGCPS guidelines
3. Ensure that students continue to receive instruction and intervention to help them grow academically
Covid Compliance Committee

Safety

Schooling
During the bus ride...

- One student per seat and students with a seat in between to ensure social distancing.
- While on the bus
  - No more than 22 students on a bus.
  - Students will be required to wear masks and remain seated other than boarding and unloading.
To keep students & staff COVID free we will...

**WASH HANDS**
Have scheduled hand washing breaks.

**WEAR MASK**
All students, staff and visitors will be required to wear a mask/cover over their face.

**QUARANTINE**
Staff, students and visitors with COVID symptoms should stay home. If symptoms are evident upon arrival we will call parents to pick up sick students.

**SOCIAL DISTANCE**
Staff and student will be required to maintain 6ft distance while in the building.*
To help students maintain hand hygiene...

1. **Hand Washing**
   Students will be required to wash hands regularly.

2. **Sanitation Stations**
   Hand sanitizer stations have been installed within the building.

3. **Gloves & Additional PPE**
   Gloves will be provided to staff that are required to provide support to students that require touch per their IEP's.
Parent Access to school building will be limited and **APPOINTMENT ONLY**. To continue to serve you we will...

**Meetings**
All meetings will continue to be **virtual**.

**Parent Pick-Ups**
Parents will have to make appointments so staff can support parents and we will establish a sign-in/sign-out procedure.

**General Questions**
We ask that families use Class Dojo to communicate with teachers and for general information call the main office at 301-952-7780.

**Parent Lunches**
We will no longer be able to have parents eat lunch with students.

**Parent Classroom Visits**
We will no longer be able to have parents visit classrooms or volunteer in classrooms.

**Arrival & Dismissal**
We will have marked areas for families to KISS & GO in the morning as well as pick up in the afternoon.
To ensure safety while eating...

The COVID Compliance Committee are determining the safest way to monitor meals during the day. When we finalize the plan we will communicate with families.
Major Takeaways

1. Change
   Schooling and procedures will not be the same.

2. Stay in the Loop
   Make sure you are reading newsletters and getting text messages from the district.

3. Communication
   As soon as we get more information from PGCPS we will share with families.
2021 Reopening Operations

- **Health & Safety**
  - CDC Indicators for reopening
  - Current status of COVID-19 in PGCPS
  - Social Emotional and Mental Health Resources
  - COVID Compliance Committee

- **Facility Operations**
- **School & Classroom Design**
- **Hybrid Teaching Model**
  - Staff Professional Development
  - Instructional Schedule
  - Student Instructional Materials

- **Attendance**
  - Hybrid -vs- Distance Learning
    - Expectations
- **Breakfast/Lunch**
  - Hybrid -vs- Distance Learning
- **Transportation**
- **So What? Now What?**
Prince George's County Public Schools (PGCPS) uses the CDC guidelines to develop protocols, procedures, and processes to ensure the health and safety of students and staff as we mitigate and respond to COVID-19 pandemic.
# CDC indicators and thresholds for risk of introduction and transmission of COVID-19 in schools

<table>
<thead>
<tr>
<th>INDICATORS</th>
<th>Lowest risk of transmission in schools</th>
<th>Lower risk of transmission in schools</th>
<th>Moderate risk of transmission in schools</th>
<th>Higher risk of transmission in schools</th>
<th>Highest risk of transmission in schools</th>
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<tbody>
<tr>
<td><strong>Core Indicators</strong></td>
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<tr>
<td>Number of new cases per 100,000 persons within the last 14 days*</td>
<td>&lt;5</td>
<td>5 to &lt;20</td>
<td>20 to &lt;50</td>
<td>50 to ≤ 200</td>
<td>&gt;200</td>
</tr>
<tr>
<td>Percentage of RT-PCR tests that are positive during the last 14 days**</td>
<td>&lt;3%</td>
<td>3% to &lt;5%</td>
<td>5% to &lt;8%</td>
<td>8% to ≤ 10%</td>
<td>&gt;10%</td>
</tr>
<tr>
<td>Ability of the school to implement 5 key mitigation strategies:</td>
<td>Implemented all 5 strategies correctly and consistently</td>
<td>Implemented all 5 strategies correctly but inconsistently</td>
<td>Implemented 3-4 strategies correctly and consistently</td>
<td>Implemented 1-2 strategies correctly and consistently</td>
<td>Implemented no strategies</td>
</tr>
<tr>
<td>• Consistent and correct use of masks</td>
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<tr>
<td>• Social distancing to the largest extent possible</td>
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<tr>
<td>• Hand hygiene and respiratory etiquette</td>
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<td>• Cleaning and disinfection</td>
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<tr>
<td>• Contact tracing in collaboration with local health department</td>
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</table>

