

# CONTINUITY OF LEARNING PLAN 2020/2021



# KEY FOUNDATIONS

The foundation of the plan is the commitment on the part of HCPS that the following four key elements are fully addressed:

## 1 | Equity

*Assure a strategic focus on equity within each planning element and consistently evaluate progress toward equitable outcomes.*

- *Members of the HCPS equity team work with each recovery work group using the Mid-Atlantic Equity Consortium (MAEC) audit checklist to review all plans moving forward.*
- *All efforts are being made to provide internet access to all HCPS students in Fall 2020. Alternate plans are being discussed to accommodate areas where internet connectivity is unavailable.*
- *HCPS will provide equitable resources and use instructional strategies that support academic achievement for all students.*

## 2 | Special Student Populations

*Provide intentional supports and plans for meeting student learning needs for targeted student populations.*

- *We will continue seeking ways to incrementally provide additional in-person experiences, particularly for our students with the greatest learning needs.*

## 3 | Technology, Curriculum, and Professional Learning

*Provide specific, ongoing support for staff, students, and families in the use of new devices, enhanced curriculum resources, and instructional pedagogy.*

- *Devices will be provided to every HCPS teacher and every student in prekindergarten through grade 12.*

## 4 | Stakeholder Input

*Provide multiple opportunities for stakeholders (students, staff, families, community members) to provide input throughout the planning process.*

# CURRICULUM AND INSTRUCTION

Curriculum resources will assist in the consistent delivery of content across all courses. Maintaining this consistency will ensure all HCPS students receive the same level of content regardless of the fluid nature of the COVID-19 response.

## Critical Content Maps

- HCPS content supervisors worked with teacher leaders to streamline curriculum to prioritize content for each HCPS course.
- Content aligns with Maryland College and Career Ready Standards (MDCCRS).

## Pacing

- Critical Content Maps include a Year-at-a-Glance pacing schedule to assist teachers in planning instruction.
- HCPS teachers are expected to maintain consistent content and pacing for all courses to ensure alignment across the school system.

## Instructional Delivery Model

- HCPS will follow a consistent implementation of a system-wide instructional schedule.
- There are greater opportunities for synchronous student learning in the virtual model that supports targeted instruction and personalized success for all students.
- HCPS is working on a plan to offer asynchronous learning (learning that occurs online without real-time interaction or instruction by an educator) opportunities for families for the 2020-2021 school year. While some features of live, synchronous instruction from a teacher will be limited, families and students will be able to access the curriculum and critical content pacing charts in the *itslearning* platform on their own time, including mornings, afternoons, evenings, and/or weekends. More details will come in the upcoming weeks, including parent/guardian training on *itslearning* and student devices. If your child is attending a *Learning Support Center*, all students will participate in synchronous learning (real-time interaction between the teacher and students).

## *itslearning* Learning Management System

- Curriculum is created, housed, and accessed in *itslearning*.
- HCPS has determined the best approach for students and families to access various online tools, platforms, and systems for ease-of-use and student privacy and protection.

### Equity Lens

HCPS will analyze student data trends and gaps in order to provide equitable access to opportunities, resources, rigorous learning experiences, and services.

# SOCIAL AND EMOTIONAL WELLNESS

Student and employee social/emotional well-being is at the forefront of our work as we evaluate scenarios for returning to classrooms.

## Student well-being

### HCPS Student Support Services Staff will:

- Provide purposeful strategies and activities to support students as they reacclimate to the school environment and to recover social/emotional skills that have been lost due to the prolonged closure.
- Work to ensure that students have increased access to mental health supports and resources.
- Provide support to students both in person and virtually. In addition, the Emotional Recovery Team has put together a vast resource of activities that will support the social emotional wellbeing of students which will be accessible to parents, students, and staff.

## Employee well-being

### HCPS Student Support Services Staff will:

- Support staff mental health via emotional recovery activities.
- Provide staff professional development to help understand the prolonged effect on students' mental health and social/emotional well-being during the closure and how to address them.

### Equity Lens

HCPS will use evidence-based strategies to support our students' and staff members' social and emotional well-being, viewing each student's and staff member's individual characteristics as valuable.



# ACCOUNTABILITY

In Fall 2020, HCPS will continue to provide the highest level of education to all of our students, although this may look different than in previous years.

## Alignment to Standards

- HCPS curriculum is aligned to the MDCCRS established by MSDE.

## Attendance

- Students working virtually and in the *Learning Support Centers*, synchronously and asynchronously, will indicate if they are present or absent each school day by logging into a web application sometime between the hours of 7:00 a.m. and 10:00 a.m. Should a student not mark themselves as present or absent during this time frame, they will be marked as an unexcused absence.
- Teachers will review the student attendance data in Teacher Access Center (TAC) and submit the attendance to the office electronically by 11:00 a.m.
- The school office will finalize the attendance information by 12:00 p.m.
- After 12:00 p.m., attendance calls and emails will be sent to parents/guardians of absent students.
- Schools will communicate with parents/guardians regarding the verification of student absences in order to properly code the absence (i.e., illness, family emergency, etc.).
- Students with extended absences will be reviewed by school administration and handled on an individual basis.

