Parent Guide for In-Person Instruction

Spring 2021
Important School Information

School Hours
Student Hours: 9:10 - 3:25 p.m.
Staff Hours: 8:10 - 3:40 p.m.
Two-hour early dismissal (students): 9:00 – 1:15 p.m. (April 12, 2021)

School Contact Information
Office phone: 301-749-4290
Website: https://schools.pgcps.org/oxonhilles/
Twitter: @OxonHillES

If you have any questions or concerns relating to:

Your child’s grades, progress, or assignments, please contact your child’s teacher. If additional assistance is needed, please contact our School Counselor, Mr. Roger Johnson at Roger2.Johnson@pgcps.org

Your child’s bus, or any concerns at the bus stop, please contact our Special Education Coordinator, Ms. Baitwa at Florence.Baitwa@pgcps.org

Special education, please contact your child’s case manager or our Special Education Chairperson, Mrs. Gianan at Dara.Gianan@pgcps.org

Curriculum, or Testing, please contact our Instructional Lead Teacher, Ms. Worrell at Nicole.Worrell@pgcps.org

ESOL, please contact our ESOL Chairperson, Ms. Foy at Tiffany.Foy@pgcps.org

Registration, or withdrawals, please contact our Registrar, Ms. Clementa at Devyn.Clements@pgcps.org

Breakfast, Lunch or Supper, please contact our Cafeteria Manager, Ms. Briscoe at Madina.Briscoe@pgcps.org.

Technology issues, please contact our Technology Lead, Mr. Manning at Mathew.Manning@pgcps.org.

Medication, Illness, or COVID, please contact our School Nurse, Mrs. Davis at Christy.Davis@pgcps.org

If you have any additional questions or concerns about a topic not identified above, or if your concern was not resolved, please contact our Principal, Dr. Williams at wandaw@pgcps.org.
Important Dates

<table>
<thead>
<tr>
<th>Dates</th>
<th>Action</th>
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<tbody>
<tr>
<td>Monday, March 29 - Monday, April 5, 2021</td>
<td>Spring Break</td>
</tr>
<tr>
<td>Tuesday, April 6, 2021</td>
<td>Virtual learning continues for all students</td>
</tr>
<tr>
<td>Thursday, April 8, 2021</td>
<td>First Day for In-Person Learning</td>
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<td></td>
<td><em>Students assigned to Thursday/Friday cohort only</em></td>
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<tr>
<td>Friday, April 9, 2021</td>
<td>Last Day of 3rd Quarter</td>
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<tr>
<td>Monday, April 12, 2021</td>
<td>First Day for In-Person Learning</td>
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<tr>
<td></td>
<td><em>Students assigned to Monday/Tuesday cohort only</em></td>
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<td></td>
<td>Grading Day for Teachers</td>
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<tr>
<td></td>
<td>2-hour Early Dismissal for Students. Students will Dismiss at 1:00</td>
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<tr>
<td>Tuesday, June 15, 2021</td>
<td>Last Day for Students</td>
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School Building Access

For safety purposes, during Hybrid Learning, access and entry to the building will still be limited. Parents and guardians will not be allowed to enter the building. All meetings and Parent/Teacher conferences will continue to occur virtually. We will not be able to accommodate birthday celebrations during lunch. If there are extenuating circumstances, emergencies or concerns, parents are asked to contact the staff member closest to the concern (listed above).
Emergency Contact Information

Electronic Family Card
In case of an emergency, we must be able to get in contact with you. Each parent has been asked by the classroom teacher to complete an Emergency Contact Information Form. Your form must list additional individuals we can contact in the event of an emergency if we can not reach you. We must have this information before the first day of in-person instruction. During in-person instruction, if any phone numbers change, please update that information with your child’s teacher.

