



**CHESAPEAKE MATH & IT ACADEMY SOUTH MS/HS  
DISTANCE AND HYBRID LEARNING PLAN**

**FALL 2020**

**SY2020-2021 CMIT SOUTH MS/HS**



## **FORWARD**

This plan serves as an addendum to the Prince George's County Public Schools' (PGCPS) Fall Reopening Plan for the 2020-2021 Academic Year. This comprehensive plan can be reviewed via PGCPS website - <https://www.pgcps.org/reopen/>. A lot of references are made to the PGCPS Fall Reopening plan in this document. In keeping with PGCPS CEO Dr. Goldson's reopening announcement of July 15, 2020, Chesapeake Math & IT Academy South (CMIT South) MS/HS will start the school year with full distance learning for the **first semester - August 31, 2020 - January 29, 2021**. Students will participate daily in a full school day of instruction aligned to Maryland State Department of Education (MSDE) requirements. Teachers will have the option of providing instruction from home utilizing curriculum documents and resources or using their classroom to provide instruction during the workday.

PGCPS will reassess the situation with COVID-19 pandemic in December 2020, to determine the feasibility of transitioning to a hybrid learning model or maintaining the full distance learning model for the remainder of the 2020-21 academic year. Families will have an option to opt out of the hybrid learning model for their students should they choose to once a decision is made to proceed with the hybrid model.

CMIT South MS/HS will operate our regular school hours. The school building will be opened for visits by appointments only. Meetings will be held mostly using the virtual format. All visitors and staff in the building will be required to wear face covering that covers the nose and mouth while on school property. All will also be required to adhere to physical distance guidelines at all times.

Finally, this document is not final and will be updated as things evolve.



## **INSTRUCTION PROGRAM AND MODELS**

Aligned with the PGCPs reopening plan, CMIT South MS/HS scholars will engage in learning activities following schedules as below:

### **Middle and High School Model - Remote Learning**

During full remote learning, middle and high school students will follow a five period day schedule, students will receive live synchronous lessons daily in all scheduled classes. For middle school, Mathematics and English classes are scheduled to meet every day while other classes meet every other day. High school schedule will prioritize Mathematics and English classes as well. All student schedules can be viewed on Schoolmax by families once it comes back online in the fall.

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Students will attend Day 1 classes.  Live teaching sessions virtually	Students will attend Day 2 classes.  Live teaching sessions virtually	Teacher-Led Small Group Instruction and Enrichment for all periods  Interventions - one-on-one or groups  Related Services - one-on-one or groups	Students will attend Day 1 classes.  Live teaching sessions virtually	Students will attend Day 2 classes.  Live teaching sessions virtually



**Middle School Bell Schedule - Remote Learning**

CLASS TIMES	DAY 1	DAY 2
8:30am - 9:30am	<b>Period 1:</b> Live Session	<b>Period 1:</b> Live Session
9:30am - 9:45am	Independent Practice/Break	Independent Practice/Break
9:45am - 10:45am	<b>Period 2:</b> Live Session	<b>Period 2:</b> Live Session
10:45am - 11:00am	Independent Practice/Break	Independent Practice/Break
11:00am - 12:00pm	<b>Period 3:</b> Live Session	<b>Period 3:</b> Live Session
12:00pm - 12:40pm	LUNCH	LUNCH
12:40pm - 1:40pm	<b>Period 4:</b> Live Session	<b>Period 4:</b> Live Session
1:40pm - 1:55pm	Independent Practice/Break	Independent Practice/Break
1:55pm - 2:55pm	<b>Period 5:</b> Live Session	<b>Period 5:</b> Live Session
2:55pm - 3:10pm	Independent Practice	Independent Practice

**Sample Middle School Student Schedule - Remote Learning**

	Day 1 Monday	Day 2 Tuesday	Day 1 Thursday	Day 2 Friday
<b>Period 1</b>	Mathematics	English	Mathematics	English
<b>Period 2</b>	English	Mathematics	English	Mathematics
<b>Period 3</b>	Science	Social Studies	Science	Social Studies
<b>Period 4</b>	Technology	PE/Health	Technology	PE/Health
<b>Period 5</b>	Spanish	Art	Spanish	Art