## Assessing Learning Gaps

- HCPS will publish the 2020-2021 assessment calendar in the fall.
- Systemic reading and mathematics assessments will be administered to students in order to provide information to teachers in regards to students' strengths and areas for growth.
- Content supervisors and coordinators will work with teachers to determine appropriate assessments to identify student learning gaps and how to address any gaps. This may occur through formative assessment strategies such as observations of students, virtual representations, student feedback, summaries, self-assessment, or short quizzes.
- In many courses, students will complete an online benchmark, unit, topic, or performance-based assessment that will inform the teacher of the student's mastery of the standards measured.

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# ACCOUNTABILITY, CONT.

In Fall 2020, HCPS will continue to provide the highest level of education to all of our students, although this may look different than in previous years.

## Grading and Reporting

- Students will be graded for work with teachers providing direct and timely feedback to students.
- Home Access Center (HAC) will be utilized to monitor student progress and to publish report cards at the end of the first and second quarter for all students in grades K-12. PreK will receive a report card via email. Elementary schools will not hold their traditional parent/teacher conferences at the conclusion of the first quarter.
- Grades will be reported as dictated in the HCPS Board of Education policy entitled Report Cards and Marking System.

## Interventions

- Students who need further instructional supports may participate in an approved intervention program.

# SPECIAL NEEDS

As we plan for the upcoming school year, the following priorities have been established to provide the highest level of education and support to our students with special needs.

## Fall 2020

### HCPS Staff will:

- Collaborate with families to address student learning needs during the transition to the 2020-2021 school year,
- Prioritize face-to-face assessments to inform eligibility and shape goals in the Individualized Education Program (IEP),
- Complete on-going monitoring of student progress and communicate with families, teachers, and service providers,
- Convene virtual IEP meetings whenever necessary to address student needs, amend or revise IEP goals based on student progress,
- Partner with families, the Special Education Citizens Advisory Council (SECAC), other community supports, and staff to proactively provide and respond to student needs, and
- Continually seek to offer in-person opportunities for students with special needs as it becomes feasible and safe to do so.

## Face-to-Face Testing

Starting in early August and continuing into the new school year, HCPS special education staff will begin contacting the families of students with disabilities or suspected disabilities who require face-to-face assessment to schedule these assessments. Proper safety protocols have been established and will be utilized to minimize health risks to students and staff throughout the entire assessment process. Parents/Guardians will be given the option to proceed with face-to-face testing or decline the offer for health/safety reasons. Families who decline will be contacted by their child's case manager to schedule an IEP meeting.

## John Archer School

John Archer School is a HCPS separate public day school for students with significant disabilities. John Archer School will be open to students who need to attend the *Learning Support Center* for supervision. Due to the needs of these students, social distancing and wearing of masks will not always be feasible. Parents and staff were informed of this information in a survey sent to them from the principal. Students who attend the *Learning Support Center* will have staff on hand to provide the appropriate level of support.

# TECHNOLOGY

As we prepare for the all virtual learning model for Fall 2020, the priority of the HCPS Office of Technology is ensuring equitable access to devices for all students.

## Addressing Technology Needs

### Students:

- All HCPS students in grades PreK-12 will be provided a mobile device for the FY21 school year. Office of Technology technicians have re-imaged and prepped the previously used 1:1 devices from grades 5, 6 and 8. These Windows-based laptops, along with a power adapter, will be re-deployed for students in grades 9-12. New Chromebooks have been purchased for students in grades K-8. iPads will be provided to students in prekindergarten.
- Students, along with a parent/guardian will be required to sign a Student Mobile Device Agreement when accepting their device.

### School Staff:

- HCPS has purchased Windows-based laptops for those teachers without a mobile device.

## Device Distribution

As HCPS prepares for the large deployment of devices, the Office of Technology is developing a deployment plan to maintain social distancing for the safety of staff and families. Schools will notify the parent community of the dates and times devices along with other instructional materials can be obtained. The Student Mobile Device Agreement details a student's responsibilities, identifies the device provided to a student and requires the student and parent/guardian signature. The agreement will be scanned and stored for electronic record.

HCPS has submitted a grant application to Maryland Governor's Office of Rural Broadband for funding to address broadband access to unserved students. If awarded funds, HCPS will purchase cellular hotspots for students who do not have the ability to obtain broadband Internet access at their residence. To comply with a FCC mandate, Internet access through the hotspots will be filtered. The grant funds only extend through December 2020, at which time, HCPS will cover the monthly fee for the balance of time instruction is delivered virtually.

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# TECHNOLOGY, CONT.

As we prepare for the all virtual learning model for Fall 2020, the priority of the HCPS Office of Technology is ensuring equitable access to devices for all students.