Schools should adopt the additional mitigation measures outlined below to the extent possible, practical and feasible.
HEALTH & SAFETY

CURRENT STATUS OF COVID-19 IN PGCPS

Tests for Week of 1/10 - 1/16:

38,983
-4.6% Change

Contact Tracing for 1/10 - 1/16:

97%
Identified contacts of a case had a contact attempt in less than 24 hours after assignment.

Percentage Positive Tests Week of 1/10 - 1/16:

9.6%
-12.7% Change
HEALTH & SAFETY
SOCIAL, EMOTIONAL, AND MENTAL HEALTH SUPPORT & RESOURCES
HEALTH & SAFETY

COVID COMPLIANCE COMMITTEE

**PURPOSE:** To ensure that each school remains in compliance with PGCPS and County COVID-related regulations, protocols, and/or procedures. The goal of the committee is to enforce COVID guidelines and ensure an appropriate education for staff and students.

**MEMBERS:**
- Principal
- Administrator/Coordinator
- Building Supervisor
- School Nurse
- Main Office Personnel
- Professional School Counselor or Mental Health Coordinator
- Cafeteria Manager
- School Safety Officer
- Faculty Advisory Council Member
- Parent Engagement Assistant
- Minimum of 3 teachers (across grade span)
- Crisis Intervention Specialist (as applicable)
## PGCPS Guide - Mental Health Supports for Re-Entry – Students, Parents and Staff

### SY 2020-2021

<table>
<thead>
<tr>
<th>Student Supports</th>
<th>Counseling Supports</th>
<th>Resources (school-wide structures/programs) supportive of student's mental health:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Training &amp; Education</strong></td>
<td><strong>Counseling Supports</strong></td>
<td><strong>PGCPS Mental Health Website</strong></td>
</tr>
</tbody>
</table>
| • Sanford Harmony: Social Emotional Lessons (Grades Pre-K-6)  
  o Self-Awareness  
  o Social Awareness  
  o Self-Management  
  o Responsible Decision Making  
  o Relationship Skills | Individual and Group Counseling provided through:  
  • Professional School Counselors  
  • School Psychologists  
  • Social Workers  
  • Mental Health Clinicians - All Community Schools and Comprehensive Middle Schools  
  • Evening Counseling Centers  
  • Prince George's County Counseling Agencies  
  **Critical Processes:**  
  - Identify and assess students for issues transitioning back to school; traumatic stress, especially students with a history of anxiety, depression, suicidal ideation, learning or attention disorders, child abuse, domestic violence. Students whose family is impacted by job loss, income loss or loss of a loved one and where a family member is a healthcare worker or works in an occupation with potential exposure to the virus should also be identified;  
  - Provide individual and group counseling to students who express fears, loss, anxiety and/or signs of depression;  
  - Implement suicide intervention and behavior threat assessment processes as needed;  
  - Refer students in need of additional services; and  
  - Contact the Mobile Crisis Team when appropriate.  
  **Note:** PGCPS will launch systemic efforts to communicate "Wellness Wednesdays" to focus on the social-emotional health of students. | • Calm Space Guidelines: Guidelines for families and teachers to create calm spaces for students at home and in school.  
  • Art & Mental Health Project: 500 Ways to Cope: Initiative to give students a means of expressing and sharing how they cope via art.  
  • **PGCPS Mental Health Website**  
  • Mental Health 24/7 Series – “Find your Peace, End the Stigma” Student Forum  
  • Restorative Approaches - Circles  
  • Student Government Association  
  • Prince George's County Regional Association of Student Governments  
  • Naviance - Social Emotional Lessons  
  • Healing Circles - as advertised  
  • Submit strategies for student wellness via the weekly PGCPS newsletters.  
  • **Set to Go Website**  
  • Crisis Text Line: Text HOME to 741743  
  • **Prince Georges County Crisis Services** (Includes Mobile Crisis Teams): 301-429-2185  
  • National Suicide Prevention Lifeline: Call 1-800-273-TALK (TALK)  
  • Maryland: Call 2-1-1 or Text your zip code to 898-211  
  • **Safe Schools Maryland Tip Line**: Call 1-833-MD-B-Safe or Download the app |
| • EverFi Courses - Mental Wellness Basics (Grades 8-10)  
  o Understanding Trauma  
  o Understanding Mental Health Disorders  
  o Healthy Coping Skills  
  o Getting Help | | |
| • Safe Schools - Safety & Wellness Courses (Grades 6 - 12)  
  o Youth Suicide Awareness  
  o Bullying and Cyberbullying  
  o Alcohol, Drug and Vaping  
  o Sexual Harassment  
  o Digital Citizenship | | |
| (Grades 9 - 12)  
  o Depression  
  o Stress & Anxiety  
  o Good Decision Making  
  o Healthy Relationships  
  o Resolving Disagreements | | |
| • Sources of Strength - (Pilot Schools)  
  o Evidence-based suicide prevention and helping seeking program | | |
| • Wellness Council - Utilize the Wellness Champions to create/implement activities. | | |
### Mental Health Supports