## High School Bell Schedule - **Remote** Learning

CLASS TIMES	DAY SCHEDULE
8:30am - 9:30am	<b>Period 1:</b> Live Session
9:30am - 9:45am	Independent Practice/Break
9:45am - 10:45am	<b>Period 2:</b> Live Session
10:45am - 11:00am	Independent Practice/Break
11:00am - 12:00pm	<b>Period 3:</b> Live Session
12:00pm - 12:40pm	LUNCH
12:40pm - 1:40pm	<b>Period 4:</b> Live Session
1:40pm - 1:55pm	Independent Practice/Break
1:55pm - 2:55pm	<b>Period 5:</b> Live Session
2:55pm - 3:10pm	Independent Practice

## Sample High School Student Schedule - **Remote** Learning

	A-Day Monday	B-Day Tuesday	A-Day Thursday	B-Day Friday
<b>Period 1</b>	Mathematics	English	Mathematics	English
<b>Period 2</b>	Social Studies	Mathematics	English	Science
<b>Period 3</b>	Science	Social Studies	Science	Social Studies
<b>Period 4</b>	Technology	Elective	Technology	Spanish
<b>Period 5</b>	Spanish	Technology	Spanish	Elective

## Middle and High School Model - **Hybrid** Learning

With the hybrid model of learning, the school's student population is divided into two, with half (50%) of the student population coming to school on Mondays and Tuesdays while the second half (50%) come to school on Thursdays and Fridays. Students will participate in synchronous or asynchronous learning on the days they are not present in the school building. While in the school building, students participate in traditional



face-to-face instruction with their teachers. The AA/BB-day models for middle and high school schedules will be utilized. Middle and high school students will continue with the five period day schedules. Some program groups may have to attend classes together due to external factors such as professor availability.

Monday A day	Tuesday A day	Wednesday	Thursday B day	Friday B day
<b>Group 1 - Last name A-J.</b>  In school face-to-face instruction full day.	<b>Group 1 - Last name A-J.</b>  In school face-to-face instruction full day.	Teacher-Led Small Group Instruction and Enrichment for all periods  Interventions - one-on-one or groups	<b>Group 2 - Last name K-Z.</b>  In school face-to-face instruction full day.	<b>Group 2 - Last name K-Z.</b>  In school face-to-face instruction full day.
<b>Group 2 - Last name K-Z</b>  Remote Learning	<b>Group 2 - Last name K-Z</b>  Remote Learning	Related Services - one-on-one or groups  Live Access to Teachers  Collaborative Planning	<b>Group 1 - Last name A-J</b>  Remote Learning	<b>Group 1 - Last name A-J</b>  Remote Learning

### Middle and High School Bell Schedule - Hybrid Learning

CLASS TIMES	Monday/Tuesday AA-DAY	Thursday/Friday BB-DAY	Grade Level
8:45am - 9:48am	<b>Period 1:</b> Live Session	<b>Period 1:</b> Live Session	<b>ALL GRADES</b>
9:50am - 10:53am	<b>Period 2:</b> Live Session	<b>Period 2:</b> Live Session	<b>ALL GRADES</b>
10:55am - 11:58am	<b>Period 3:</b> Live Session	<b>Period 3:</b> Live Session	<b>6/12TH Period 3:</b> 11:25am - 12:28pm <b>LUNCH:</b> 10:55am - 11:25am
12:00pm - 1:03pm	<b>Period 4:</b> Live Session	<b>Period 4:</b> Live Session	<b>6/7/11/12TH Period 4:</b> 12:30pm - 1:33pm <b>LUNCH:</b> 12:00pm - 12:30pm
1:35pm - 2:45pm	<b>Period 5:</b> Live Session	<b>Period 5:</b> Live Session	<b>8/9/10TH Period 5:</b> 1:35pm - 2:45pm <b>LUNCH:</b> 1:05pm - 1:30pm



**Sample Middle School Student Schedule - Hybrid Learning**

	Group A - Last name A-J		Group A - Last name K-Z	
	A-Day Monday	A-Day Tuesday	B-Day Thursday	B-Day Friday
<b>Period 1</b>	Mathematics	English	Mathematics	English
<b>Period 2</b>	English	Mathematics	English	Mathematics
<b>Period 3</b>	Science	Social Studies	Science	Social Studies
<b>Period 4</b>	Technology	PE/Health	Technology	PE/Health
<b>Period 5</b>	Spanish	Art	Spanish	Art