## Support for Use of Devices

### Students:

- Supporting documentation to assist students with their devices will be located on HCPS website. The documentation will provide FAQs designed to help students with questions concerning their device, log on access, etc. Should a device become damaged or broken, directions will be provided to students, parents/guardians, and teachers on how to resolve the issue.

### School Staff:

- A HCPS developed tool will assist staff to self-report technology related issues. The tool will send a message to designated support technicians who will triage the issue. A device swap may be offered if it is determined that the device needs to be repaired.

### Monitoring Engagement:

- Office of Technology staff will have the capability to monitor a Google's G-Suite portal which provides information on students' activity with their Chromebook. Similarly, Microsoft's Office 365 and InTune portals will provide information on Windows-based devices. Additional tools such as Cisco's Security Umbrella service will provide tracking data on student's web usage.

# VIRTUAL CLASSROOM LEARNING\*

All classroom learning is held virtually.

*To address the needs of students who require a safe place to spend the school day, we are offering a limited number of spaces in HCPS Learning Support Centers.*



## Virtual Classroom Learning

All classroom learning is conducted virtually.

Teachers and students will follow a predetermined daily schedule.

The families of students with an Individualized Education Program (IEP) will be contacted to discuss the needs of individual students.



## Technology Access for All Students

All students will receive a device.

All teachers will receive a device.

Virtual orientation for students and families will be provided on virtual learning tools and resources.



## PARENT/STUDENT ACKNOWLEDGMENT VIRTUAL INSTRUCTION

*Parents/Students are asked to review and sign this form to note their understanding of virtual instruction policies and procedures.*

*\*Virtual learning will continue through the first semester of the 2020-2021 school year.*

# VIRTUAL CLASSROOM LEARNING\*, CONT.

## ELEMENTARY SCHOOL

### SAMPLE VIRTUAL LEARNING SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Class Meeting Synchronous  <i>PreK - K: 10-15 minutes 1 - 2: 15-20 minutes 3 - 5: 30 minutes</i>	Class Meeting Synchronous  <i>PreK - K: 10-15 minutes 1 - 2: 15-20 minutes 3 - 5: 30 minutes</i>	Class Meeting Synchronous  <i>PreK - K: 10-15 minutes 1 - 2: 15-20 minutes 3 - 5: 30 minutes</i>	Class Meeting Synchronous  <i>PreK - K: 10-15 minutes 1 - 2: 15-20 minutes 3 - 5: 30 minutes</i>	<p><i>Asynchronous Lessons</i></p> <p><b>Reading, Mathematics, Writing, Unified Arts, Physical Education</b></p> <p><i>PreK: 20 minutes K: 1 hour 1 - 2: 1.5 hours 3 - 5: 2 hours</i></p>
<b>Reading, English, Language Arts</b>  <i>Whole and Small Group Synchronous Lessons</i>  <i>PreK: 20 minutes K - 2: 1 hour 3 - 5: 1 hour, 30 minutes</i>	<b>Reading, English, Language Arts</b>  <i>Whole and Small Group Synchronous Lessons</i>  <i>PreK: 20 minutes K - 2: 1 hour 3 - 5: 1 hour, 30 minutes</i>	<b>Reading, English, Language Arts</b>  <i>Whole and Small Group Synchronous Lessons</i>  <i>PreK: 20 minutes K - 2: 1 hour 3 - 5: 1 hour, 30 minutes</i>	<b>Mathematics</b>  <i>Whole and Small Group Synchronous Lessons</i>  <i>PreK: 20 minutes K - 2: 1 hour 3 - 5: 1 hour, 30 minutes</i>	
<b>Mathematics</b>  <i>Whole and Small Group Synchronous Lessons</i>  <i>PreK: 20 minutes K - 2: 1 hour 3 - 5: 1 hour, 30 minutes</i>	<b>Mathematics</b>  <i>Whole and Small Group Synchronous Lessons</i>  <i>PreK: 20 minutes K - 2: 1 hour 3 - 5: 1 hour, 30 minutes</i>	<b>Science/Social Studies</b>  <i>Whole and Small Group Synchronous Lessons</i>  <i>PreK: 20 minutes K - 2: 1 hour 3 - 5: 1 hour, 30 minutes</i>	<b>Science/Social Studies</b>  <i>Whole and Small Group Synchronous Lessons</i>  <i>PreK: 20 minutes K - 2: 1 hour 3 - 5: 1 hour, 30 minutes</i>	
<b>Science/Social Studies</b>  <i>Whole and Small Group Synchronous Lessons</i>  <i>PreK: 20 minutes K - 2: 1 hour 3 - 5: 1 hour</i>	<b>Science/Social Studies</b>  <i>Whole and Small Group Synchronous Lessons</i>  <i>PreK: 20 minutes K - 2: 1 hour 3 - 5: 1 hour</i>	<b>Unified Arts/ Physical Education</b>  <i>Whole and Small Group Synchronous Lessons</i>  <i>PreK: 20 minutes K - 2: 1 hour 3 - 5: 1 hour</i>	<b>Unified Arts/ Physical Education</b>  <i>Whole and Small Group Synchronous Lessons</i>  <i>PreK: 20 minutes K - 2: 1 hour 3 - 5: 1 hour</i>	
<i>Synchronous Needs Groups</i>	<i>Synchronous Needs Groups</i>	<i>Synchronous Needs Groups</i>	<i>Synchronous Needs Groups</i>	

\*Virtual learning will continue through the first semester of the 2020-2021 school year.