#### Training & Education

- Workshops and Sessions for parents will include:
  - Afternoon sessions on mental health will be provided in collaboration with the Office of Community Engagement
  - Bouncing Back: Presentation focused on signs of stress in students and adults, self-care, support available, how to talk with students and connect with support
  - Mental Health 360 Forum for Parents (English) (Spanish)
  - Alliance for a Healthier Generation: Filling Your Cup Comprehensive Self-Care Strategies: Modules about burnout, awareness of stress, balance and connection. Users must register for a free account to access the modules.
  - School-based workshops offered by clinicians and school counselors
  - Trauma and Resiliency presentations
  - Wellness Council will utilize the Wellness Champions to create and implement wellness activities for families.

#### Counseling Supports

- Individual and Group Counseling provided through:
  - Prince George's County Counseling Agencies
  - Behavioral Health Services in Prince George's County
  - Prince George's County's Alcohol and Drug Prevention
  - Prince George's County's Behavioral Health Outpatient Services

**Strategies to Reduce the Impact of Stressors:**
- Remind families that children become regulated through connection with a calm and regulated person.
- Reach out to families and students to determine what methods of communication are most helpful for them and at what time.
- Ask families for suggestions and resources to help teachers help students.

#### Resources

- Resources to support parent's mental health needs and their knowledge of student's mental health needs:
  - PGCPs Mental Health website
  - Grief Support Resources: Daugy Center, National Center for Grieving Children and Families
  - Alliance for Healthier Generation self-care videos
  - Mental health and wellness handouts and resources will be provided to parents at meal sites
  - Monthly social emotional activity calendar - School Psychologists
  - Healing Circles – as advertised
  - Set to Go Families
  - Crisis Text Line: Text HOME to 741741
  - Prince George's County Crisis Services (Includes Mobile Crisis Team): 301-629-2185
  - National Suicide Prevention Lifeline: Call 1-800-273-8255 (TALK)
  - Maryland: Call 2-1-1 or Text your zip code to 898-211
  - Safe Schools Maryland Tip Line: Call 1-833-MD-Safe or Download the app
### Staff & Administrator Supports