**Sample High School Student Schedule - Hybrid Learning**

	Group A - Last name A-J		Group A - Last name K-Z	
	A-Day Monday	A-Day Tuesday	B-Day Thursday	B-Day Friday
<b>Period 1</b>	Mathematics	English	Mathematics	English
<b>Period 2</b>	Social Studies	Mathematics	English	Science
<b>Period 3</b>	Science	Social Studies	Science	Social Studies
<b>Period 4</b>	Technology	Elective	Technology	Spanish
<b>Period 5</b>	Spanish	Technology	Spanish	Elective



## **Curriculum and Instruction**

Curriculum Bridging Guides developed will be our starting point for instructions in the fall. These guides provide needed opportunity to cover skills not taught during the 4th quarter of the academic year 2020. Teachers will participate in professional learning targeted at ensuring teacher readiness in provided quality instruction during remote and hybrid learning sessions. Students with disabilities with documented accommodations, modifications as well as instructional and related services will continue to receive needed support as documented in their IEP or 504 plans. English Language learners will also receive support as documented. Student support team will also be ready to provide socioemotional support to students. Teachers will continue to utilize the Edmodo platforms and other online learning resources and platforms. New students will receive assistance on how to navigate and utilize the platforms.

Additionally, teachers will utilize Zoom or Google Meet to provide instructions as scheduled. Teachers are also recording and posting videos of sessions for review later by students/parents. All assignments are to be completed and submitted online. During remote and hybrid learning, technology will continue to play a critical role in students ability to communicate, collaborate and complete assignments with peers. Virtual live lessons will last about an hour per course. It is the expectation that students participate fully during virtual and face-to-face live lessons.

## **Communication**

A lot of communications between school and home will continue to be via CMIT South newsletter. These newsletters will be sent home weekly to all who are subscribed and are also available for review on our website - <http://cmitsouth.org/cmit-south-newsletters/>. Staff members will communicate with students mostly through the Learning Management System - Edmodo. Parents have access to their scholars' Edmodo and can monitor their activities in real time via cellphone or computer. Staff members will check and respond to emails from students, parents and others to address any questions and concerns during office hours. Office hours are from 8:30am - 3:10pm daily during remote learning. During hybrid learning, office hours will be from 7:30am - 3:00pm. During distance learning, questions from parents and students related to clarifying lessons and/or assignments so students can complete assignments will be responded to within 24 business hours. All other correspondence can expect a response within 48 business hours.





## **SY 2021 Orientations**

CMIT South MS/HS is planning virtual orientations for all classes this year. Given the uncertainty of the COVID time, this is a necessity. Virtual Orientations provide the opportunity for students and families to ask clarifying questions related to school opening in the fall. Please continue to check your email for information and invite.

### **Attendance**

Physical and virtual attendance data for staff and students will be collected during remote and hybrid learning. Student attendance will be recorded daily by teachers during remote or hybrid learning.

### **Attendance for Students**

- Face-to-Face Hybrid Model of Instruction: Teacher will take daily/period attendance of face-to-face learners in SchoolMax.
- Distance Learning Instruction: Secondary School (middle and high school) students will type in student ID numbers or other unique identifiers such as student email (name should auto-populate) in Google Form to ensure the correct student is identified as being present. There would be two different codes to use for present students - Present Hybrid and Present Virtual. Teachers will use a Google Form by period to ensure timestamp of the form/student login each day. Student check-in is the first assignment students will have each period. An assignment will be posted on Edmodo for a set period of time and students must login and check in within that period of time. Teachers will manually add attendance to SchoolMax daily. The Technology Instructional Team (T3) will provide training for teachers on using Google Form for Attendance. Please reference **AP5113** for updated attendance policies.

<b>Face-to-Face Learners/Hybrid</b>	<b>Virtual Learners</b>
Students are expected to be in attendance for class daily and present for each session.	Students are expected to be in attendance for class daily and present for each session.
Special attendance code used for students who are face-to-face and online learning.	Special attendance code used for students who are online learning.
After a certain day, require students to provide an absence note in order to be considered lawfully absent.	After a certain day, require students to provide an absence note in order to be considered lawfully absent.