# VIRTUAL CLASSROOM LEARNING\*, CONT.

## MIDDLE SCHOOL SAMPLE VIRTUAL LEARNING SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Period 1 All cohorts distance only.	Teacher Office Hours			
Period 2 All cohorts distance only.	Small Group Instruction			
Period 3 All cohorts distance only.	Teacher Professional Development			
Period 4 All cohorts distance only.	Asynchronous Lesson for Students			
Period 5 All cohorts distance only.	Teacher Planning			
Period 6 All cohorts distance only.	Teacher Office Hours			

\*Virtual learning will continue through the first semester of the 2020-2021 school year.

# VIRTUAL CLASSROOM LEARNING\*, CONT.

## HIGH SCHOOL SAMPLE VIRTUAL LEARNING SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Period 1A All cohorts distance only.	Period 1B All cohorts distance only.	Period 1A All cohorts distance only.	Period 1B All cohorts distance only.	Office Hours
Period 2A All cohorts distance only.	Period 2B All cohorts distance only.	Period 2A All cohorts distance only.	Period 2B All cohorts distance only.	Small Group Instruction
Period 3A All cohorts distance only.	Period 3B All cohorts distance only.	Period 3A All cohorts distance only.	Period 3B All cohorts distance only.	Teacher Professional Development
Period 4A All cohorts distance only.	Period 4B All cohorts distance only.	Period 4A All cohorts distance only.	Period 4B All cohorts distance only.	Asynchronous Learning A/B Alternating Schedule of Classes

\*Virtual learning will continue through the first semester of the 2020-2021 school year.

# HCPS LEARNING SUPPORT CENTERS\*

To address the needs of students in grades K-12 who require a safe place to spend the school day, we are offering a limited number of spaces in HCPS *Learning Support Centers* at some of our schools where students will be supervised by an HCPS employee and have reliable access to the Internet.



## Virtual Classroom Learning

Teacher/Student interaction is conducted virtually.

The families of students with an Individualized Education Program (IEP) will be contacted to discuss the needs of individual students.

*Information pertaining to face coverings and individual schedules for families of students with special needs will be provided.*



## In-Person Learning Support

In-person learning support is available for students in grades K-12 who need a safe space to learn and access the Internet.

Physical distancing guidelines will remain in place and face coverings will be required in all HCPS buildings in accordance with state and local health department guidance.



## Transportation and Meal Services Provided

Transportation and meal services will be available at each *Learning Support Center*. Meal sites will also be available.

***HCPS will work closely with our local public health department to monitor community spread of COVID-19 and the impact of area case increases on the operation of the Learning Support Centers.***

*\*Please note: A student's assigned Learning Support Center location may differ from their assigned school.*

# HCPS LEARNING SUPPORT CENTERS\*, CONT.

## SAMPLE LEARNING SUPPORT CENTER SCHEDULE

LEVEL	LEARNING SUPPORT CENTER TIME	BEFORE AND AFTER CARE**	LUNCH
<b>ELEMENTARY</b>	9:30 a.m. to 3:30 p.m.	7:00 - 9:00 a.m. and 3:30 - 6:00 p.m.	
<b>MIDDLE</b>	7:45 a.m. to 2:45 p.m.		11:45 a.m. to 12:45 p.m.
<b>HIGH</b>	7:00 a.m. to 2:00 p.m.		

*\*Virtual learning will continue through the first semester of the 2020-2021 school year.*

*\*\*Plans for before and after care are currently in development.*

# TRANSPORTATION

Reduced capacity guidelines will be in effect for students being transported to and from the HCPS *Learning Support Centers*.

## Reduced Capacity

In order to maintain reduced capacity guidelines, school bus seating will be limited to one student per seat. Siblings may sit together. If necessary, some seats may remain unoccupied. Students will be required to wear a face covering.

HCPS will be observing cleaning and sanitation protocols provided by MSDE and the Harford County Health Department.

## Sanitization and Disinfection

All HCPS school buses will be sanitized in the morning and afternoon, after dropping students off at their school buildings. High touch surfaces will be sanitized as often as possible.

## HCPS PASSENGER BUS

Full seating capacity: 64

Targeted seating capacities:

*Elementary students - 50*

*Secondary students - 44*



Reduced Seating Capacity:

All levels - 22

*(One student per seat. Siblings may sit together.)*

*Face coverings will be required.*

# FOOD AND NUTRITION

Meal service will be provided for students and staff at meal sites and at all *Learning Support Centers*.