<table>
<thead>
<tr>
<th>Training &amp; Education</th>
<th>Counseling Supports</th>
<th>Resources</th>
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<tbody>
<tr>
<td><strong>Workshops and Sessions for staff and administrators will include:</strong></td>
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<tr>
<td>▪ Bouncing Back presentation focused on signs of stress in students and adults, self-care, support available, how to talk with students and connect with support.</td>
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<tr>
<td>▪ Employee Assistance Program (EAP) Online Seminars: EAP has work-life balance online seminars available on demand for employees to watch. (Login using EAP username and password for PGPCS employees.)</td>
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<tr>
<td>▪ Building Better Mental Health</td>
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<td>▪ Coronavirus: Minimizing the Impact &amp; Building Psychological Immunity</td>
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<td>▪ Effective Communication with Children</td>
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<td>▪ International Stress Awareness Day 2020</td>
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<td>▪ Isolation: How to Mentally Cope with Socially Isolating</td>
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<tr>
<td>▪ Keep Calm and Carry On: Maintaining Your Composure Amidst the Pandemic Panic</td>
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<td>▪ Leading Your People Back to Work</td>
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<td>▪ Managing Workplace Stressors</td>
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<td>▪ Alliance for a Healthier Generation: Filling Your Cup: Comprehensive Self-Care Strategies: Modules about burnout, awareness of stress, balance and connection. Register for a free account to access the modules.</td>
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<td>▪ Virtual mental health workshops from the University of Maryland: School of Medicine Behavioral Health</td>
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<td>▪ Wellness Council - Utilize the Wellness Champions to create/implement wellness activities for staff.</td>
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<td><strong>Counseling can be provided to staff and administrators through:</strong></td>
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<td>▪ Employee Assistance Program – up to four (4) free counseling sessions for staff</td>
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<td>▪ Prince George's County Counseling Agencies</td>
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<td>▪ Behavioral Health Services in Prince George's County</td>
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<tr>
<td>▪ Prince George's County's Alcohol and Drug Prevention</td>
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<td>▪ Prince George's County's Behavioral Health Outpatient Services</td>
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<tr>
<td><strong>Strategies to Reduce the Impact of Stressors:</strong></td>
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<tr>
<td>▪ Practice self-compassion.</td>
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<tr>
<td>▪ Take time to check in with yourself to gain insight into any areas where you may be struggling.</td>
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<tr>
<td>▪ Utilize social supports.</td>
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<tr>
<td>▪ Create a routine. Be sure to include physical movement and breaks to connect with others.</td>
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<tr>
<td>▪ Identifying and distribute resources for staff who may need additional screening, assessment and/or treatment for stress, mental health issues or secondary traumatic stress symptoms.</td>
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<tr>
<td>▪ Create opportunities for staff to connect to one another through peer check-ins or use professional development time to reflect and process.</td>
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<tr>
<td><strong>Resources (school-wide structures/programs) supportive of student's mental health:</strong></td>
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<tr>
<td>▪ PGPCS Wellness Program</td>
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<td>▪ PGPCS Mental Health Website</td>
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<td>▪ Mindfulness Sessions</td>
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<td>▪ Trauma-Informed School Strategies during COVID-19</td>
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<td>▪ Alliance for Healthier Generation self-care videos</td>
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<td>▪ Grief Support Resources: The Dougy Center: The National Center for Grieving Children and Families</td>
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<td>▪ Healing Circles – as advertised</td>
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<td>▪ Submit strategies for staff wellness via the weekly PGPCS newsletters.</td>
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<td>▪ Crisis Text Line: Text HOME to 741741</td>
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<tr>
<td>▪ Prince George's County Crisis Services (includes Mobile Crisis Team): 301-429-2185</td>
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<tr>
<td>▪ National Suicide Prevention Lifeline: Call 1-800-273-8255 (TALK)</td>
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<tr>
<td>▪ Maryland: Call 2-1-1 or text your zip code to 890-211</td>
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<tr>
<td>▪ Safe Schools Maryland Tip Line: Call 1-833-MD-B-Safe or Download the app</td>
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</table>
In preparation for re-entry, PGCPS has:

- Installed hand sanitizer dispensers per allocation (1 per 10K sq; ft.)
- Paper towel and soap dispensers at hall hand washing stations
- Bottle water ordered to be distributed at school sites
- Ordered supply of PPE’s, sanitizers, and disinfectant
- Proper signage installed throughout the building
  - Social Distancing
  - Mandatory Mask Wearing
  - Hand Washing Encouragement
  - Drinking Fountain out of service
- Routine Inspection Checklist (bathrooms and designated areas)
- All restroom fixtures are operational
- Install MERV-13 filters in all HVAC systems per CDC guidelines
- Increase HVAC hours of operation and/or increase intake outside air (4 hours prior to the start of the day and 4 hours at the end of the day)
- Install barriers at all food service point of sale locations
- All Day & Night Supervisors trained on The Health First Cleaning System COVID-19 protocol.
  - “Disinfecting Every Touch Point Everyday!”
MARLTON ES: WELCOMES YOU

We can’t mask how excited we are to welcome you back!