During remote learning, teacher attendance will be recorded via Google Form daily. If and when we transition to Hybrid Learning, this practice will continue. In the event of teacher absence, 'substitute plans will be uploaded on Edmodo for students. This includes attendance via Google Sheet. Teachers will enter the Teacher planning time will take place during the students' independent practice times, breaks and/or designated planning times. All student schedules for the 2020-2021 school year (middle and high) will be made available in the parent portal of SchoolMax by August 21, 2020.

### **Disconnected Youth**

These are students who have disengaged from the school and learning process. For a variety of reasons, the students are not attending live lessons nor are they accessing the online resources made available to complete school work. CMIT South MS/HS will follow PGcps policies and work with our Pupil Personnel worker to ensure that the students are reengaged in the learning process. We will-

- Utilize all available resources to track down disconnected youth and seek to understand the reason for disconnection
- Ensure a structure that allows teachers to alert admin and support staff when students are absent for 3 days or more.
- Ensure a system of continuously monitoring and proactively making attempts to re engage students. These include regular SIT, grade level and attendance meetings.
- Escalate to appropriate partners offices within PGcps if unsuccessful at school level to ensure further interventions on student's behalf

### **Grading**

Grading and reporting policies will be applied consistently for hybrid and virtual learners. Consistent with grading policies before COVID, students will receive letter or numerical grades on specific assignments according to the grading policy. Teachers may collect student work via a variety of resources and apply under three categories in the gradebook - Assessment, Classwork and Homework. Corresponding weight for each assignment will be communicated on each teacher's syllabus when school begins in the fall. Students should submit assignments as determined by their teachers to earn credit.

A minimum of two grades per week will be entered per week for each student for each course they are enrolled in. Teachers are encouraged to enter more grades weekly giving students multiple opportunities at academic success. Teachers will ensure a balanced



gradebook with the number of assignments in each category (homework, classwork, assessment) about the same. The grading policy has been updated to reflect expectations during remote and hybrid learning. You can review the policy by clicking here - [AP5121.2](#) (Middle School) and [AP5121.3](#) (High School).

Lastly, students who received an 'I' grade for the fourth quarter of SY2020 can submit makeup assignments from the 4th quarter to improve their grades. Please contact the teacher to arrange for a make up. If the teacher is no longer at CMIT South MS/HS, please contact your grade level administrator.

### **Computing Devices, Internet and Access**

As CMIT South MS/HS students were expected to possess their own devices and uninterrupted internet access before COVID. CMIT South MS/HS students completed most of their work online prior to the closure. Students will continue to utilize their personal devices. Each student in a household must have a device assigned to them for their use. Students will also require uninterrupted access to the internet. All students will need to carry their devices back and forth with them during hybrid learning to avoid sharing devices. All CMIT South MS/HS students are assigned an email with the CMIT South domain. These will be used by all students to access the different learning platforms and online materials requiring such credentials. It is recommended that a sleeve be purchased to carry the devices back and forth to school when needed to avoid damage. Students will need **wired** earbuds at school during hybrid learning to prevent distracting each other while working on the computer.

CMIT South MS/HS recognizes the negative impact of COVID on some of our families' sources of livelihood. Families experiencing hardship conditions will have an opportunity to receive a loaner device from the school. Logistics related to devices pickup will be communicated to families who request such devices. Low cost internet through Comcast called Internet Essential is also available to families who may require such. To apply, please visit [www.internetessentials.com](http://www.internetessentials.com) or call 1-855-846-8376. Hours of operation are from 8 a.m. to midnight, seven days a week. As additional resources become available, we will pass them along.



## **Other Instructional Materials**

As our families are aware, most of the necessary instructional materials needed are online. Students are able to access most of their textbook online. The classrooms are also equipped with class sets of devices, textbooks and learning materials. Students are expected to acquire school supplies previously communicated for their personal use during remote and hybrid learning. Students will carry their supplies with them back and forth when school opens hybrid learning. Students will not be sharing books, computers or materials in the classrooms. If for any reason, any equipment and/or devices have to be shared, they will be sanitized before and after use.