## Virtual

- Meal sites similar to the current summer program will be operational in certain areas of the county. Guidance from MSDE and United States Department of Agriculture (USDA) will regulate the procedures involved and may vary from current service model.

## *Learning Support Centers*

- National School Lunch and Breakfast Program will be available to all students as during the normal school operation. Meal benefit applications will be accepted and processed.
- Current standard operating procedures including wearing of gloves and masks will continue. Kitchens and serving areas will be disinfected throughout the day.
- Enhanced safety measures related to student meal service, including student handwashing and appropriate sanitation measures for touch contact surfaces used by students during meal service will continue.
- HCPS will be observing cleaning and sanitation protocols provided by MSDE and the Harford County Health Department.

AS OF JULY 30  
**766,696 TOTAL MEALS**  
HAVE BEEN SERVED.

# STUDENT HEALTH GUIDELINES

The following guidelines will be adhered to by each student enrolled in HCPS.

## In-Person Activities

All students participating in any in-person HCPS activities MUST:

- Be free of COVID-19 symptoms which include:
  - Fever ( $\geq 100^{\circ}$  F) or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- Have no contact with anyone with COVID-19 (or presumed to have COVID-19) within the past 14 days.
- Parents/Guardians will notify the school as soon as they are aware that their student has tested positive for the virus that causes COVID-19 or that they have been exposed to a person who is confirmed to have COVID-19.

## School Nurses

School nurses will monitor and observe at each *Learning Support Center*.

In the event that a student or staff member becomes ill with COVID-19, or a COVID-19 like illness, school nurses will adhere to the latest Maryland Department of Health (MDH) guidance regarding isolation and quarantine procedures including but not limited to:

- Following the Decision Tree matrix provided by MDH to determine appropriate course of action.
- Partnering with the Harford County Health Department to identify and notify close contacts.
- Determining school cleaning and closing decisions based on the latest guidance from the state and local health department.

HCPS Health Services will collaborate with the Harford County Health Department (HCHD) to assist with appropriate contact tracing measures.

***Students with underlying health concerns should consult their health care provider for guidance about the safety of in-person attendance. Families should consider their student and family health risk when determining their participation in the Learning Support Centers.***

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# STUDENT HEALTH GUIDELINES, CONT.

The following guidelines will be adhered to by each student enrolled in HCPS.

## Student Health Forms

The following forms are **required** for every student as follows:

- **Health History and Discretionary Medication Form:** All parents/guardians must complete this form to update current health history, give permission for discretionary medication and authorize persons who may pick up a student from school.
- **Immunization:** Compliance with Maryland immunization requirements is required for all students in virtual and *Learning Support Centers*. Please review the [Vaccine Requirements For Children Enrolled in Preschool Programs and in Schools](#) provided by the Maryland Department of Health (MDH).
- **Maryland Schools Record of Physical Examination:** A physical examination by a physician or certified nurse practitioner must be completed within nine months prior to entering the public school system or within six months after entering the system.
- **Lead Screening:** All students entering our schools in Pre-Kindergarten, Kindergarten, and First grade must show evidence of blood lead testing. Please review the [Maryland Department Of Health And Mental Hygiene Blood Lead Testing Certificate](#).
- **Dental Form:** A record of dental examination is required for all students entering Kindergarten.
- **Medication Policy and Permission:** These forms are required if any medications are to be administered in schools, which includes *Learning Support Centers*.



### ACKNOWLEDGMENT LETTER

*Students must be free of fever without the use of fever reducing medications for the period of time directed by the Maryland Department of Health's current guidelines.*



### GUIDANCE FOR USE OF CLOTH FACE COVERINGS IN SCHOOLS (MSDE)

*MSDE requirements for staff and student use of cloth face coverings.*



### RESPONSE TO LABORATORY CASE OF COVID-19 IN SCHOOLS (MSDE)

*Guidance for communicable disease outbreak response.*

# EMPLOYEE HEALTH GUIDELINES

The following guidelines will be adhered to as employees return to HCPS buildings and classrooms.

## Symptom Screening

- It is a requirement that every employee complete a self-check, including temperature, before arriving to work.
- As stated in the July 21, 2020 update to the Maryland Health Department (MHD) symptom guidelines:
  - If an employee has COVID-19 symptoms, the employee should stay home, notify their supervisor, and call their doctor.

Symptoms of COVID-19 like illness include those that meet:

- New onset cough or shortness of breath; or
- At least 2 of the following: fever of 100° F or higher, chills, shivering, muscle pain, sore throat, headache, loss of sense of taste or smell, or gastrointestinal symptoms (nausea, vomiting or diarrhea).
- If the employee becomes sick during the day, they must inform their supervisor and go home immediately. HCPS communication processes will be enacted, including alerting HR and determining additional precautionary steps for the worksite.
- Employees cannot return to work until the criteria to **discontinue home isolation** are met, in consultation with healthcare providers and state and local health departments.
- Employees will notify the school as soon as they are aware that they have tested positive for the virus that causes COVID-19 or that they have been exposed to a person who is confirmed to have COVID-19.