Mask

Makes us stronger
Always protecting us
Stay over mouth & nose
Keeping us safe!
Prepping the School

Floor/Hallway Signage
Sample Classroom
Organization/Arrangement
Sample Bathroom

- Hand sanitizer dispensers installed per allocation. (1 per 10K sq ft.)
- Paper towel and soap dispensers at all hand washing stations.
For the safety of each school-based community, the Health and CARE rooms are designated solely for the medical management of the student body. CDC guidelines will dictate the maximum number of people that can safely be in the room at the same time.

Restrictions and Requirements:

- Masks will be enforced at all times and 6ft. away whether sitting, standing, or laying on cot.
- Use of phone or intercom to notify the School Nurse
- Staff should avoid entering the Health Room unless necessary
- Daily cleaning and disinfecting of Health/CARE Room
- Data monitoring and tracking of COVID cases and student health in the School Health Electronic Record Dashboard by nurses.
STAFF SAFETY PROTOCOLS

Principal and Nurse are responsible for responding to COVID-19 concerns.

Teachers & Staff

- Provisions were made in partnership with PG County, PGCPS School Nurses, and Kaiser Permanente to secure vaccines for ALL PGCPS employees
- All PGCPS staff are required to conduct self-checks using the Frontline Education mobile app prior to reporting to work.
  - Frontline App provides timely data to principal or designated staff:
    - who has experienced COVID-19 symptoms,
    - exposed to someone with COVID-19,
    - and tested positive for COVID-19.
  - Temperatures of 100.4 must not report to work and must immediately contact immediate supervisor.
- All PGCPS will participate in training/webinars in February 2021 through MyPPS.
- ALL PGCPS will enter/exit through designated locations
- ALL PGCPS will be required to report to their assigned areas and not be allowed to congregate.
- ALL PGCPS should wash hands every two hours and prior to/after eating
- ALL PGCPS will maintain the mandatory adherence to CDC Social Distancing Guidelines at all times (with exceptions to support the personal care needs of preschool and students with disabilities.)
STUDENT SAFETY PROTOCOLS

Principal and Nurse are responsible for responding to COVID-19 concerns.

Teachers & Staff

- All PGCPS staff are required to conduct self-checks prior to reporting to school.
  - Temperatures of 100.4 must not report to school. If temperature is elevated while at school or student displays COVID-19 symptoms, student will report immediately to CARE room. Parent/Guardian will have 1 hour (60 minutes from direct contact) to pick student up.
- ALL PGCPS students are required to wear masks throughout the entire day with the exception of eating.
- ALL PGCPS students will enter/exit through designated locations
- ALL PGCPS students will be required to report to their assigned areas and not be allowed to congregate.
- ALL PGCPS students should wash hands every two hours.
- ALL PGCPS will maintain the mandatory adherence to CDC Social Distancing Guidelines at all times (failure to adhere to the protocols and expectations will be removed from hybrid learning and will participate in Distance Learning).
REPORTING COVID-19 CASES

ALL reports will remain confidential. In the event that the school is informed of a case of COVID-19 or possible COVID-19 exposure, the school nurse and/or principal will immediately notify the following:

- The Office of Health Services
- The Office of Health Services notifies PG County Health Department
- Instructional Director, Dr. Denise Greene
- Building Supervisor, Ms. Colesia Gray
- Instructional Director notifies Associate Superintendent, Dr. Kasandra Lassiter
- Associate Superintendent notifies Chief Executive Officer /Designee
- The school will then follow the guidance of the PGCPS notification of staff and families, quarantines, closures, reopening, and any other requirements.