## **State and Local Assessments**

The Maryland State Department of Education (MSDE) makes decisions on state assessments such as MCAP Reading, Mathematics, Science, Government, Social Studies, ACCESS, Kindergarten Readiness Assessment (KRA) and Alternative Assessments. MSDE will announce if these assessments are to take place this school year and in what format.

Local Assessments will be administered to help staff identify students' learning needs and plan instruction. Such local assessments may include common assessments created by teachers, NWEA MAP-M and MAP-R, CLF online Pre-assessment.

## **Facility Use, Health and Safety**

During the first semester, all students will continue to participate in learning through remote learning. As such, they will not be able to enter the school house. Staff members have the option of working from the school building or from home. During remote and hybrid learning, the following will be in effect:

### **Arrival Procedure for Staff**

- All staff will arrive through the front entrance to undergo a temperature check daily. Staff arriving prior to 7:15am must report to the front desk by 7:20am for temperature checks. Temperature will be taken by the front office personnel/school nurse.
- Personal face coverings are required of all adults by the State of Maryland and must be worn throughout the school day.
- Staff arriving with a temperature above 100.4 should not report to work. Please email your grade level admin and Ms. Wallace - [llwallace@cmitouth.org](mailto:llwallace@cmitouth.org) to notify of absences.



- No staff can return to school until they are fever free for at least 24 hours without fever reducing medication.
- Staff members will sign in daily using the attendance Google Form during remote and hybrid learning.
- When inside the buildings, all employees shall maintain social distancing of at least 6 feet or three paces and wash their hands upon entering if possible, or use hand sanitizer immediately.
- Staff members are strongly encouraged to bring their own lunches to school to avoid sharing microwaves and refrigerators.
- Staff lounges should not have more than 3 staff members present at any point in time.
- When outside in parking lots or other open spaces, employees should be conscious of social distancing particularly when exiting or entering a vehicle.
- Staff will be required to report to their assigned areas and not allowed to congregate.
- Hand washing should take place every two hours; after bathroom use; and before and after meals.

### **Arrival Procedure for Students**

- Please do not drop off students until 8:20am when the school doors open. This prevents students congregating and violating physical distancing guidelines.
- Face coverings are required by all adults and students, worn throughout the school day. Face covering should cover the nose and mouth. Please reference updated uniform policy on our website ([www.cmitsouth.org](http://www.cmitsouth.org)) for acceptable face covering expectations.
- Students will be provided access to hand sanitizer upon arrival at school for their immediate use.
- Students will report directly to their first period classes. Breakfast will be served to those students who did not bring their own breakfast to school. Students will remain in the classrooms during breakfast time and receive their breakfast in the classes.
- Students will be allowed to carry their backpacks with them throughout the school day. While in the classroom, they will place their backpacks in the desk next to them for easy access.
- Lockers will not be assigned to students during hybrid learning. Returning students will have an opportunity to access their lockers to retrieve belongings left from the previous school year when school resumes.



- Digital images of absent notes, letters, correspondence etc should be sent to the school through the email [secretary@cmitsouth.org](mailto:secretary@cmitsouth.org). Any form of paper exchanges are unsafe and discouraged.

### **School Day Procedures**

- Classroom doors will remain permanently unlocked and ajar to avoid continuous touching to open and close the doors.
- Student movement during class changes will be minimized as teachers visit the students in their homeroom classes.
- When inside the buildings, all shall maintain social distancing of at least 6 feet or three paces and adhere to posted traffic patterns
- Students will have an opportunity for physically distanced stretch activities between classes.
- Teachers will sign students out of class in the event they need to use the restroom.
- Only one student will be excused to the restroom from any one class at any given time. This will help limit the amount of students in the restrooms.
- Packed lunches will be served to students while in their classrooms. It is critical that students prepay for their lunches via [myschoolbucks.com](http://myschoolbucks.com) to prevent exchange of monies.
- Students and staff are strongly encouraged to bring their own lunches to school. Students will have no access to refrigeration or microwave at school.
- Hand sanitizers will be provided in the classrooms and hallways for students and staff use.
- Handwashing stations will be available during lunches in the hallways in addition to sinks in the bathrooms.
- Collaboration during learning activities will continue virtually without students physically seating in close proximity to each other.