## Employee Benefits

- Questions regarding employee benefits related to COVID-19, including leave, may be directed to [Joanna.Hewitt@hcps.org](mailto:Joanna.Hewitt@hcps.org) or [Lisa.Patterson@hcps.org](mailto:Lisa.Patterson@hcps.org).

## American with Disabilities Act (ADA)

- If any employee feels that their medical status may require an American with Disabilities Act (ADA) accommodation, FMLA, FFRCA, or a leave of absence, please contact [benefits@hcps.org](mailto:benefits@hcps.org).

# ADDITIONAL CONSIDERATIONS

## 1 | Athletics/Intramural Sports/Club Sports

*The Maryland Public Secondary Schools Athletic Association (MPSSAA) in consultation with the Maryland State Superintendent of Schools, the Maryland Department of Health, and the Public School Superintendent Association of Maryland announced today that the 2020 high school fall and winter competition seasons will be postponed.*

*MPSSAA is working with all groups to create a plan focused on alternative ways to provide engaging opportunities for students in the first semester and modified competition seasons for all sports during the second semester. Details of this plan will be available prior to the start of the 2020-2021 academic year.*

*In alignment with this announcement, HCPS will postpone all face-to-face athletic conditioning, practices, and competitions for the fall and winter seasons. We will continue to work to provide opportunities for our student athletes to engage in a virtual environment.*

## 2 | Childcare

*Including before and after care*

*HCPS is working with child care providers to determine the availability of before and after care in our schools to support working parents. More information about before and after care will be shared with families soon. The HCPS Family and Community Partnerships Office is working with key community leaders and stakeholders to ensure HCPS parents are aware of child care availability and child care scholarships available through the Maryland State Department of Education (MSDE). MSDE offers a free, personalized service for parents to secure high quality child care. Parents are encouraged to contact a LOCATE: Child Care Referral Specialist to find child care options based on their family's specific needs: <https://locate.marylandfamilynetwork.org/Family/login>.*

## 3 | Communications and Family Outreach

*The HCPS communications team is dedicated to providing timely updates and ensuring important information is accessible to our entire school community as we begin and progress through the 2020-2021 school year. Communications from the school system will continue to be sent through a variety of means, including Blackboard Connect5 calls, emails, and text messages; social media posts on Facebook, Twitter, Instagram; and media alerts. The school system's website, [www.hcps.org](http://www.hcps.org), is updated regularly and features an HCPStogether page that houses all of the information about our recovery efforts and the 2020-2021 school year, including a Frequently Asked Questions section that is maintained continuously. Members of the Office of Communications and Family Outreach also facilitate responses to inquiries that are made via our HCPS COVID-19 hotline, email address ([COVID19questions@hcps.org](mailto:COVID19questions@hcps.org)), and contact form, as well as through our email address specifically for questions and/or concerns regarding the HCPS Recovery Plan ([HCPStogether@hcps.org](mailto:HCPStogether@hcps.org)).*

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# ADDITIONAL CONSIDERATIONS, CONT.

## 4 | Community Partnerships

*HCPS Offices of Family and Community Partnerships and Student Support Services staff are working with key public and private partners to ensure resources and opportunities for academic enrichment and instructional support are available for families, especially for those students who may have fallen behind during the school closure. Community partners are also working to ensure food access, housing support, and health and wellness resources are available to all HCPS families.*

### Equity Lens

HCPS will identify partnerships with MSDE, local government agencies, and community stakeholders to support educational equity.

## 5 | Large Gatherings and Activities

*Large gatherings are not allowable at this time. The Learning Support Centers will not include large gatherings, assemblies, events, or field trips.*

## 6 | Professional Development

*During Summer 2020, professional learning experiences will be available for teachers and administrators. Targeted competencies in Digital Teaching and Learning will be the focus. Intentional professional learning will provide all teachers with extensive enhanced knowledge of itslearning, HCPS' learning management system. Professional learning modules will be released in early August in an asynchronous format. Directions on access and expectations will be communicated with all instructional staff. All teachers have specific modules that are required prior to September 8, 2020.*

*HCPS educational support personnel will engage in specific professional learning experiences during the August/September Pre-School days. Topics for instructional staff will include use of instructional and student devices, social emotional learning, cultural responsiveness, supporting students in a virtual environment, and instructional practices.*

*Specialized orientation resources will be available to support students and families in late August to assist in accessing HCPS instructional materials and virtual learning.*

*HCPS believes in continuous learning and will offer professional learning in an on-going manner throughout the 2020-2021 school year.*

### Equity Lens

HCPS will provide ongoing professional development that builds cultural responsiveness and addresses identified areas of inequity.

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# ADDITIONAL CONSIDERATIONS, CONT.

## 7 | School Day Health and Safety

**Masks:** HCPS continues to comply with current CDC, MSDE, and local health department guidelines regarding the use of masks, or fabric face coverings.