Timely notice of employees and staff to principal is of the utmost importance.
Facility Protocols

Meet with staff to review re-entry procedures
Develop management protocols for substitutes and temporary personnel
Develop a schedule/parameters for use of staff lounge
Meet with custodial team to discuss procedures and clarify any questions or concerns regarding lunch schedules and bathroom cleaning schedule.
Conduct virtual re-entry orientations and send communication to families: TBD
Outlining arrival/dismissal procedures
Review lunch procedures
Share any schedule changes for hybrid instruction
Address additional questions and/or concerns
Conduct final walk-through of building
Contingency Plans - COVID 19

The Principal and School-based CCC will follow a four-step plan when addressing a confirmed COVID-19 case at the school or classroom:

1. **ISOLATE/QUARANTINE** confirmed employee or student
   a. The student or employee with COVID-19 should remain home until released by a physician or public health official.

2. **ADDRESS and ISOLATE** the employees or students who were in close contact with the COVID-19 Positive employee or student.
   a. Close contact- someone who was within 6 feet of an infected person for a cumulative 15 minutes or more over a 24 hour period starting 2 days prior to test specimen collection.
   b. All employees and students who were in close contact will be sent home for 7 to 10 days under CDC guidance to ensure the infection does not spread. Seek medical attention if symptoms develop.

3. **CLEAN and DISINFECT** the classroom or school

4. **NOTIFY EMPLOYEES and PARENTS/GUARDIANS**
   a. Following a confirmed COVID-19 case, and as recommended by CDC, PGCPS will notify all employees and parents/guardians of students who were in the location or area where the contact may have occurred. Names/Positions will not be shared to maintain confidentiality.
## Preparing for our Face-to-Face Instruction

<table>
<thead>
<tr>
<th>SCHOOL &amp; CLASSROOM DESIGN BASED ON CDC RECOMMENDATIONS</th>
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<tr>
<td><strong>LEVEL</strong></td>
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<td>GRADE SPAN</td>
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<td>FACE COVERINGS</td>
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</table>
| CAPACITY | **PreK-** 10 students max  
**Grades K-5:** 15 students max | **Grades 6-8:** 15 students max |
| DISTANCE | All seats/desks are to remain at least 6 feet apart |
| LOCATION OF DESKS | Seats/Desks will be assigned by teacher to assist with contact tracing.  
Desks are to face in the same direction  
Students will work in their personal and designated space. |
| FACILITY USE | Gymnasiums, media centers, etc. possibly may not be used for the traditional functions. Alternative learning spaces may be assigned. |
HYBRID TEACHING MODEL

In order to prepare our instructional staff for the implementation of the Hybrid Teaching Model, The Technology Training Team (T3) will continue to offer training sessions for teachers and interested staff members from February to June 2021. The training will focus on the following:

- Digital Tools for Synchronous & Asynchronous Teaching
- Managing and Organizing the Classroom
- Creating and Engaging Presentations
- Checking for Understanding
- Dates and Times are posted on the T3 Website (Tu/Wed @ 4:00-5:30) to minimize disruption to instruction
HYBRID TEACHING MODEL

- **SAFETY FIRST**!!! (Masks, Clean Hands, Social Distancing, & No Sharing)
- Students are **required** to bring their laptops to school **every assigned day**.
- **No** small groups, area rugs, or table instruction
- To minimize the spread of germs, students should bring their own scissors, crayons, glue and pencils.
- Students will receive their individual instructional manipulative kit
- Toys that cannot be sanitized will NOT be used.
- Children’s books and other paper-based materials are not considered high risk for transmission.
- All textbooks can be accessed through CLEVER.
- Instruments for band can be retrieved from the school for use.
- PE /RECESS will be provided with limited use of equipment and no direct student-student contact activities will be allowed (outside weather permitting adhering to CDC guidelines)
- Virtual field trips, assemblies, parent meetings, and special performances will continue.
HYBRID STUDENT OPERATIONS
SAFETY IS OUR PRIORITY

● **ALL** STUDENTS ARE REQUIRED TO WEAR FACE MASKS THROUGHOUT THE ENTIRE DAY WITH THE EXCEPTION OF BREAKFAST/LUNCH (STRICLY ENFORCED & CONSEQUENCES APPLIED)