### Dismissal Procedures

- Students dismissal will occur in a staggered manner with 6th grade and high school students being dismissed at 2:49pm.
- Dismissal will occur by classes. Student support will dismiss students one class at a time. Students must exit the building as soon as their class is dismissed to avoid congregating in the building.
- Middle school students will exit through the English hallway exit as well as the middle school entrance to minimize contact at dismissal.
- Parents will pick up their students immediately at dismissal to avoid congregations on school property.
- All persons must wear face covering while on school property.





**Non-Classroom Based Personnel**

In face-to-face, hybrid, and full distance learning models, all educators will continue to play a crucial role in the academic success of the students in Prince George’s County Public Schools. Non-classroom-based staff are key in meeting the needs of teachers and students throughout the school year, regardless of the instructional model implemented. To maximize the impact of the staff members across the district, non-classroom based personnel at CMIT South MS/HS will support students and teachers in hybrid and/or full distance learning models during the 2020-2021 school year.

<b>STAFF</b>	<b>Support to students during <u>Hybrid Learning</u></b>	<b>Support to students during full <u>Remote Learning</u></b>
<b>Special Educators</b>	<p>Co-Teaching/Supported Inclusion: Special education teachers will co-plan and co-teach with general education teachers.</p> <p>Establish a regular schedule to provide specially designed instruction, and/or teacher-led reading/math intervention lessons during their face-to-face or distance learning instructional time in content area co-taught class.</p>	<p>Special education teachers will co-plan and co-teach with general education teachers.</p> <p>Establish a regular schedule to provide specially designed instruction and/or teacher-led intervention lessons during their Google Meet or Zoom instructional time in content area co-taught class.</p>
<b>Professional School Counselors</b>	<p>Job Responsibilities as assigned in a traditional face- to-face school model.</p> <p>Provide professional development for staff regarding typical youth reactions to stress and trauma which might have resulted from home confinement.</p>	<p>Job Responsibilities as assigned in a traditional face- to-face school model to be completed virtually as appropriate</p> <p>Establish designated virtual office hours.</p> <p>Provide parent workshops on topics to assist families to take advantage of services available in</p>





	<p>Deliver virtual mental health workshops.</p> <p>Provide information to teachers about signs of mental health challenges and how to refer students for support.</p> <p>Conduct virtual and in school classroom guidance lessons on how to help others implement appropriate social distance in and out of school.</p>	<p>the school system and surrounding community.</p> <p>Provide professional development for staff regarding typical youth reactions to stress and trauma which might have resulted from home confinement.</p> <p>Deliver virtual mental health workshops.</p> <p>Provide information to teachers about signs of mental health challenges and how to refer students for support.</p> <p>Conduct virtual and in school classroom guidance lessons on how to help others implement appropriate social distance in and out of school.</p>
<p><b>In School Suspension Monitors</b></p>	<p>Job Responsibilities as assigned in a traditional face- to-face school model.</p> <p>Assist in providing and implementing restorative practices</p> <p>Assist with data collection of students with behavioral concerns.</p>	<p>Provide supplemental instruction or support teacher through live instruction</p> <p>Schedule and rotate through live instruction for assigned grade levels assisting with student needs and instruction</p> <p>Implement Rethink and Second Step lessons to identified students.</p> <p>Offer resources and support to families.</p>



	<p>Assist with data collection and implementation of Behavior Intervention Plans.</p>	<p>Assist teachers in contacting families of students having behavior, attendance or academic struggles.</p>
<p><b>Paraprofessional</b></p>	<p>Work one-on-one with an assigned student or in a small group to support classroom instruction.</p> <p>Assist with Data Collection and records maintenance</p> <p>Assist with behavior and personal care needs of students</p> <p>Assist with cleaning school instructional materials and supplies as needed</p>	<p>Work one-on-one with an assigned student or in a small group to support classroom instruction.</p> <p>Assist teachers by preparing, gathering and posting materials.</p> <p>Provide supplemental instruction or support teacher through live or recorded instruction</p>
<p><b>Itinerant Special Education Assistant</b></p>	<p>Work one-on-one with an assigned student or in a small group to support the implementation of the Individualized Education Program (IEP) goals/objectives and services.</p> <p>Assist with Data Collection and records maintenance</p> <p>Assist with behavior and personal care needs of students</p> <p>Assist with cleaning school instructional materials and supplies as needed</p>	<p>Work one-on-one with an assigned student or in a small group to support the implementation of the Individualized Education Program (IEP) goals/objectives and services.</p> <p>Assist teachers by preparing, gathering and posting materials.</p> <p>Provide supplemental instruction or support teacher through live or recorded instruction</p>