**Physical Distancing:** At HCPS Learning Support Centers, we will abide by CDC physical distancing guidelines. In order to promote physical distancing, schools may use the following measures:

- Staggering the use or capacity of common spaces, including the cafeteria, playground and other areas.
- Rearranging furniture and desks to move students farther apart.

**Handwashing:** Will be required throughout the day.

**Cleaning:** During COVID-19, special considerations for cleaning are as follows:

- High touch surfaces are cleaned with disinfectant as often as possible during the school day and every evening, examples include: door handles, push bars, counters, and sinks.
- If alerted to COVID-19 exposure, special cleaning and disinfection attention will be given to the rooms and areas that were occupied by that individual.
- Spray bottles with disinfectant and rags will be distributed to teachers so high touch surfaces can be routinely wiped down.
- Paper towels and soap will be checked routinely. Soap and paper towels are available at classroom sinks.

**Sanitization:** Wherever possible, there will be no shared materials at the Learning Support Center requiring sanitization, but our staff will be mindful of surfaces and equipment which will require cleaning between use based on recommendations from the Centers for Disease Control and Prevention (CDC), MSDE, and the Harford County Health Department.

**Ventilation:** In response to COVID-19, HCPS Facilities continues to run all HVAC systems to allow for air filtration and fresh air exchange; continues to perform preventative maintenance tasks including routine air filter changes; continues to monitor system performance to ensure systems are operating per design; and continues to respond to all indoor air quality issues and concerns in a timely fashion. HCPS continues to explore the types of filters that we utilize in our HVAC systems and identify areas where fresh air exchanges can be increased without negatively impacting occupant comfort.



# TIMELINE FOR KEY ACTIONS

HCPS will continue to monitor changes as they arise, and decisions will be made as new information is received.

## July 2020

- A HCPS Parent Academy Town Hall Q&A event about our Recovery Plan was held via Microsoft Teams on Wednesday, July 15, at 5:30 p.m.
- Families were presented with an intention form for Fall 2020, to indicate in-person classroom learning or virtual learning options specific to their student(s).

## August 2020

- Publish a finalized Continuity of Learning Plan
- A third phase of reopening HCPS buildings began on Monday, August 17.
- Communicate technology distribution plan for all students and staff.
- Communicate student schedules for all levels.
- Provide a virtual orientation for students and families on virtual learning tools and resources.



# RECOVERY TEAMS AND FOCUS GROUPS

The following recovery teams and focus groups, comprised of HCPS staff, community members, parents, and key stakeholders, are meeting regularly to work through differing stages for the 2020-2021 school year. The Continuity of Learning Advisory Group will continue to meet throughout the school year. This group is comprised of school system staff and community stakeholders.

## 1 | Coronavirus Task Force

- Academic Recovery
- Summer Learning
- Academic Tutoring
- Emotional Recovery
- Administrative Recovery
- Recovery Communication
- Response Evaluation and Mitigation

## 2 | Digital Teaching and Learning Teams

- Strategic Leadership and Communication
- Content and Professional Learning
- Access and Delivery
- Program Evaluation

## 3 | North Star Teams

- College Courses and Program Offerings
- Communications
- Data Exchange
- Finance
- Fundraising and Partnerships
- Middle School
- Program Evaluation
- Scheduling
- Student Services
- Technical Certification
- Transportation

## 4 | Work Teams

- Equity
- Childcare
- Intention
- Cleaning Protocols for Shared Materials
- Student Health Protocols
- Athletics - Return to Play
- Online Options/Parent Choice

- PreK - 1
- Elementary Schedule and Logistics
- Secondary Schedules and Logistics
- Friday Development Team
- Critical Content Maps/Pacing
- Summer Learning
- Summer Camp

- Credit Recovery
- Extended School Year (ESY)
- Professional Learning
- *Learning Support Centers*

## 5 | Continuity of Learning Advisory Group

## 6 | Teacher Recovery Focus Groups

## 7 | Parent Focus Group

# APPENDIX

The following resources have been created to provide guidance for the 2020-2021 school year.



## ACKNOWLEDGMENT LETTER

*Students must be free of fever without the use of fever reducing medications for the period of time directed by the Maryland Department of Health's current guidelines.*



## CARTA DE RECONOCIMIENTO

*Los estudiantes deben estar libres de fiebre, sin el uso de medicamentos para reducir la fiebre durante el período de tiempo indicado por las pautas actuales del Departamento de Salud de Maryland.*



## OFFICE RECOVERY PLAN

*A third phase of reopening will begin on August 17, 2020.*



## PARENT/STUDENT ACKNOWLEDGMENT VIRTUAL INSTRUCTION

*Parents/Students are asked to review and sign this form to note their understanding of virtual instruction policies and procedures.*



## COMMUNICATION PLAN

*A communications plan in regards to the health and safety of our students and staff.*

*Continued on next page.*

# APPENDIX, CONT.

The following resources have been created to provide guidance for the 2020-2021 school year.