● **ALL** STUDENTS ARE TO REPORT AND SIT AT THEIR DESIGNATED LOCATIONS NO CONGREGATING

● **ALL** STUDENTS WILL BE PROHIBITED FROM PLACING ANY PERSONAL ITEMS IN A LOCKER OR CUBBY

● **ALL** STUDENTS ARE REQUIRED TO BRING THEIR LAPTOPS FOR EVERY ASSIGNED DAY THEY REPORT FOR FACE-TO-FACE INSTRUCTION

● PARENTS ARE PROHIBITED FROM SENDING STUDENTS TO SCHOOL FOR FACE-TO-FACE INSTRUCTION WITHOUT NOTIFYING ADMINISTRATION WITHIN 24 HOURS. SAFETY PROVISIONS WILL NEED TO BE MADE, IN ORDER TO MAINTAIN CDC CLASSROOM REQUIREMENTS.
HYBRID STUDENT OPERATIONS
SAFETY IS OUR PRIORITY

● STUDENTS ARE **NOT** EXPECTED TO WEAR UNIFORMS; HOWEVER, THEY ARE **REQUIRED** TO ADHERE TO THE SYSTEM-WIDE DRESS CODE AND APPROPRIATE MESSAGE (S) ON FACIAL MASKS. (*STRICTLY ENFORCED & CONSEQUENCES APPLIED*)

● STUDENTS ARE ENCOURAGED TO BRING WATER BOTTLES AS ALL WATER FOUNTAINS ARE TURNED OFF, WITH THE EXCEPTION OF THE FILTERED AUTO-FILL WATER DISPENSERS.

● STUDENT RESTROOMS - ONLY ONE STUDENT RELEASED FROM CLASSROOM AT A TIME. ONLY 3 STUDENTS MAY ENTER A RESTROOM AT A TIME IN THE HALLWAY RESTROOMS. ADULTS WILL MONITOR FROM THE HALLWAY.

● STUDENTS RIGHTS AND RESPONSIBILITIES HANDBOOK WILL BE FOLLOWED. FAILURE TO ADHERE TO THE CDC, PGCPS, AND SCHOOL SAFETY REGULATIONS, STUDENTS WILL BE REQUIRED TO PARTICIPATE IN DISTANCE LEARNING INSTRUCTION
#BREAKFAST/LUNCH

##HYBRID - VS - DISTANCE LEARNING MODEL

<table>
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<tr>
<th>According to CDC Guidelines</th>
<th>BREAKFAST</th>
<th>LUNCH</th>
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| **#FACTS**                  | - Food Services will maintain the guidelines for providing breakfast and lunch for **ALL PGcps** enrolled students (under the age of (18) for **FREE**.  
- Families are still highly encouraged to complete the meal benefit online application in the best interest of your student. | |
| **VIRTUAL LEARNING**        | - Most schools in your community will serve as food distribution sites. Parents/guardians can retrieve the meals for the students by providing student’s lunch pin#/student’s ID/copy of report card.  
- Pre-packaged meals will be distributed between **10:00AM to 1:00PM** at identified school locations on **Mondays and Wednesdays ONLY**. | |
| **PHYSICAL LEARNING**       | - Students will pick up a pre-packaged breakfast as they enter the building and proceed to classroom to eat  
- Designated areas will be provided for breakfast and non breakfast entry  
- Teachers will use class assignment sheet to confirm who received breakfast. | - Students will receive a (warm/cold) pre-packaged lunch to eat in the classroom or designated area (handwashing required before and after)  
- Students can retrieve an additional pre-packaged breakfast/lunch/supper at no cost to take home at the end of the day for the days they are not on campus. |
TRANSPORTATION

- ALL PGCPS Bus drivers and aides will participate in a mandatory pre-service training two weeks prior to the re-entry. All safety protocols, updates and procedures relating to COVID-19 will be provided.
- ALL high touch areas will be cleaned & disinfected daily and between routes
- Parents of PreK and Kindergarten students, safety vests should be cleaned and disinfected every evening at home.
- Ceiling vents, the bus drivers windows and other window will be opened according to the weather to maintain air quality
- ALL PGCPS students/employees are required to keep their masks on prior to boarding and while riding the bus.
- ALL PGCPS students are required to sit and to remain seated only in the assigned or designated seat.
- The maximum number of students per bus will be one student per seat near the window on each row.
- The seat behind the driver will remain empty during every trip (unless they are in the same household as the driver)
- Arrival and Drop-off locations and/or times will need to be staggered and adjusted.
- ALL PGCPS students will adhere to the directives provided by the bus driver, safety protocols, and all Transportation Bus Rules.
  - Failure to adhere to the directives of the bus driver/aide, safety regulations, and the Transportation Bus Rules, the student will no longer be allowed to ride the bus to and from school.
ATTENDANCE

HYBRID -VS- DISTANCE LEARNING MODEL
CLEAR EXPECTATIONS BETWEEN HOME AND SCHOOL

PGCPS continues to follow the state and local guidance in collection of student and teacher attendance. PGCPS is responsible for identifying, collecting, and transmitting data to local, state, and federal agencies for purposes of compliance, accountability, and school system funding for student attendance.