Student Procedures for Arrival/Dismissal

Prior to Student Arrival
In order to ensure the safety of all students and staff members, each morning, please monitor your child's health prior to sending them to school. If your child has a temperature or any possible symptoms of COVID (chills, cough, shortness of breath, fatigue, muscle ache, headache, sore throat, congestion, nausea, vomiting, diarrhea or a new loss of smell or taste), you must keep your child at home. If your child becomes ill at school and displays one of these symptoms, you must pick up your child from school within 1 hour. Students will be isolated in the CARE (COVID Assessment, Response, and Evaluation Room) until picked up.

Please note: If a student selected the In-Person Instruction model and is not feeling well, has been in contact with someone who may have COVID-19, has traveled out of the state, or is exhibiting possible symptoms themselves, they can remain home and sign on for daily instruction virtually. The student will still be marked present for the day.

Student Arrival
Our school day begins at 9:00am. In order to ensure the safety of all, students should not arrive prior to 8:45 a.m., but as close to 9:00 a.m as possible. Parents will not be allowed to enter the building. Sidewalks and marked spaces will be used to maintain social distancing. Please abide by our ‘Arrival and Drop-Off’ procedures for all methods of transportation in order to allow for a structured and safe arrival to school.


**Student Dismissal**

Dismissal for all students begins promptly at **3:15 p.m.** This is a reminder there is no Before and After Care. In order to maintain the safety of all, students must be picked up on time. Parents will be asked to wait for their child in the car or outside in front of the school. Parents will not be allowed to enter the building. Pre-Kindergarten students will be seated in front of the Gym. In the event of an early dismissal, parents will be asked to call the main office 301-749-4290. Early dismissals will not take place after 3:00pm. Once you arrive, ring the doorbell at the main entrance to alert the Main Office staff. Once again, all students must be picked up promptly at 3:15 p.m.

**Face Coverings**

**Face Coverings for Students**

All students must wear face coverings while inside PGCPS facilities and while being transported by PGCPS Department of Transportation. **Students may not wear gaiter masks, handkerchiefs or bandanas. If students wear a face shield, they must wear a mask underneath the shield.** If a student refuses to wear a face mask and was not approved by their physician to be excluded from this safety provision, the student will be assigned to the daily distance learning model. All students should bring and wear their own face coverings each day. It is highly recommended that students have an additional mask packed daily.

**Health and Safety**

**Hand Washing & Sanitizing**

Students should wash their hands as soon as they arrive at their classroom. Daily handwashing breaks are included in the master schedule. In addition to the handwashing breaks, all students will be required to wash their hands both before and after lunch and following recess.
Student Materials

During the hybrid model, all efforts will be made to ensure that students are not sharing materials. Each day, students should come to school prepared with necessary materials and supplies listed below -

- Fully charged PGCPS provided device. Devices should be wrapped in a towel to prevent damage. Please transport your headphones, charger, and any other electronic accessories in a labeled ziploc bag.

**Please do not bring any personal electronic devices.

Personal Daily Supplies Needed:

- 3 sharpened pencils
- Crayons/markers
- 2 glue sticks
- Scissors
- Extra Masks
- Change of Clothes (PreK-2)
- Water Bottle

**Students will not be permitted to share school supplies.

**Suggested Supplies
- Pencil sharpener
- Small Toy (No Electronics)
- Books to read during asynchronous breaks
- Individual Hand Sanitizer and lotion
- Journal/Composition Book

Charging Devices

Students are strongly encouraged to shut down their technology devices every night. By shutting down their technology devices, students will be able to receive county-wide software updates. Students are expected to arrive at school with a fully charged device. Students will have the opportunity during lunch/recess to charge their devices in the classroom. We strongly advise students to keep their charger, headphones, and other electronic accessories in a labeled Ziploc bag.
Hybrid Teaching in PGCPS

The use of a hybrid model provides students with access to face-to-face instruction two days a week and three days of distance learning. Given this structure, students will attend school on back-to-back days each week, either Monday and Tuesday (Cohort 1) or Thursday and Friday (Cohort 2).

Students are only to report to school on their designated days - Monday and Tuesday OR Thursday and Friday. To ensure the safety of all, there will be no exceptions to this policy. If a student arrives at the building on their non-designated day, parents/guardians will be contacted and required to pick up their child immediately.