## STUDENT SERVICES ROLES AND RESPONSIBILITIES

*The Office of Student Services is working to provide resources and services for all students.*



## EMPLOYEES PRESENTING COVID-19 SYMPTOMS: COMMUNICATIONS FLOW

*For use when employee develops symptoms within 48 hours of reporting to a HCPS worksite.*



## GUIDANCE FOR USE OF CLOTH FACE COVERINGS IN SCHOOLS (MSDE)

*MSDE requirements for staff and student use of cloth face coverings.*



## RESPONSE TO LABORATORY CASE OF COVID-19 IN SCHOOLS (MSDE)

*Guidance for communicable disease outbreak response.*

# APPENDIX, CONT.

The following resources have been created to provide guidance for the 2020-2021 school year.

## Required School Year Forms

In preparation for the school year, the following information and forms require distribution and/or signature from families as follows.

- **COVID-19 Parent Acknowledgement Letter:** All students accessing in-person HCPS opportunities will require a parent/guardian signature on this form regarding COVID-19 screening and risks. This includes students in the *Learning Support Centers* and any other HCPS sponsored in-person student interaction.
- **Virtual Instruction Consent Form:** All families are required to **sign this form** to support our virtual learning environment. It is recommended that schools have parents sign it on site during distribution of laptop/curriculum materials. An electronic version of this form will accompany the online version of the Office of Accountability's "Parent/Guardian Permission Form." The Virtual Instruction Consent Form will be made available on [www.hcps.org](http://www.hcps.org). It will also be distributed to principals and through the Office of Communication and Family Outreach.
- **Student Accident Insurance:** Board Policy 02-0023-000 requires student accident insurance to be made available to all students. Physical flyers for this insurance have been sent to each school by Risk Management for distribution with laptops/curriculum materials. An explanatory letter and a link to the vendor website for insurance purchase is **located here** on [www.hcps.org](http://www.hcps.org).
- **Parent/Guardian Permission Form:** The Office of Accountability requires all families to **complete this form** annually. This year an option will be available for families to complete the form electronically. For families who cannot complete the form online, hard copies will be provided to schools for distribution when students pick-up their devices. Instructions for completing this form online will be available for the distribution time as well. The timeline for collection of hard copies and data processing into eSchoolPlus will be disseminated by the Office of Accountability at a future date.
- **FaRMs:** This form for Free and Reduced Meal (FaRMs) qualification will be mailed directly to families homes by the start of September. Food & Nutrition is working on an online application with an intended release date of Monday, August 10, 2020 on [www.hcps.org](http://www.hcps.org).

# GLOSSARY OF TERMS

## **Asynchronous Learning**

*Learning that occurs online without real-time interaction or instruction by an educator. Examples may include but not limited to pre-recorded video lessons, resource videos, assigned readings, and posted assignments.*

## **Synchronous Learning**

*Remote learning that happens in real-time with the interaction between the teacher and students that occurs in a face-to-face environment or in a virtual classroom setting, ie. access from home via web conferencing.*

## **Virtual Learning**

*Instruction provided by HCPS teachers/staff to students via a digital/online HCPS platform.*

# MARYLAND STATE DEPARTMENT OF EDUCATION

## STAGE TWO - REQUIREMENTS FOR OPENING SCHOOLS

The Maryland State Department of Education (MSDE) established statewide guidelines which each county must follow when planning for a reopening of school buildings.

- 1** | Local school systems must have their recovery plans completed and posted to their websites by August 14, 2020.
- 2** | The local school system's equity plan must be reflected throughout the local recovery plan.
- 3** | Local school systems must establish a recovery plan stakeholder group that is representative of their schools and community.
- 4** | Early in the school year, schools must determine where their students are instructionally, identify the gaps in learning, and prepare a path for instructional success and recovery.
- 5** | All local school systems must ensure that MD College and Career Ready Standards PreK-12 are taught in all content areas and the state frameworks are followed for each content.
- 6** | Local school systems must follow the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act (Section 504), and Title II of the Americans with Disabilities Act (ADA).
- 7** | Local school systems must follow procedures that are developed by the MSDE in collaboration with the MD Department of Health and guidance from the CDC for an individual who tests positive for COVID-19.
- 8** | Local school systems must follow safety protocols for collection of materials, cleaning of schools and other facilities, daily cleaning, and nutrition as established by MSDE in collaboration with the MD Department of Health and the CDC guidance.
- 9** | Local school systems must follow protocols for the safe transportation of students to and from schools.
- 10** | Local school systems must develop a system for tracking attendance when students are engaged in distance learning.
- 11** | Each local school system must develop its own plan for communication.
- 12** | The COVID-19 checklist (Appendix A) must be utilized in the development of the recovery plan.
- 13** | The Maryland Public Secondary School Athletic Association (MPSSAA) Roadmap Forward for Interscholastic Athletics and Activities must align with the Maryland State Department of Education and the LSS Educational and Health and Safety Decisions in order for education-based athletics and activities to resume during stage one and stage two of the Governor's *Maryland Strong: Roadmap to Recovery*.

**Continuity of Learning Plan**  
2020/2021



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