Daily attendance for physical and virtual learning is a REQUIREMENT!

Reminders:
- Students not present on days of live instruction (physical/virtual) will be considered absent.
- ALL work that this assigned during a student’s absence is required for submission via Google Classroom.
- During Distance Learning (ONLY), if a student experiences technical issues or internet outages, it is the parent’s responsibility to notify the teacher/school staff immediately.
  - “TC” code will be applied in SchoolMax. It may appear as an absent from the view of the parent portal.
  - Work must is required to be completed and submitted.
# Attendance Matters... Every Student, Every Day!

## Grade Level

### AP 5113

- **Elementary** (PreK to Grade 5)
- **Middle School** (Grades 6-8)

## Distance Learning Process

- **Teachers** will take attendance at the beginning of the day in SchoolMax.
- **Students** that cannot participate in the live instruction, must check in with the teacher before the next instructional day.
- Email the teacher directly.

## Asynchronous Wednesdays

A student will be counted as **PRESENT** - **Distance Learning Code** “DL” will be entered into SchoolMax if the student does one or more of the following:

- **Submit** an assignment to one of their teachers
- **Participate** in synchronous instruction or tutoring with a PGCPS teacher
- **Meet** virtually with a PGCPS teacher or service provider
- **Complete** work in our supplemental online educational tools (Edgenuity, DreamBox, i-Ready, and iRead).

## Special Education - Alternative Educational Framework & Preschool Programs

Flexible options will be considered in their attendance based on specific needs (IEP):

- Participation in live instruction
- Completion of asynchronous learning activities and assignments
- Documentation from home/school teams of participation in recorded lesson

## Middle School

- Teachers use a variety of way to determine a student’s attendance for class:
  - Taking roll at the start of a lesson (present or absent will be entered into SchoolMax)
  - ZOOM log in reports (confirms if the student logged in and will validate a student’s attendance).

- **Case Manager** will use the MD Online parent contact log to document this option. In the event that the IEP team meets to discuss the student’s delivery of services, it should be documented in the Prior Written Notice.
Parents are **required** to notify the teacher of a student’s absence before the next instructional day.

- 3 consecutive days requires a physician's note
- Teachers/School Staff are required to contact parents/guardians for chronic and habitual absenteeism
- Pupil Personnel Worker, Professional School Counselor, Administrator, and Staff will call, conduct virtual or physical site visits for wellness check, and send formal notification.

**After 10 consecutive days of absenteeism**, students will be withdrawn from school immediately. Parents/Guardians will have to complete the registration process again *(updated documentation may be required)*

- Students in specialty programs through lottery/auditions forfeit their placement and will be required to register their student into their boundary school immediately.
Two Weeks before School is Scheduled to Open

- Meet with staff to review re-entry procedures
- Develop management protocols for substitutes and temporary personnel
- Develop a schedule/parameters for use of staff lounge
- Meet with custodial team to discuss procedures and clarify any questions or concerns regarding lunch schedules and bathroom cleaning schedule.
- Conduct virtual re-entry orientations and send communication to families
  - Cohort A and Cohort B Assignments
  - Send an updated survey to parents to confirm the students participating in Face-to-Face Instruction
  - Outline arrival/dismissal procedures
  - Review lunch procedures
  - Share any schedule changes for hybrid instruction
  - Address additional questions and/or concerns

Conduct final walk-through of building
Dr. Goldson Addresses Community
Did you participate?...

in the PGCPS Town Hall Meeting with
CEO, Dr. Monica Goldson
Thursday, February 18, 2021
Thank You for your continued partnership at Marlton Elementary School