Attendance

Attendance will continue to be entered each day in SchoolMax for all students - in-person and full distance learning. Daily attendance will continue to be monitored by the school, PGCPS and Maryland State Department of Education.

Please note: If a student selected the In-Person Instruction model and is not feeling well, has been in contact with someone who may have COVID-19, has traveled out of the state, or is exhibiting possible symptoms themselves, they can remain home and sign on for daily instruction virtually. The student will still be marked present for the day.
Meal Service

Meal Service for Hybrid Model
The goal is to ensure that all students participating in in-person learning receive school meals in a safe and comfortable environment. All food items will be prepackaged in single-serve units. Meals will be served and eaten in the classroom for breakfast and in the cafeteria for lunch. Staff will receive support to ensure that everyone is following CDC guidelines during mealtime.

Students participating in hybrid learning will be offered breakfast, lunch, and supper at no cost to the students. Take-home meals will be available and offered to students for the days they are not on campus.

Breakfast
Prepackaged meals will be delivered to classrooms by food service staff for breakfast. Students should not share food items. All leftover items must be discarded.

Lunch
Prepackaged meals will be served in the cafeteria by food service staff. Lunch will be served and eaten in the cafeteria. Students may bring lunch from home. Once again, students should not share any food items.

End of the School Day
Students will be offered a take-home supper meal at the end of the school day.

Water Fountains
All water fountains in the building have been turned off. All students will be encouraged to bring a bottle of water each day. The school district will also be providing bottled water for students if needed.
Transportation

Bus Configuration and Safety Measures for Students on the Bus

To increase/improve airflow whenever possible, windows may be open to the maximum extent possible when weather permits. The seat immediately behind the driver will always be left vacant to distance the driver from the students. That seat will be marked off to indicate it should not be used by students in order to maintain social distancing. There will be 21 students MAX on a bus. Face coverings will be required for all students while riding the school bus. Students may have medical exemptions from wearing a face-covering on the school bus. Face coverings and proper physical distancing are recommended while waiting at the bus stop. While waiting to exit the bus, students will remain seated and will not congregate in the aisle. Adhere to all directives provided by the driver and will follow all Transportation Bus Rules. **If a student refuses to wear a mask and does not have a medical note requiring exemption or documentation in the specialized transportation section of the IEP, the student will no longer be allowed to ride the bus to and from school.**

Bus Information

All bus information relating to your child’s bus route number, location for pick up and drop off along with times will be mailed to you by the Transportation Office. Please make sure your child is at the bust stop at least ten minutes before the arrival time. In the afternoons, parents should arrive at least ten minutes prior to the drop off time. **This is a reminder that an adult must be at the bus stop for pre-kindergarten and kindergarten students, unless you have given permission for them to walk home with an older sibling.**

**Initially, there may be bus delays the first couple weeks as transportation logistics are worked out. Please be patient.**
Health Services

Medication

If your child will need to take prescribed medication during the day, please contact Nurse Davis to set up an appointment to drop the medication off along with the doctor’s orders and necessary paperwork.

Daily Checklist

In order to keep all students and staff safe, please use this checklist each morning to monitor your child’s health everyday. Staff members will also be using a similar checklist each morning. If your child exhibits any of these symptoms, PLEASE keep them at home. Instead of coming in and taking a chance of possibly infecting others, they can log in for virtual learning. They should stay home until they are symptom free or have been advised by a doctor or county health department to return to school.

- Did I check my student’s temperature?
  Temperatures must be checked at home before coming to school every day. If your student’s temperature is 100.4°F or higher, they must not attend school.

- Is my student showing any of these symptoms?
  - cough
  - shortness of breath
  - difficulty breathing
  - new loss of taste or smell
  - chills or shaking chills
  - muscle aches
  - sore throat
  - headache
  - nausea or vomiting
  - diarrhea
  - fatigue
  - congestion or runny nose

- Has my student been in close contact with someone who has COVID-19?
  They must not come to school without advice from the county health department.