<p><b>Dedicated Assistant</b></p>	<p>Work one-on-one with an assigned student to support the implementation of the Individualized Education Program (IEP) goals/objectives and services.</p> <p>Assist with Data Collection</p> <p>Assist with behavior and personal care needs of students</p> <p>Assist with cleaning school instructional materials and supplies as needed</p>	<p>Work one-on-one with an assigned student to support the implementation of the Individualized Education Program (IEP) goals/objectives and services.</p> <p>Assist with Data Collection</p>
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**Protocol for assumed cases of COVID-19**

Staff and families must self-report to the school nurse or principal, if they or their student have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19. Health information will remain confidential in compliance with the Family Educational Rights and Privacy Act (FERPA). Staff, families and the public will be notified of any school closures and any restrictions in place to limit COVID-19 exposure.

- The school’s points of contact for reporting a COVID-19 suspicion, exposure or diagnosis are the principal - [lasafa@cmitsouth.org](mailto:lasafa@cmitsouth.org) or the nurse - [nurse@cmitsouth.org](mailto:nurse@cmitsouth.org). You may also call the school at (240) 573-7250 and ask to speak to these persons.
- Staff and/or students exhibiting COVID-19 symptoms such as fever, cough, or shortness of breath, temperatures above 100.4 and others will be immediately isolated. Such a person will need to immediately leave school.
- Students exhibiting these and other symptoms should not be sent to school.
- Persons exhibiting symptoms will be isolated in the nurse’s suite at school until they leave.



- Areas used by such a person will be isolated until cleaned and cleared for continuous use.
- Contacts of persons confirmed with a COVID-19 diagnosis will be asked to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

### **Other School Activities**

- When distance learning is in effect, all athletic activities are cancelled. Athletics activities will be initiated in phases and will be announced as they occur.
- Before/After school clubs and extracurricular activities will be virtual. A list of clubs and information on meeting dates, times and sponsors will be posted on the school website. All activities will adhere to Board Policy 5134.
- Invited speakers and guests will participate virtually.
- All parent conferences, staff meetings and PTO meetings will be held virtually for the foreseeable future.
- Virtual Field Trips where possible will be organized
- Students enrolled in college classes will follow guidelines communicated by their respective institutions for attendance and class formats.
- Before and After care will be provided during hybrid learning following all guidelines applicable during the school day.



## **Helping your Scholar**

One advantage we have going is that our scholars are already proficient using Online Learning. Our scholars will however need the support of families more than ever to continue to succeed. It is important that scholars establish a daily routine that allows them to follow the Distance Learning schedule and take advantage of the presence of their teachers online and via email.

- Scholars will have the opportunity to learn and ask questions and complete assignments throughout the academic year
- Email is the best way to reach a teacher. Allow the allotted time for responses once you reach. You may include the grade level administrator in your follow up if you do not get a response after this time has expired.
- Create a work space for your student(s) to report every morning for 'school'
- Ensure a light and healthy breakfast before 'school' or remote learning begins
- Develop a schedule for consistency, stick to it
- Ensure your student has the supplies needed for classes
- Begin to acquire school supplies needed for remote learning
- You are not alone, reach out if you need help, we are here to help and make this journey a collective responsibility.

## **Important Dates**

- **August 10 - 14, 2020:** Returning Class Orientation for Distance Learning<sup>1</sup>
- **August 28, 2020:** Orientation for new 6th and 9th Graders
- **August 31, 2020:** First Day of Distance Learning for All Students
- **September 7, 2020:** Labor Day, School Closed<sup>2</sup>
- **September 8, 2020:** 4th Quarter Grade Appeal Window Opens
- **September 15, 2020:** 4th Quarter Grade Appeal Window Closes
- **September 15 & 17** - Virtual Back to School Night
- **September 21-23** - Senior Picture Days

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<sup>1</sup> All Orientations are Virtual

<sup>2</sup> No Distance or Hybrid Learning when schools are closed